



Archdiocese of Regina

Emergency Binder

For any activity conducted by the parish where parents/guardians have entrusted their children or youth to the parish's care, an emergency binder(s) should be completed. It is recommended that Emergency Binders not be in electronic format due to possible lack of power or internet access.

For onsite activities: one (1) binder is sufficient

For offsite activities: two (2) or more binders should be available for ease of accessibility.

Binders should include:

- ✓ **Emergency contact numbers in the area; including fire, ambulance and hospital.**
- ✓ **Name and contact information of person in charge.**
- ✓ **Contact numbers of transportation providers**
- ✓ **Copy of each participation's registration, including list of allergies hospitalization number, parent/guardian contact numbers, contact number for family physician
etc.**
- ✓ **Separate listing of all participants with known allergies including treatment method and location of medication or epi-pen. If possible, a picture would be ideal.**
- ✓ **Sign-in and sign-out sheet (sample following this page)**

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