



Mental Health Emergency Action Plan

Reviewed by the Board of Directors on November 4, 2025

1. Overview

The Mental Health Emergency Action Plan (MHEAP) has been developed for Archery Ontario, the Provincial Sport Organization, to promote and safeguard the mental health and well-being of athletes, coaches, officials, volunteers, and spectators engaged in archery-related activities and events. This document delineates the protocols for identifying, responding to, and managing mental health emergencies within the archery community.

2. Objectives

- To provide a comprehensive framework for responding effectively to mental health emergencies during archery events, practices, and associated activities.
- To ensure all personnel possess the requisite skills to recognize signs indicative of mental health crises and to respond appropriately.
- To uphold the safety, dignity, and confidentiality of individuals experiencing a mental health emergency.

3. Action Plan

This action plan is applicable to all activities sanctioned by Archery Ontario, including competitions, training sessions, camps, and organizational meetings throughout the province.

Recognizing a Mental Health Emergency

Mental health emergencies may encompass, but are not limited to, the following scenarios:

- Suicidal ideation or behaviour
- Severe anxiety or panic attacks
- Psychotic episodes (e.g., hallucinations, delusions)
- Extreme emotional distress or agitation
- Self-harm or threats of self-harm



- Threats of harm to others

Indicators may include pronounced behavioural changes, withdrawal from activities, incoherent or disorganized speech, visible emotional distress, or statements reflecting hopelessness or intent to cause harm to oneself or others.

Immediate Actions

1. Ensure Safety:
2. If there is an imminent risk of harm to self or others, contact emergency services by calling 9-1-1 or the local emergency number without delay.
3. Confirm that the environment is secure for all participants.
4. Ensure the individual at risk is not left unattended.
5. Approach with Care:
6. Engage the individual in a calm and respectful manner.
7. Listen empathetically and provide reassurance without judgment.
8. Refrain from attempting to diagnose or counsel unless you are a qualified mental health professional.
9. Contact Emergency Support:
10. Inform the designated Mental Health First Aid responder (if available) or the event's appointed safety officer.
11. Notify the individual's emergency contact, where appropriate and safe to do so.
12. Supply emergency personnel with all pertinent information.
13. Preserve Confidentiality:
14. Disclose information only to those directly involved in the emergency response.
15. Maintain the privacy and dignity of the affected individual at all times.
16. Document the Incident:
17. Complete an incident report promptly, detailing the actions undertaken and subsequent outcomes.
18. Submit the completed report to the designated Archery Ontario official for further review and follow-up.



4. Roles & Responsibilities

Role	Responsibilities
Event Director / Coach	Initiate the emergency response, ensure the safety of all individuals, communicate with emergency services, and document the incident.
Mental Health First Aid Responder	Provide initial support, assess risk levels, and coordinate with emergency services.
Archery Ontario Staff	Support event personnel, oversee post-incident follow-up, and enforce policy compliance.
Volunteers / Officials	Assist as directed, maintain strict confidentiality, and contribute to a safe environment.

5. Post-incident Procedures

1. Organize debriefing sessions and support services for affected individuals and witnesses as deemed necessary.
2. Facilitate referrals to appropriate mental health resources, such as crisis lines, counselling services, and community supports.
3. Review the incident collaboratively with relevant staff to identify opportunities for improving emergency response protocols.
4. Maintain ongoing communication with all parties involved to ensure continued safety and support.



5. Mental Health Resources

- Canada Suicide Prevention Service: 1-833-456-4566
- Kids Help Phone: 1-800-668-6868 or text CONNECT to 686868
- ConnexOntario (Mental Health, Addiction, and Problem Gambling Services): 1-866-531-2600
- Local Hospital Emergency Departments
- Ontario Mental Health Helpline: 1-866-531-2600

6. Training and Education

- All coaches, officials, and event staff are strongly encouraged to complete Mental Health First Aid training or equivalent certification.
- An annual review of the Mental Health Emergency Action Plan shall be conducted to ensure current methodologies and resources are incorporated.
- Regular awareness sessions related to mental health shall be offered to athletes and volunteers throughout the calendar year.

7. Conclusion

Archery Ontario affirms its commitment to the safety and welfare of the entire archery community. This Mental Health Emergency Action Plan establishes a formal structure for delivering prompt, respectful, and effective responses to mental health emergencies, thereby fostering a safe and inclusive environment across Ontario.