

Emergency Action Plan – Template

Although serious injuries or accidents are rare, you must be ready to deal with them if and when they occur. As a first step, formal training in first aid and CPR for all team staff will give you the confidence and knowledge you need to deal with emergencies effectively.

You should maintain a complete First Aid Kit to help you deal with minor injuries.

Develop an Emergency Action Plan and write it down so everyone involved is clear on their responsibilities. Designate key individuals to carry out the plan (i.e. the person in charge, and the call person).

Person in Charge

The person in charge should be the one who is most qualified in first aid and emergency procedures. This individual will:

- Know what emergency equipment is available at your facility
- Secure a controlled and calm environment
- Assess – and tend to – the injured player
- Direct others involved until medical personnel arrive

Call Person

This individual will:

- Keep a record of emergency phone numbers and know the location of telephones in the facility
- Make the telephone call for assistance
- Guide the ambulance (if required) in and out the facility

Emergency Action Plan (EAP) Checklist

Access to telephones

- Cell phone, battery well charged
- Training venues
- Home venues
- Away venues
- List of emergency phone numbers
- Change available for pay phones

Directions to access the site

- Accurate directions to the sites (practices, games, both home and away)

Participant information

- Personal profile forms
- Emergency contacts
- Medical profiles



Personnel information

- The person in charge is identified
- The call person is identified
- Assistants are identified

- *The medical profile of each participant should be up to date and located in the first aid kit.*
- *A first aid kit must be accessible at all times, and must be checked regularly. See the appendices for suggestions on contents for a first aid kit.*

Steps to Follow When an Injury Occurs

Note: it is suggested that emergency situations be simulated during practice in order to familiarize coaches and athletes with the steps below

Step 1: Control the environment so that no further harm occurs <ul style="list-style-type: none">• Stop all participants• Protect yourself if you suspect bleeding (put on gloves)• If outdoors, shelter the injured participant from the elements and from any traffic	
Step 2: Do a first assessment of the situation <p>If the participant:</p> <ul style="list-style-type: none">• Is not breathing• Does not have a pulse• Is bleeding profusely• Has impaired consciousness• Has injured the back, neck or head• Has a visible major trauma to a limb• Cannot move his/her arms or legs or has lost feeling in them <p>If the participant does not show the signs above, proceed to Step 3</p>	 <p>Activate Emergency Action Plan?</p>
Step 3: Do a second assessment of the situation <ul style="list-style-type: none">• Gather the facts by asking the injured participant as well as anyone who witnessed the incident.• Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical.• If possible and if it does not cause risk to the participant, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.	
Step 4: Assess the injury <p>Have someone with first aid training complete an assessment of the injury and decide how to proceed.</p> <p>If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to Step 5.</p>	 <p>Activate Emergency Action Plan?</p>
Step 5: Control the return to activity <p>Allow the participant to return to activity after a minor injury only if there is no:</p> <ul style="list-style-type: none">• Swelling• Deformity• Continued bleeding• Reduced range of motion• Pain when using the injured part	
Step 6: Record the injury on an accident report form and inform the parents.	

Emergency Action Plan

Telephone Numbers

Team/Event _____

Site _____

Person in Charge _____

Call Person _____

Emergency _____

Ambulance _____

Police _____

Fire Department _____

Hospital _____

Facility _____

Details of Location _____

(to be read over the _____

Telephone to _____

Emergency dispatcher) _____

Diagram of Home Facility

Use the space below to draw a detailed diagram of your home facility. Mark on it the location of the telephones, first-aid room, desired routes for attending medical personnel, and anything else that might be helpful.