

Emergency Action Plan Description

Emergency Action Plan Checklist

Directions to Local Hospitals and Parks

Emergency Action Plan (EAP)

Player Injury Report Form

Player Emergency Information Form

Emergency Action Plan Description

Sports injuries can occur at practices and games. In order to ensure all athletes are properly cared for in case of serious injury, an Emergency Action Plan (EAP) should be prepared for each team to follow. Preparing an EAP in advance will help teams respond to emergency situations in a responsible manner.

It is critical for the EAP to be established at the first parent meeting, outlining the steps to be taken and clearly identifying the people responsible for implementing the EAP at all practices and games.

There are four key components to an EAP:

- 1) Access to phones
- 2) Directions
- 3) Player Information
- 4) EAP Personnel – Charge Person (usually team Trainer) and Call Person, as well as alternates

The Charge Person should be the one that 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 (advise coaches to take team away from the injured player)
- Assess / tend to the injured player; determine if an ambulance is needed
- Direct others until medical personnel arrive

The Trainer is responsible for maintaining the First Aid kit and medical records and to bring the kit and forms, as well as ice, to practices and games.

The Call Person will:

- Keep a record of emergency phone numbers
- Make the telephone call for assistance
- Provide all necessary information to dispatch (including location, nature of injuries, description of First Aid that has been done)
- Report back to Charge Person
- Clear any traffic from the entrance/access road before ambulance arrives
- Wait by the driveway entrance to guide the ambulance when it arrives

In the event of a serious injury to a player, the EAP should be immediately implemented.

Within 24 hours, the incident should be reported to the KNSC. The Player Injury Report Form will need to be submitted to the KNSC within 72 hours.

Emergency Action Plan Checklist

Access to phones-

- Cell phones, battery well charged
- Check for the correct emergency number

Directions-

- Accurate directions to all sites & field locations

Player Info-

- Player medical info forms- emergency contacts and any known medical conditions about players must be always on hand
- Knowledge of pre-existing medical conditions might be required and should be readily available to EMS staff

EAP Personnel-

- Charge person is identified
- Call person is identified
- Alternates are identified
- The Player Medical Information Forms must be up to date and kept in the file folder located in the First Aid bag
- A First Aid kit must be always accessible and must be checked

Directions to Local Hospitals

Southlake Regional Health Center – 596 Davis Drive,
Newmarket, ON, L3Y 2P9, 905-895-4521

Brampton Civic Hospital – 2100 Bovaird Drive East, Brampton,
ON, L6R 3J7, 905-494-2120

Mackenzie Health – 10 Trench Street, Richmond Hill, ON, L4C 4Z3,
905-883-1212

Humber River Hospital – 1235 Wilson Ave, Toronto, ON, M3M 0B2,
416-242-1000

Directions to Parks

Street addresses are approximate

Senior Fields

Adidas Field- 8100 Highway 27, Woodbridge, ON, L4H 3N2

Bindertwine- 299 Stegman's Mill Road, Kleinburg, ON, L4H 3N5

Kleinburg Christian- 6950 Nashville Road RR1, Kleinburg, ON, L4H 3N5

La Fontaine- 10110 Islington Avenue, Kleinburg, ON, L0J 1C0

Polish Park- 9700 Highway 27, Vaughan, ON, L4H 3N5

Sonoma Grass- 61 Sunset Ridge, Vaughan, ON, L4H 1T9

St. Mary's- 75 Greenside Drive, Nobleton, ON, L0G 1N0

West Wind Park- 150 Cityview BLVD, Vaughan, ON, L4H 0B4

Junior Fields

Bindertwine- 299 Stegman's Mill Road, Kleinburg, ON, L4H 3N5

Hillside Park- 549 Vellore Park Avenue, Vaughan, ON, L4H 0E6

Kleinburg Christian- 6950 Nashville Road RR1, Kleinburg, ON, L4H 3N5

Kleinburg Public School- 10391 Islington Avenue, Kleinburg, ON, L0J 1C0

La Fontaine- 10110 Islington Avenue, Kleinburg, ON, L0J 1C0

Nobleton Montessori- 6185 15th Sideroad, Nobleton, ON, L0G 1N0

Sonoma Grass- 61 Sunset Ridge, Vaughan, ON, L4H 1T9

9V9 Fields

Adidas Field- 8100 Highway 27, Woodbridge, ON, L4H 3N2

Nobleton Junior School- 5885 King Road, Nobleton, ON, L0G 1N0

Nobleton Senior School- 13375 Highway 27, Nobleton, ON, L0G 1N0

Venice Gate- 180 Trudeau Drive, Vaughan, ON, L4H 0C9

Westlin Field- 12480 Weston Road, King, L4H 1E5

Mini Fields

Cold Creek Conservation Area- Nobleton, ON, L0G 1N0

Davis Park- 45 MacTaggart Drive, Nobleton, ON, L0G 1N0

La Fontaine- 10110 Islington Avenue, Kleinburg, ON, L0J 1C0

Turf Fields (Outdoor)

Sonoma Park- 61 Sunset Ridge, Vaughan, ON, L4H 1T9

Turf Fields (Indoor)

Trio Sportsplex- 601 Cityview BLVD, Vaughan, ON, L4H 0Z4

Soccer Center (OSA HQ)- 7601 Martin Grove Road, Vaughan, ON, L4L 9E4

EMERGENCY ACTION PLAN (EAP)

TEAM NAME:

CHARGE PERSON / CELL#:

ALTERNATE CHARGE PERSON/CELL#:

CALL PERSON/CELL#:

ALTERNATE CALL PERSON/CELL#:

Response When an Injury Occurs

- Control the environment
- Assess the player's injuries (ABCs – airway, breathing, circulation/pulse; any major bleeding) – put on gloves if you suspect bleeding
- If any of the following is identified, activate EAP (next page):
 - Decreased, irregular or not breathing
 - No pulse
 - Bleeding profusely
 - Impaired or decreasing level of consciousness
 - Injury to the back, neck or head
 - Major trauma to a limb, skull, spine
 - Deterioration of neurological function; cannot move or feel limbs
 - Mental status changes: lethargy, altered arousal, confusion, agitation
 - Seizure activity
 - You believe you should
- If not an emergency, treat injuries with First Aid and/or follow CRSB

Concussion Protocol

To Activate EAP:

- Charge Person to control the environment (advise coaches to take team away from injured player)
- Put on gloves if you suspect bleeding
- If outdoors, shelter injured player from the elements or any traffic

- Cue the team Call Person to call 911 and report the following:
 - o Caller's name
 - o "We have a *** year old (male/female) athlete, who is (conscious/unconscious) and may have a *** injury"
 - o Outline type of First Aid that has already been administered
 - o Directions to field/facility
 - o Ask the projected time of arrival
 - o Provide cell phone number
 - o Remember to let the Dispatcher terminate the call
 - o Call person or designate to report back to Charge Person to inform him/her of the estimated arrival time
 - o Clear any traffic from the entrance/access road before ambulance arrives
 - o Wait by the entrance to guide the ambulance when it arrives
 - o Call Person to notify parents/guardian/emergency contact if not on the scene
- Charge Person to provide First Aid: STABILIZE
- Charge Person to remain with injured player until EMS arrives and player is transported
- Have injured player's Player Emergency Information Form ready for Paramedics
- Complete Player Injury Report Form