



Emergency Action Plan

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 or upon first receipt of these instructions, outlining the steps to be taken and clearly identifying the people responsible for implementing the EAP at all practices and games.

EMS protocols include:

- Calling 911 – providing the correct address when requesting an ambulance
- Ensuring that people are posted to direct the EMS responders as close to the location of the injury as safely as possible

Should any such injury occur, requiring a 911 call for emergency care, it is important that emergency vehicles have an access route that brings them in close proximity to where the injury has taken place.

An emergency plan is necessary regardless of the age of the players, or where they are playing; it also pertains to practices as well. While injuries or serious incidents are rare, when something does happen there may be panic and confusion due to lack of preparation. A bad situation can be made much better with a little simple planning.

Your team's plan will address a variety of points, including:

- Who on the team is designated to take charge during an emergency situation? And who is their backup?
- Does everyone know the emergency plan? Where is the nearest phone? Who will actually make the call to 911?
- How do we get the paramedics and ambulance to the injured player? Did we designate a team member to direct them to the specific field?
- Who will go for help if the coach is with an injured player? Who will supervise players if the coach has to call for help?
- Does the coach have all the emergency contact phone numbers (preferably cell numbers) for everyone on the team? Is TeamSnap up to date with current phone numbers?

Taking your emergency plan seriously alleviates some of the pressure from the coach, and also ensures your team will be better prepared when seconds count.

For Parents: If you are not staying to observe practices or games, please ensure that the coach has a way to reach you during the next 30 - 90 minutes!

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/Manager) 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 or location
- Know the address of the nearest hospital/medical facility
- Provide important EAP information to any visiting team officials
- 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/Manager 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 must be reported to the Mooredale SC – Attention: Sports Club Manager. The Player Injury Report Form must be submitted to the Mooredale SC – Attention: Sport Club Manager within 72 hours.

Emergency Action Plan Checklist

Access to phones	<ul style="list-style-type: none"> • Cell phones, batteries well charged • Check for the correct emergency number (over 98% of locations in Canada and US will link caller to an Emergency Dispatch Centre, but smaller communities may not use 911; for International travel, be sure to look this up; in Europe, 80 countries connect with 112)
Directions	<ul style="list-style-type: none"> • Accurate directions to all sites as well as specific field locations (i.e. for practices, home games, away games)
Player Information	<ul style="list-style-type: none"> • Player Medical Information Forms containing emergency contacts and any known medical conditions about players must be on hand at all times • Emergency contact information (cell phone numbers preferably) is up to date in TeamSnap for all players • Knowledge of pre-existing medical conditions might be required and should be readily available to medical / EMS staff
EAP Personnel	<ul style="list-style-type: none"> • Charge Person is identified • Call Person is identified • Alternates (Charge Person and Call Person) 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 accessible at all times and must be checked regularly

Regular MSC Fields

Rosedale Park - 20 Scholfield Ave, Toronto, ON M9W 2Y3

Ambulance Directions – Locked gate by tennis courts is the best access point for emergency personnel, but can be accessed at other points. Field supervisor and/or Mooredale official has the key to this gate.

Please follow the procedure outlined below:

1. Contact 911 emergency services, describe the nature of the injury and request for an ambulance
2. To facilitate a timely response, ensure to provide dispatch with the Kinsman Park address (above)
3. After the call has been made, enlist the assistance of three (3) people (coaches, assistant coaches, managers or spectators) to assist by providing three (3) connection points to direct the expected emergency vehicle
 - By MacLennan and Edgar Avenue intersection
 - On Highland Ave. located at the southwest side of the field
 - By MacLennan and Highland Ave.

As per the Mooredale Sports Club policy, it is a requirement of a Mooredale Sports Club team official to file an injury report for any Mooredale Sports Club member.

Other Field Addresses

De La Salle College - 131 Farnham Ave, Toronto, ON M4V 1H7

Monarch Park Stadium - 1 Parkmount Rd, Toronto, ON M4J 0A5

Branksome Hall Gym - 10 Elm Ave, Toronto, ON M4W 1N4

Central Technical School - 725 Bathurst St, Toronto, ON M5S 2R5

Jesse Ketchum Public School - 61 Davenport Rd, Toronto, ON M5R 1H4

Toronto Soccerplex Ltd - 101 Railside Rd, North York, ON M3A 1B2

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
- For a suspected serious injury (conscious or unconscious) it is to be understood by all NOT to move the player from the position of injury. The only appropriate movement would be to maintain a patent airway if the player is unconscious but breathing.
- Where known medical conditions such as asthma and anaphylaxis exist and where the patient carries a “puffer/inhaler” or an Epi-Pen”, these remedies should be administered where appropriate per directions even if an ambulance is en-route. The team trainer/manager should know how to use both.

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 the Mooredale Sports Club Concussion Protocol

To Activate EAP:

- **Charge Person** is 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:
 - Caller's name
 - "We have a *** year old (male/female) athlete, who is (conscious/unconscious) and may have a *** injury"
 - Outline type of First Aid that has already been administered
 - Directions to field/facility
 - Ask the projected time of arrival
 - Provide cell phone number
 - **Remember to let the Dispatcher terminate the call**
 - Call person or designate to report back to Charge Person to inform him/her of the estimated arrival time
 - Clear any traffic from the entrance/access road before ambulance arrives
 - Wait by the entrance to guide the ambulance when it arrives
 - 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 the injured player's **Player Emergency Information Form** ready for the paramedics. (see below in this document)

- Complete **Player Injury Report Form** (see below in this document)

Player Injury Report Form

This form must be completed for all injuries occurring at a soccer event and requiring an evaluation by a Physician or Health Practitioner (e.g. 911 is called, player taken to hospital/clinic, concussion suspected). A Team Official (Trainer, Coach, Assistant Coach, Manager) must complete this form and submit it to the MSC office - Attention the General Manager within 72 hours

Date: _____ **Time:** _____

Player's Full Name: _____ **OSA #** _____

Location of Accident (Field Name, Town, etc): _____

List Injuries:

Describe Incident:

Emergency Medical Services called? Yes _____ **No** _____

Hospital / Clinic (where player was transported): _____

Mode of Transportation to Hospital / Clinic:

Parents / Guardians of Player Name(s):

Advised: Yes _____ **No** _____

TEAM INFORMATION:

Team Name: _____ **Opposing Team:** _____

Name of Team Official completing this form: _____

Team Official Position: _____

Signature: _____

(1) Witness Name: _____ **Witness Phone #:** _____

(2) Witness Name: _____ **Witness Phone #:** _____

Team Name: _____ **Date:** _____

Player Emergency Information Form

Player's name: _____ **Birth Date:** _____

Address: _____ **Phone #:** _____

Emergency Contacts:

Mother/Guardian _____ **Father/Guardian** _____

Phone #: _____ **Phone #:** _____

Cell #: _____ **Cell #:** _____

Alternate Contact(s):

Name: _____ **Relationship:** _____

Phone #: _____ **Cell #:** _____

Family Doctor: _____ **Phone #:** _____

MEDICAL INFORMATION

** This information is being provided voluntarily in accordance with the MSC Privacy Policy

Is player allergic to medications? If so please list.

Does player have other allergies (i.e. bee sting, dust, etc)? If so please list.

Does player suffer from any serious illnesses or conditions? (please check)

Asthma	Diabetes	Epilepsy	Other (please specify)
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Does player take any regular medication(s)? If so please list.

Does player wear contact lenses?

Previous Injuries / Concussions (please include dates):

Is there anything else we should know?

Signature: _____ **Date:** _____

Print Name: _____