



Emergency Action Plan

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General

At North York Academy, we provide the following template for the academy officials (coaches, technical leaders, staff, volunteers) to use for implementing an Emergency Action Plan (EAP). This ensure there is a process in place when dealing with emergencies or injuries during training sessions and games. Coaches are provided with a Frist Aid Kit at the start of the programs and it is ultimately up to the individual groups to maintain the upkeep for each Emergency First Aid Kit.

Coach Liability¹

No matter what their certification, experience, employment or volunteer status, sport discipline, or location of residence, **coaches at all times have a legal obligation to provide a safe environment for athletes.**

Negligence²

The standard of behaviour coaches are expected to meet is termed an “objective” standard. As adults and as coaches, we are all credited with the same general intelligence and sensibility, and the law therefore expects each of us to behave in a reasonable fashion in similar situations. The law does not expect coaches to be perfect in his or her behaviour; rather, **the law expects coaches to be reasonable** and act as other reasonable coaches would in the same circumstances.

¹ Planning a Practice: Planning for Safety (NCCP)

² Planning a Practice: Planning for Safety (NCCP)

Emergency Action Plan Guidelines³

1. Designate in advance **who is in charge** if an emergency occurs (this may be you).
2. Have a **cell phone** with you and make sure the battery is fully charged. If this is not possible, find out the exact location of a telephone you can use at all times.
3. Have spare change in case you need to use a pay phone.
4. Have **emergency telephone numbers** with you (facility manager, superintendent, fire, police, ambulance), as well as athletes' contact numbers (parents/guardians, next of kin, family doctor).
5. Have on hand a **medical profile for each athlete** so that this information can be provided to emergency medical personnel. Include in this profile signed consent from the parent/guardian to authorize medical treatment in an emergency.
6. Prepare **directions for Emergency Medical Services (EMS)** to follow to reach the site as quickly as possible. Include information such as the closest major intersection, one-way streets, or major landmarks.
7. Have a **first-aid kit** accessible and properly stocked at all times.
8. All coaches are strongly encouraged to pursue **first-aid training**.
9. Designate in advance a **call person**: the person who makes contact with medical authorities and otherwise assists the person in charge. Be sure that your call person can give emergency vehicles precise directions to your facility or site.

Safety Person⁴

It is recommended that every team identify a member of their team personnel to serve as the "Safety Person". The Safety Person is primarily responsible for ensuring safety during all soccer-related activities, both on and off the field. A coach or a team manager can be designated as a Safety Person. All the team's members should be aware of who is performing as a Safety Person.

Safety Person's Responsibilities

1. Implement an effective risk management and safety strategy
2. Assume a proactive role in identifying and minimizing or eliminating risks during all activities
3. Promote and reflect the values of Fair Play
4. Ensure that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
5. Conduct regular checks of players' equipment to ensure proper fit
6. Conduct a safety check of the playing facility in advance of all soccer activities
7. Promote proper conditioning, warm-up, and cool down techniques as effective methods of injury prevention.
8. Maintain accurate medical information files on all players and team officials and bring these to all team activities
9. Maintain a Player Injury Log
10. Maintain a fully stocked First Aid Kit and bring it to all team activities.
11. Implement an effective Emergency Action Plan
12. Recognize life-threatening and significant injuries and be prepared to deal with serious injury.
13. Manage minor injuries according to basic injury management principles.
14. Recognize injuries that require a player to be removed from action.
15. Refer players to medical professionals and coordinate return to play
16. Promote a healthy lifestyle

³ Canada Soccer – Guide to Safety

⁴ Canada Soccer – Guide to Safety

Steps to Follow When an Injury Occurs⁵

Step 1: Control the environment so that no further harm occurs

- Stop all athletes
- Protect yourself if you suspect bleeding (put on gloves)
- If outdoors, shelter the injured athlete from the elements and from any traffic

Step 2: Do an initial assessment of the situation

If the athlete:

- 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 or her arms or legs or has lost feeling in them

If the athlete does not show the signs above, proceed to Step 3

Step 3: Do a second assessment of the situation

- Gather the facts by talking to the injured athlete as well as anyone who witnessed the incident
- Stay with the injured athlete and try to calm him or her; your tone of voice and body language are critical
- If possible, have the athlete move himself or herself off the playing surface; do not attempt to move an injured athlete.

Step 4: Assess the injury

- Have someone with first-aid training complete an assessment of the injury and decide how to proceed.
- If the person trained in first aid is not sure of the severity of the injury or no one present has first-aid training, activate EAP.

If the assessor is sure the injury is minor, proceed to Step 5.

Step 5: Control the return to activity

Allow an athlete to return to activity after a minor injury only if there is no:

- 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

⁵ Planning a Practice: Planning for Safety (NCCP)

Emergency Action Plan Template⁶

Emergency phone numbers:	9-1-1 for all emergencies
Cell phone number of coach:	
Cell phone number of assistant coach:	
Phone number of home facility:	
Address of home facility:	
Address of nearest hospital:	
Charge person (1st option):	
Charge person (2nd option)	
Charge person (3rd option)	
Call person (1st option)	
Call person (2nd option)	
Call person (3rd option)	

Directions to the nearest hospital from the home facility:

Image of a Map

Roles and Responsibilities

Charge Person

1. Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements
2. Designate who is in charge of the other athletes
3. If nobody is available for this task, cease all activities and ensure that athletes are in a safe area.
4. Protect yourself (wear gloves if in contact with body fluids such as blood)
5. Assess ABCs (check that the airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
6. Wait by the injured person until EMS arrives and the injured person is transported
7. Fill in an accident report form

Call Person

1. Call for emergency help
2. Provide all necessary information to dispatch (e.g. facility location, nature of injury, description of first aid that has been done, allergies and other medical problems for that athlete)
3. Clear any traffic from the entrance/access road before ambulance arrives
4. Wait by the driveway entrance to the facility to direct the ambulance when it arrives
5. Call the emergency contact person listed on the injured person's medical profile

⁶ Planning a Practice: Planning for Safety (NCCP)