

# Emergency Action Plan Checklist

## Access to telephones

- Cell phone – battery well charged
- Practice Venues
- Home Match venues
- Away Match venues
- List of emergency Phone #'s
- Change available for payphones

## Directions to access the site

- Accurate directions to the site – Practice
- Accurate directions to the site – Home Match
- Accurate directions to the site – Away Match

## Participant Information

- Personal profile forms
- Medical profile forms
- Emergency contact details

## Personnel Information

- Person in Charge Identified
- Call Person Identified
- Assistants Identified

- **The medical information of each participant should be up to date and readily accessible**
- **A first Aid kit MUST be available & accessible at all times and must be checked and restocked regularly**

# 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

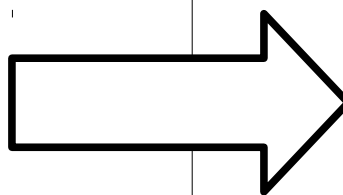
- Stop all participants
- Protect yourself if you suspect bleeding (put on gloves)
- If outdoors, shelter the injured participant from the elements & from any traffic

## Step 2: Do a first assessment of the situation

If the participant:

- 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 their arms or legs or has lost feeling in the limbs

If the participant **DOES NOT** show the above signs – Proceed to Step 3



Activate  
EAP?

## Step 3: Do a second assessment

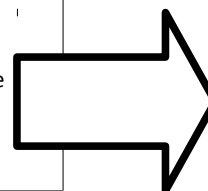
- Gather the FACTS by asking the injured participant as well as anyone who witnessed the incident
- Stay with the injured participant and try to calm them; your tone of voice & body language are critical
- If possible, have the participant move themselves off the playing surface.

**DO NOT ATTEMPT TO MOVE THEM YOURSELF**

## 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 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



Activate  
EAP?

## Step 5: Control the return to activity

Allow the participant to return to activity after a MINOR injury ONLY if there is no:

- Swelling
- Deformity
- Continued Bleeding
- Reduced range of motion
- Pain when using injured body part

## Step 6: Record the incident/injury on an "Incident Report Form" & inform the Parents/Guardians

**KEY:-** LOC – Level of Consciousness ABC – Airway Breathing Circulation ID# - vehicle/officer