



EMERGENCY ACTION PLAN (EAP) GUIDELINES

**Emergency Action Plan Description
Emergency Action Plan Checklist
Emergency Action Plan Personnel
Response When an Injury Occurs**

2017



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 / **Player Emergency Information Forms**
- 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 implemented immediately. **Within 24 hours**, the incident must be reported to the BYSC by submitting the **Player Injury Report Form**.



Emergency Action Plan Checklist



Access to phones	<ul style="list-style-type: none"> ○ Cell phones, battery well charged ○ Check for the correct emergency number (over 98% of locations in Canada and US will link caller to 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"> ○ Have access to accurate directions to all sites your team will attend this season, as well as specific field locations (i.e. for practices, home games, away games)
Player Information	<ul style="list-style-type: none"> ○ Player Emergency Information Forms containing emergency contacts and any known medical conditions about players must be available to all Team Officials at all practices, games, team events with physical activity ○ Information must be kept up to date ○ 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
<ul style="list-style-type: none"> ● First Aid kit must be accessible at all times and must be checked regularly 	

Emergency Action Plan Personnel

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 (below):**
 - 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 BYSC 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:
 - 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 injured player's **Player Emergency Information Form** ready for Paramedics
- Complete **Player Injury Report Form**