



PETERBOROUGH CITY SOCCER ASSOCIATION

EMERGENCY ACTION PLAN

One of the most critical goals of the first parent meeting is to establish an emergency action plan ("EAP") and the persons responsible for implementing the EAP. Sports injuries happen at practices and games. As such, the EAP should be developed for both settings.

What is an EAP?

An EAP is an established procedure for dealing with serious injuries which occur on or near a field of play. There are four primary elements in an EAP including:

(a) **Access to phones:** confirm either the location of the nearest pay phones or make arrangements to have cellular phone available at the field. Information about emergency numbers should be known as well.

(b) **Access to Sites:** cards with directions to facilities should be prepared and made available for each practice and game. The specific location of the field should be known so that if medical personnel are required, they can be directed accordingly.

(c) **Information on participants:** If a player is injured and needs to be transported to hospital it will be useful in some cases if knowledge of pre-existing medical conditions are available to medical staff e.g. In the case of a head injury where information regarding pre-existing medical conditions could not be given by the player. A player medical card with information, emergency contacts such as doctors and any known medical conditions about players should be on hand at all times. A "Player Emergency Medical Card" template is available from the PCSA website.

(d) **Charge Person/Call Person:** Specific persons should be designated as Charge Persons and Call Persons. Alternates should be appointed as well.

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
- Assess – tend to – the injured player
- Direct others until medical personnel arrive.

The Call Person will:

- Keep a record of emergency phone numbers and know the location of telephones in the facility.
- Make the telephone call for assistance.
- Guide the ambulance (if required) in and out of the facility.

A sample EAP is attached at the end of this document.

Where a serious injury occurs to a player, the EAP should be immediately implemented and following evacuation of the injured player, the incident should be reported to Peterborough City Soccer Association ("PCSA").

Establish who will be responsible for a team first-aid kit. This person is responsible for maintaining the first aid kit and medical records and to bring the kit and forms, as well as ice, to all practices and games. All teams should have a basic first aid kit. Ice should be on hand at all games (see section "D below"). For most teams, this will be the designated job of the Team Trainer.

All players are required to wear proper equipment for practices and games. This includes proper soccer shoes, shin pads, socks which completely cover the shin pads, athletic shorts (i.e. no buttons or zippers) and a proper t-shirt (i.e. no ripped or torn shirts). For games, players are expected to wear their PCSA team uniform. Players should also have a water bottle and should not be wearing any jewellery such as watches, chains, ear rings, etc.

Sample Emergency Action Plan

EMERGENCY ACTION PLAN

TEAM:	
SITE:	
CHARGE PERSON:	
ALTERNATE:	
CALL PERSON:	
ALTERNATE:	

KEY PHONE NUMBERS

LOCATION OF PHONES:

PHONE NUMBERS:

DETAILS OF LOCATION:

*tape a quarter to the back of this card

When you call emergency services:

State:

1. Your name
2. "There has been a suspected (type of injury) at (location).
3. Please send an ambulance to the (location). I will meet the ambulance there."
4. Ask the projected time of arrival.
5. Give them your phone number if possible.