



Edmonton Interdistrict Youth Soccer Association Emergency Action Plan

Guidelines

Although serious injuries or accidents are rare, you must be ready to deal with them when they occur.

The coaching staff for all teams is responsible for implementing an Emergency Action Plan (EAP). This will ensure that there is an established procedure in place should any serious incidents occur.

Although not mandatory, formal training in first aid and CPR for team staff will give you the confidence and knowledge you need to deal with emergencies effectively. It is recommended that any trained individuals are clearly identified in the EAP

You should maintain a First Aid Kit to help you deal with minor injuries.

Develop an Emergency Action Plan and write it down so everyone involved is clear on their responsibilities. Designate key individuals to carry out the plan (i.e. the person in charge, and the call person).

Person in Charge

The person in charge should be the one who 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 – and tend to – the injured player
- Direct others involved until medical personnel arrive

Call Person

This individual 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 the facility

Emergency Action Plan (EAP) Checklist

Access to Phones:

Make sure that someone on the coaching staff has a charged cell phone available at the field or facility.

- ☐ Cell phone, battery well charged
- ☐ Training venues
- ☐ Home venues
- ☐ Away venues
- ☐ List of emergency phone numbers
- ☐ Change available for pay phones

Directions to access the site:

One of the coaching staff / team officials should be designated as the person in charge and be prepared to give emergency responders directions to their location, including the address. The EIYSA recommends that each team prepares a document at the start of each season, that lists all training and game locations and keep this document with their EAP kit.

- ☐ Accurate directions to the sites (practices, games, both home and away)

Participant Information:

A medical form that includes players medical history, past injuries, known medical conditions, allergies, and emergency contact information should always be on hand. (See player information form below)

- ☐ Personal profile forms
- ☐ Emergency contacts
- ☐ Medical profiles

- *The medical profile of each participant should be up to date and located in the first aid kit.*

Personnel Information:

A specific person should be designated as "Person in Charge" and "Call Person". Alternates should be appointed as well. The Person in Charge should be the one that is most qualified in first aid and emergency procedures. This individual will know what emergency equipment is available at the specific facility and secure a controlled and calm environment.

- ☐ The person in charge is identified
- ☐ The call person is identified
- ☐ Assistants and alternates are identified

- *A first aid kit must always be accessible and must be checked regularly. Suggestions for First Aid kits contents are as follows: First aid manual; different sized sterile gauze pads; adhesive tape; band-aids in several sizes; elastic bandage; antiseptic wipes; antibiotic ointment; tweezers; scissors; disposable instant cold packs; alcohol wipes; plastic non-latex gloves; calamine lotion; splint; thermometer.*

Emergency Action Plan Template

EAP for (facility name or event): _____

Person in Charge: _____

Call Person: _____

Emergency Scenarios:

Plan for injury: _____

Plan for missing child: _____

Plan for severe weather: _____

Plan for evacuation of facility: _____

Attach list of Facility Details, include address and directions to facility, phone numbers of facilities.

Emergency Contacts (Address and Phone Numbers):

Edmonton RCMP (non-emergency): 11140 109 St, Edmonton, AB P: 780.423.4567

Regional Hospitals:

Royal Alexandra Hospital: 10240 Kingsway Avenue NW, Edmonton Phone: 780.735.4111

Grey Nuns Community Hospital: 1100 Youville Drive NW, Edmonton Phone: 780.735.7000

Misericordia Community Hospital: 16940 – 87 Avenue, Edmonton Phone: 780.735.2000

University of Alberta Hospital: 8440 – 112 Street, Edmonton Phone 780.407.8822

Northeast Community Health Centre: 14007 – 50 Street, Edmonton Phone: 780.472.5000

Sturgeon Community Hospital: 201 Boudreau Road, St Albert Phone: 780.418.8200

Fort Saskatchewan Community Hospital: 9401 – 86 Avenue Fort Saskatchewan Phone: 780.998.2256

Sherwood Park Hospital: 9000 Emerald Drive, Sherwood Park, AB P: 780.449.5380

Player Information Form

Player Name: _____

Address: _____

Player Phone: _____

Date of Birth: _____ AHC# _____

Email: _____

Health concerns / medical information (ie: allergies, asthmatic etc): _____

Emergency Contact Information:

Primary Contact Name: _____

Relationship to Player: _____

Contact Phone Numbers: _____

Alternate Contact Name: _____

Relationship to Player: _____

Contact Phone Numbers: _____