



August 15th, 2023

Emergency Action Plan Policy

The Fort St John Soccer Club has created an Emergency Action Plan policy to ensure that all its members have clarity & understanding of Emergency Protocols. This document is to inform all the members in FSJ Soccer of the appropriate guidelines we have assembled for risk-management measures and the health & safety of all involved. The Emergency Action Plan Policy applies to all soccer activities within the Fort St John Soccer Club.

*Construction of this document follows the National Coach Certification Program recommendations, procedures, and templates.

What is an Emergency Action Plan (EAP)?

An EAP is an established procedure for dealing with any form of injury, which can occur on or near a field of play.

Who is responsible for a team EAP?

Coaches, assistant coaches, and team managers are responsible for the maintenance of their EAP's with assistance from other clubs when out of town play occurs. (Requesting their EAP's)

The four elements in an EAP are:

- (a) **Access to Phones:** Either confirm the location of the nearest pay phone or have a 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. Placing them in the team's first aid kit is an ideal location for access. 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 if knowledge of pre-existing medical conditions is available to medical staff (EG: in the case of a head injury where information regarding pre-existing medical conditions could not be given by the player.) Player medical information, emergency contacts, and any known medical conditions about players are available through RAMP to each coach and team manager. This information is to be given to first responders, and medical personnel.
- (d) **Charge Person/Call Person:** Specific persons should be designated as Charge Persons and Call Persons. Alternates should also be appointed. (See the template at the end of the policy for recording)

Charge Person Responsibilities

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's incident report form

Call Person Responsibilities

1. Call for emergency help **(9-1-1)**
2. Provide all necessary information to dispatch.
 - The facility location
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.

Summary checklist:

Access to Telephones	<input type="checkbox"/> Cell phone, battery well charged <input type="checkbox"/> Training venues <input type="checkbox"/> Home venues <input type="checkbox"/> List of emergency phone numbers (for home and away games) <input type="checkbox"/> Change available for pay phone
Directions to Access Site	<input type="checkbox"/> Accurate directions to practice site <input type="checkbox"/> Accurate directions to home game site(s) <input type="checkbox"/> Accurate directions to away game site(s)
Participant Information	<input type="checkbox"/> Player Emergency Medical Cards/Information
Personnel Information	<input type="checkbox"/> Person in charge is identified <input type="checkbox"/> Call person is identified <input type="checkbox"/> Alternates (charge and call persons) are identified

Incident/Injury Protocol:

- 1) Control the environment
 - Stop the activity
 - Shelter the injured participant, if outdoors
 - Wear gloves to protect yourself if you suspect participant is bleeding
- 2) Access the situation (the charge person should conduct an initial assessment of the injured participant)
 - **Activate the Emergency Action Plan if the participant:**
 - o Isn't breathing
 - o Doesn't have a pulse
 - o Is bleeding excessively
 - o Shows impaired consciousness (they are confused or disoriented, for example)
 - o Has injured their back, neck, or head
 - o Has visible, major trauma to a limb
 - If the participant shows none of these signs, continue to step 3

- 3) Gather the facts
 - Gather the facts by talking to the injured participant and anyone else who saw what happened
 - If possible, the participant should move themselves off the playing surface
 - **Never attempt to move an injured participant yourself**
 - Stay with the injured participant and help them stay calm
- 4) Assess the injury
 - Have someone with first-aid training complete an injury assessment and decide how to proceed.
 - Activate your EAP if the assessor isn't sure how severe the injury is, or if there is nobody with first-aid training present
 - If the assessor is sure it's a minor injury, err on the side of caution and activate your EAP
- 5) Control the return to activity
 - The participant can return to activity after a minor injury if they show none of these symptoms:
 - Swelling
 - Deformity
 - Continued bleeding
 - Reduced range of motion or appearance of compensating for the injury
 - Pain during activity
 - Concussion-related symptoms
- 6) Document and communicate:
 - As the coach you are required to record the injury on the FSJ Soccer Incident report form, email the form to the office administrator, and tell the participant's parents / caregivers about the injury

Useful Information for completing the EAP:

Facility:	Location:
Curling Club futsal pitch	9504 96 St, Fort St John, BC V1J 1K9
Kids Arena Fieldhouse	9615 96 Ave, Fort St John, BC V1J 4J3
Dr Kearney Middle School outdoor fields	10723 92 St, Fort St John, BC V1J 3J4
Bert Bowes Middle School outdoor fields	9816 106 St, Fort St John, BC V1J 4E6
Bert Ambrose Elementary School fields	9616 115 Ave, Fort St John, BC V1J 2Y1
Alwin Holland Elementary School fields	10615 96 St, Fort St John, BC V1J 3R3
North Peace Senior Secondary fields	9304 86 St, Fort St John, BC V1J 6L9
Ma Murray Elementary School fields	11504 105 Ave, Fort St John, BC V1J 0R8
Fort St John Hospital	8407 112 Avenue, Fort St John, BC V1J 0J5

Emergency Action Plan Template:

[EMERGENCY ACTION PLAN TEMPLATE](#)

Please click

You can save and re-use this form to prepare an EAP for your usual practice site and for any home site where you host competitions. · When preparing for away competitions, please ask the host team or host facility for a copy of their EAP in advance. Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan for quick reference.