



# EMERGENCY ACTION PLAN



## Emergency Action Plan (EAP)

9-1-1 for all emergencies

OMHA Team Name: \_\_\_\_\_

Safety Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Charge Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Control Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Call Person: \_\_\_\_\_ Cell: \_\_\_\_\_

### 9-1-1 for all emergencies

#### Nearest Hospital/Urgent Care

#### **Okotoks Health and Wellness Center**

11 Cimmaron Common

Okotoks, AB T1S 2E9

(403) 995-2600



#### Local Arena Addresses

#### **Pason Centennial Arena**

#3, 204 Community Way

Okotoks, AB T1S 2N3

(403) 938-6220

#### **Scott Seaman Sports Arena (Heritage Heights)**

32156 Hiway 552E

SW-27-21-29-W4

DeWinton, AB TOL 0X0

#### **Okotoks Rec. Center (Murray, Piper Arena)**

99 Okotoks Drive

Okotoks, AB T1S 1K1

(403) 938- 8954

#### **Stavelly Arena**

5004 51<sup>st</sup> Ave.

Stavelly, AB TOL 1Z0



## Local Arena Maps and Ambulance Entry Locations

### Pason Centennial Arena

#3, 204 Community Way

*Arena info:* EMS will enter via the southwest (Front main) entrance.



### Scott Seaman Sports Arena

32156 Hiway 552E

*Arena info:* EMS will enter via the Main entrance.



### Stavely Arena

5004 51<sup>st</sup> Ave.

*Arena info:* EMS will enter via the Main entrance.

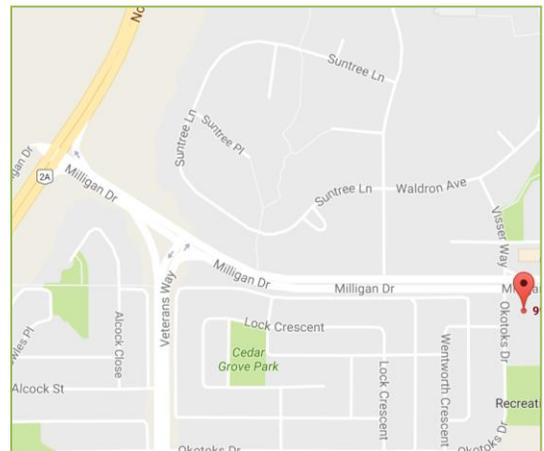


### Okotoks Rec. Center (Murray/Piper)

99 Okotoks Drive

*Arena info Murray:* EMS will enter the Murray arena within the Okotoks Rec. Center via the North Double Doors that will be marked as the Ambulance entrance.

*Arena info Piper:* EMS will enter the Piper Arena within the Okotoks Rec. Center via the Main Entrance Door (South entrance).. Access to the Piper arena will be through the Main Entrance Door of the Rec. Center to the Main Piper arena doors.

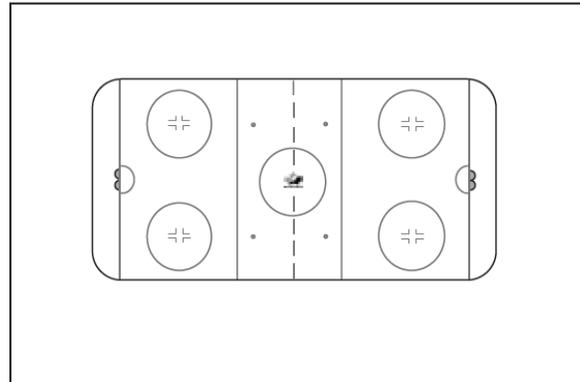




Hockey Canada 'Emergency Action Plan' Arena Details



**SAFETY REQUIRES TEAMWORK**  
AN EMERGENCY ACTION PLAN FOR HOCKEY



- Legend**
- O Phone
  - Exits
  - + First Aid

**EQUIPMENT LOCATIONS**

Please locate and identify areas on above map: i.e., first aid room, routes for ambulance crew, telephones, emergency exits, etc.

Arena/Facility name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Emergency Telephone Numbers**

Emergency \_\_\_\_\_

Ambulance \_\_\_\_\_

Fire Dept \_\_\_\_\_

Hospital \_\_\_\_\_

Police \_\_\_\_\_

General \_\_\_\_\_

Other \_\_\_\_\_

**1. Charge Person**

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
- Assess injury status of player

**2. Call Person**

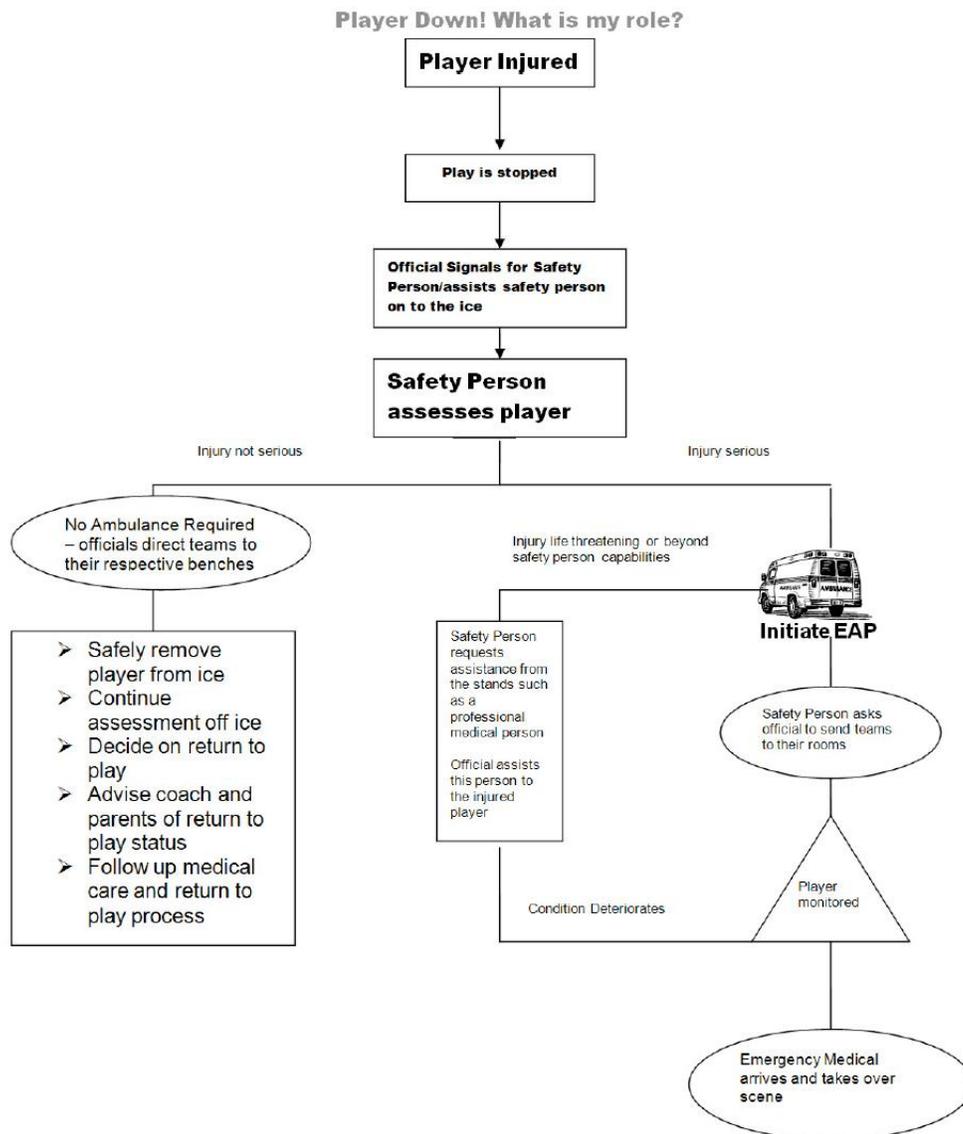
- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

**3. Control Person**

- Ensure proper room for Charge Person and ambulance crew
- Discuss emergency action plan with:
  - Arena staff
  - Officials
  - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested by Charge Person
- Discuss player's injury and status with parents.



Hockey Canada 'Emergency Action Plan Player Down Flow Chart'





## Player Down – Officials Role

The official continues to assume the role of being in charge of the overall environment; however, the safety person takes over with respect to executing the Emergency Action Plan (EAP) and in making decisions around the injured player.

In a situation where a player is injured on the ice, the following are the responsibilities of the game officials:

- Once the injured player's team takes possession of the puck, the referee blows down the play. If the injury is deemed serious by the referee, he/she may blow down the play immediately.
- Once play has stopped, the referee should signal the safety person on to the ice. If possible, a linesman should help the safety person to the injured player. It is recommended that the officials pre-determine as a group who will give this assistance in the case of an injury. If the officials are otherwise occupied, the safety person can leave the bench immediately once the play is blown down if they feel the injury is serious.
- As the safety person assesses the player's condition, officials should ask both teams to go to their benches and the officials should remain on the ice and in control of both teams.
- If an official is a professional medical person or has first aid training, they should advise the safety person of this and remain close to the safety person in case they ask for assistance.
- If the safety person requests assistance from someone in the stands the officials should allow this person on to the ice surface, assisting them to the injured player and the safety person.
- Once the safety person has determined the player can be removed from the ice, the official should allow the safety person to take the lead in removing the player safely.
- If the safety person deems necessary and requests an ambulance, they will signal to the call person in the stands. The call person has been trained to come to the ice surface and out to the safety person to receive information on the injury. The official should assist the call person on and off the ice.
- Once the ambulance is called, the officials should send both teams to their dressing rooms. The officials can also work to assist the safety person as required once both teams are in their rooms.
- If the parents of the injured player come to the ice surface, the officials should use common sense. For example, if the player is very young it may be beneficial to have one parent come out to the player to comfort them until the ambulance arrives.
- Once the ambulance arrives, the paramedics take control of the situation and the official should stand by to assist in any way possible.



## Player Down – Coach/Assistant Coach/Manager’s Role

In a situation where a player is injured on the ice, the following are the responsibilities of the coach/assistant coach/manager:

- The coach/assistant coach/manager should not be in a role where they are part of the Emergency Action Plan as the call person or the control person. The coach and manager should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.
- In the case of a serious injury, the coach has the responsibility to ensure all other players on the team are kept at the bench or are taken to the dressing room if instructed to do so by the game official.
- The assistant coach will assist the coach as necessary with this process. If the coach is acting as the safety person, they should pre-determine who on the team will take on the supervision role if he or she is attending to an injured player.
- The manager should make themselves available to the safety person to assist in any way possible. This could include accessing the medical history form, speaking with the parents and assisting the control person.

## Player Down – Safety Person/Trainer’s Role

The following are responsibilities the safety person should assume to prepare for potential injury to a player:

- Maintain accurate medical information files on all players and bring to all team activities.
- Maintain a player injury log.
- Maintain a fully-stocked first aid kit and bring to all team activities.
- Conducts regular checks of players equipment.
- Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
- Recognize life-threatening and significant injuries, and be prepared to deal with serious injury.
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- Recognize injuries that require a player to be removed from action. Refer players to medical professionals and coordinate return to play.
- Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player’s health status.

In a situation where a player is injured on the ice, the following are the responsibilities of the safety person:

- Initially take control and assess the situation when coming into contact with the injured player.
- Instruct the player to lay still.



- Instruct bystanders to leave the injured player alone.
- Do not move the athlete and leave all equipment in place.
- Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of the injury, decide whether or not an ambulance or medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, seek out someone with the highest possible level of first aid/medical expertise.

**NOTE: As the safety person, you should be aware of those individuals on your team with these qualifications and arrange a signal should you need their assistance.**

- If an ambulance is required, notify your call person with a pre-determined signal. Give a brief explanation of the injury and tell them to call for an ambulance. Let the injured player know that an ambulance is being called and why. This could reduce fear and panic on the part of the player.
- Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive
- STAY CALM. Keep an even tone in your voice.
- Make a note of the time at which the injury occurred and keep track in writing of all pertinent facts regarding the accident, including time of occurrence, time of ambulance arrival, etc.

### Player Down – Emergency Action Plan

Coaches, managers and designated safety people have a responsibility to ensure that an Emergency Action Plan (EAP) is communicated and rehearsed within the team environment.

[CLICK HERE](#) to download the Emergency Action Plan.

[CLICK HERE](#) to download the Emergency Action Plan flow chart.

The above info was taken from the Hockey Canada Web Site. For further info please contact Todd Jackson of Hockey Canada:

**Todd Jackson** Senior Manager, Safety and Insurance | Premier responsable, sécurité et assurances