Emergency Action Plan

In the event of an emergency, it always pays to be prepared. As a member of the coaching team it is important that you are aware of how to handle an emergency situation and if needed, call and instruct an ambulance to your injured athlete. As a junior coach, it is expected that you will under the supervision of a senior bench staff member who can take charge of the situation, but it is important to know the key ideas.

Serious injuries (loss of consciousness, suspected neck or spinal chord injury) require an ambulance to be called. When calling an ambulance, an operator will ask the following:
Who is injured?
What happened? (How did the injury occur, what first aid has been given since)
Location? Arena name and address. Including instructions for the ambulance to reach you. Which door you will meet them at. (*Ambulances can come through zambone door entrances to arrive right on the ice surface in some necessary situations)

Once the ambulance has been called, you or a selected call person should be designated to wait at the entrance for the ambulance and clear the area.

The contact person listed on the injured athletes medical profile should also be contacted if they are not at the arena.

If an ambulance is not needed, but the injury requires medical attention, it is important to inform the athlete and their parent/guardian of the injury and recommended course of action (especially if the parent/ guardian was not there to witness the injury) and have the address of the nearest hospital or medi-center available. All team staffs are should have a first aid kit at all games and practices, however it may also be valuable to recognize where first aid and medical equipment (backboard, AED, etc.) are located in your arena.

Task: Complete the following example of an emergency action plan for one arena.

Emergency Action Plan: _____
(name of arena)

Emergency Phone Numbers:	9-1-1 for all emergencies
Name and Address of Arena:	
Phone Number of your Facility:	(__ __ __) __ __ __ - __ __ __ __
First Aid Supplies (& AED) Location in the Arena	
Name, Address and Phone Number of Nearest Hospital:	
Charge Person	_____ (*coach) (name)
Call Person	_____ (_____) (name) (cell phone number)
Ambulance Instructions: (entrance, where you will meet, special instructions to ice surface once inside)	