

Emergency Action Plan (Home/Practice/Games/Tournaments) – **Insert Team Name & Year**

Emergency Numbers – 911

Cell Coach: **Insert Coach name and number**

Cell Assistant Coach: **Insert Assistant Coach name and number**

Cell Assistant Coach: **Insert Assistant Coach name and number**

Cell Trainer: **Insert Trainer name and number**

Cell Manager: **Insert Manager name and number**

ON ICE INCIDENT (PRACTICE)

Charge Person (#1) – **Insert Trainer name** – responsibility: deal with the injured player(s), apply first aid as necessary, waits with injured player(s), enlists extra help where necessary.

Charge Person (#2) – **Insert Bench Staff name** – responsibility: deal with rest of team, use LONG 5 second whistle to get team's attention, collect team at bench or area away from the injured player(s).

Charge Person (#3) – **Insert Bench Staff name** – responsibility: get assistance from Call Person to ready for call to 911.

Call Person – **Insert Manager name** – ensures that s/he knows the whereabouts of local hospital. He/she will call 911 if necessary, with follow up contact to parents. **Must know address of Arena to help direct 911 to correct location.** Designates someone to wait outside to meet the Ambulance. Assist parents in being calm, allowing trainers to complete their roles. Assists parents in getting to hospital (organize)

Call Person - **Insert Trainer name** will assist player to/at hospital if parents are not with us.

ON ICE INCIDENT (GAME/TOURNAMENTS)

Charge Person (#1) – **Insert Trainer name** – responsibility: deal with the injured player(s), apply first aid as necessary, waits with injured player(s), enlists extra help where necessary. Will stay with player, assist if parents are absent.

Charge Person (#2) – **Insert Bench Staff name** – responsibility: deal with rest of team, collect team at bench or area away from the injured player(s), have girls focus on issue other than injury...bring to dressing room if necessary

Charge Person (#3) – **Insert Bench Staff name** – responsibility: ready **Insert Manager name** for call to 911, assist with parents.

Charge Person (#4) – **Insert Bench Staff name** – responsibility: assists where needed most, injured player is priority, team 2nd priority, assistance to manager if necessary.

Call Person – **Insert Manager name** – ensures that she knows the whereabouts of local hospital in situation of out of town tournament, shares information with on-ice trainer **Insert Trainer name**. He/she will call 911 if necessary, with follow up contact to parents. **Must know address of Arena to help direct 911 to correct location.** Designates someone to wait outside to meet the Ambulance. Assist parents in being calm, allowing trainers to complete their roles. Assist parents in getting to hospital (organize).

*** **Insert Trainer name** is responsible for keeping the first aid kit stocked and ready (including 50cents for pay phone if cell doesn't work) (Coach's bag). Also has team medical forms that have been filled out, and up to date for all players at all ice times (Coach's bag). All team parents have been given a laminated card with home and cell numbers of all players on team.

Home Ice Information – Location (for detailed information for directing emergency vehicles and closest Hospital Locations)

Goulbourn Rec Complex – 1500 Shea Road, Stittsville (between Abbott Street, & Fernbank Rd) 613-831-1169
Defibrillator located in lobby, near the doors to dressing rooms on opposite wall. Assistance available – trainer lifeguards generally in pool area attached.

Two exits both out towards main parking lot, one near dressing rooms access, other by canteen/pool doors.

Closest Hospital Emergency – Queensway Carleton 3045 Baseline Road, Nepean, ON 613-721-2000

Richmond Arena – 6095 Perth Street, Richmond (corner of Huntley Road) 613-838-5423

Defibrillator is on the wall between the bathroom doors in the front lobby and there is a first aid kit in the office of the guys running the arena.

Three/Four exit doors, front off Perth St., side off Huntley Rd. side off Perth Street parking lot, back door end of the dressing room hallway.

Closest Hospital Emergency – Queensway Carleton 3045 Baseline Road, Nepean, ON 613-721-2000

Stittsville Arena – 10 Warner- Colpitts Lane, Stittsville (behind the Main Street Mews Plaza - other entrance street is Mulkins St.) 613-836-5941

Defibrillator located in lobby, between panes of windows looking out at ice.

Two exit doors, main exit off parking lot, side exit near ice surface, by the referee's room.

Closest Hospital Emergency – Queensway Carleton 3045 Baseline Road, Nepean, ON 613-721-2000

WCC Complex (Kinburn) – 5670 Carp Road, Kinburn (other access is off 417W, exit 169 Kinburn Side Rd)

Defibrillator and first aid kit is in the operation room at the front (North East) of the building where you get the keys for the dressing room. This facility has a paramedic post within it, and is located next to City of Ottawa Police detachment.

Main exit is out through lobby, must cross lobby to get to doors.

Closest Hospital Emergency – Arnprior & District Memorial Hospital, 350 John Street North, Arnprior ON 613-623-3166

Queensway Carleton 3045 Baseline Road, Nepean, ON 613-721-2000

WJ Erskine Arena (Carp) – 3832 Carp Road, Carp 613-839-3000, (closest main intersection is March Road)

Defibrillator and first aid kit is in the first aid room, on opposite side of the ice from the dressing rooms, just off the ice surface. First aid room has a bed with a blanket in it.

Three exits, main one at Carp Road access from lobby, second at end of hallway to dressing rooms, access to parking lot. One out the “back”, on the side of stands opposite lobby, two yellow double doors.

Closest Hospital Emergency – Queensway Carleton 3045 Baseline Road, Nepean, ON 613-721-2000

Note: Due to Nature of age of Girls : Some ambulances may access CHEO

Children's Hospital of Eastern Ontario

401 Smyth Road

Ottawa, Ontario

K1H 8L1

Main Switchboard 613-737-7600

Admitting/Patient Registration 613-737-7600 x 2310

Note : The ambulance may use the zamboni door to access the ice so it right there when they need anything and out of everyone's way. Keep this in mind for parents.