



**Brampton Soccer Club - Est. 2019**

**One Club. One Vision. Stronger Together.**

---

## **Emergency Action Plan (EAP)**

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.







An EAP can be simple or elaborate but should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out exactly where a telephone is located. Have spare change in case you need to use a pay phone.
3. Have emergency telephone numbers with you (facility manager, fire, police, ambulance, veterinarian) as well as contact numbers (parents/guardians, next of kin, family doctor) for the participants.
4. Have a medical profile for each participant on hand so this information can be provided to emergency medical personnel. Include a signed consent from the parent/guardian to authorize medical treatment in an emergency in this profile.
5. Prepare directions to provide to Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one way streets, or major landmarks.
6. Have a first aid kit accessible and properly stocked always (all coaches are strongly encouraged to pursue first aid training).
7. Designate a “call person” (the person who contacts medical authorities and otherwise assists the person in charge) in advance. Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.



**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

When an injury occurs, an EAP should be activated immediately if the injured person:

-  is not breathing
-  does not have a pulse
-  is bleeding profusely
-  has impaired consciousness
-  has injured the back, neck or head
-  has a visible major trauma to a limb



### Emergency Action Plan Checklist

Access to telephones	Cell phone, battery well charged Training Field Home Field Away Field List of emergency phone numbers (home games) List of emergency phone numbers (away games)
Directions to Access the Field	Accurate directions to the field (practice) Accurate directions to the field (home games) Accurate directions to the field (away games)
Participant Information	Personal profile forms Emergency contacts Medical Profiles
Personnel Information	Person in charge is identified Call person is identified Assistants (charge and call persons) are identified

*The medical profile of each participant should be up to date and located in the First Aid kit.*

*A First Aid kit must be accessible always and must be checked regularly.*



**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

---



**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

## Sample Emergency Action Plan (p. 1 of 2)

### Contact Information

Attach the medical profile for each participant and for all members of the coaching staff. The EAP should be printed two-sided, on a single sheet of paper.

Emergency phone numbers: 9-1-1 for all emergencies  
Cell phone number of coach:  
Cell phone number of assistant coach:  
Cell phone number of manager:

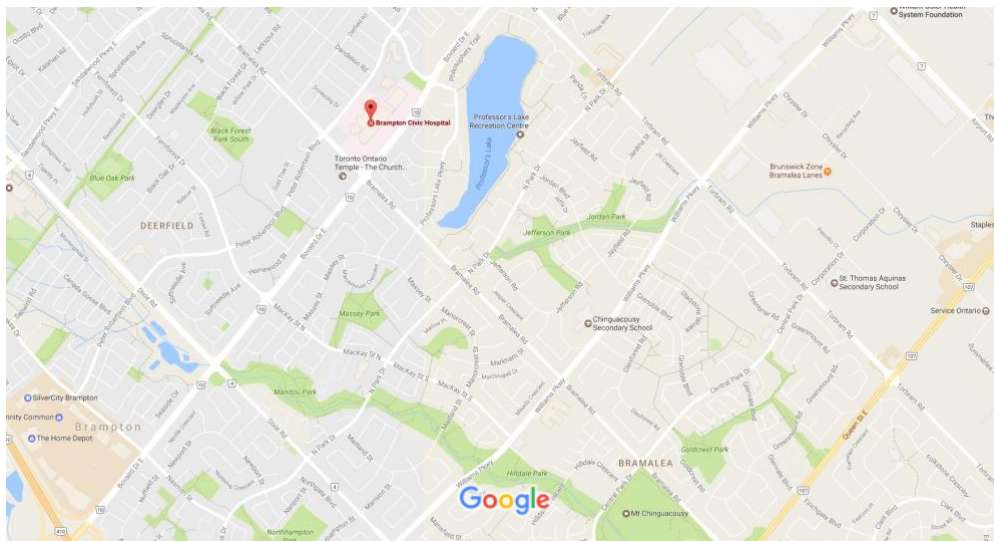
Address of field / facility: Name  
Address  
Intersection

Address of nearest hospital: Brampton Civic Hospital  
2100 Bovaird Drive East  
Brampton, ON L6R 3J7

Facility contact (1st option): Name and number  
Facility contact (2nd option):  
Facility contact (3rd option):

Call person (1st option): Name and number  
Call person (2nd option):  
Call person (3rd option):

### Directions to Brampton Civic Hospital:





**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

---

## Sample Emergency Action Plan (p.2 of 2)

### Roles and responsibilities

#### Charge person

- ⚽ Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements
- ⚽ Designate who is in charge of the other participants
- ⚽ Protect yourself (wears gloves if he/she is in contact with body fluids such as blood)
- ⚽ Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- ⚽ Wait by the injured person until EMS arrives and the injured person is transported
- ⚽ Fill in an accident report form.

#### Call person

- ⚽ Call for emergency help
- ⚽ Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done)
- ⚽ Clear any traffic from the entrance/access road before ambulance arrives
- ⚽ Wait by the driveway entrance to the facility to direct the ambulance when it Arrives
- ⚽ Call the emergency contact person listed on the injured person's medical profile



**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

---

## **EMERGENCY ACTION PLAN**

Every coach must have this information or know exactly where it can be found for EVERY facility at which he/she instructs.

EVENT: \_\_\_\_\_

SITE: \_\_\_\_\_

FACILITY OWNER/MANAGER: \_\_\_\_\_

ALTERNATE CHARGE PERSON FOR FACILITY: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_

LOCATION OF FIRST AID KIT: \_\_\_\_\_

LOCATION OF MEDICAL PROFILES: \_\_\_\_\_

### **NUMBER CARD**

Location of phones near site: \_\_\_\_\_

### **PHONE NUMBERS**

Emergency: \_\_\_\_\_ Ambulance: \_\_\_\_\_

Fire: \_\_\_\_\_ Poison Control: \_\_\_\_\_

Police: \_\_\_\_\_ Hospital: \_\_\_\_\_

Facility (where you are located): \_\_\_\_\_

Phone: \_\_\_\_\_ after hours number: \_\_\_\_\_

**CLEAR LOCATION DIRECTIONS FOR EMERGENCY PERSONNEL:**



## Steps To Follow When an Injury Occurs

*Note: it is suggested that emergency situations be simulated during practice to familiarize coaches and athletes with the steps below.*

**Step 1:** Control the environment so no further harm occurs

- 👁️ Stop all participants
- 👁️ Protect yourself if you suspect bleeding (put on gloves)
- 👁️ If outdoors, shelter the injured participant from the elements and from any traffic

**Step 2:** Do a first assessment of the situation

If the participant:

- 👁️ is not breathing
- 👁️ does not have a pulse
- 👁️ is bleeding profusely
- 👁️ has impaired consciousness
- 👁️ has injured the back, neck or head
- 👁️ has a visible major trauma to a limb
- 👁️ cannot move his/her arms or legs or has lost feeling in them



**Activate  
EAP!**

**Step 3:** Do a second assessment of the situation

- 👁️ Gather the facts by asking the injured participant as well as anyone who witnessed the incident
- 👁️ Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical
- 👁️ If possible, have the participant move himself/herself off the playing surface. Do not attempt to

**Step 4:** Assess the injury

Have someone with first aid training complete an assessment of the injury and decide how to proceed. If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



**Activate  
EAP!**

**Step 5:** Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- 👁️ swelling
- 👁️ deformity
- 👁️ continued bleeding
- 👁️ reduced range of motion
- 👁️ pain when using the injured part

**Step 6:** Record the injury on an accident report form and inform the parents



**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

---

## **Head Injuries and Concussions: Guidelines for Coaches**

N.B.: The following information is presented as a series of guidelines only.

Head injuries must be treated by a recognized medical professional.

### **Introduction**

Head injuries and concussions can occur in many sports, either in training or during competitions. Because of the potentially grave consequences of injuries to the head, coaches must take certain precautions and should enforce strict safety measures when dealing with them.

The information contained in this section is not designed to train coaches on how to implement a medical treatment or to offer medical advice in the event of a concussion. Rather, its purpose is to provide some recommendations on how to manage situations involving head injuries in a responsible manner. It is important to note that there is presently a lack of consensus in the medical community regarding precise grading scales and return to training or competition criteria following concussions.

### **What is a concussion?**

A concussion is an injury to the brain that results from a hit to the head, or to another part of the body that allows the transmission of impact forces to the head. It shows itself through a temporary alteration in the mental status of the individual, and may also be accompanied by some physical symptoms.

### **Some common causes of concussions**

The situations that may result in head injuries vary greatly from sport to sport. Producing a comprehensive list of possible causes is difficult. However, some common causes include:

- 🏀 direct blows to the head, face, jaw, or neck
- 🏀 collisions from the blind side, or hits from behind
- 🏀 hard fall on the buttocks, or whiplash effect
- 🏀 poor quality of protective sport equipment (shock absorption), failure to wear protective equipment designed for the head, or improper adjustment of the same
- 🏀 the environment (e.g. obstacles near playing surface)
- 🏀 significant differences in the skill level, age, or size of participants involved in activities with physical contact or risk of impact
- 🏀 poor physical condition, or insufficient strength in the neck and upper body musculature





**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

---



**Brampton Soccer Club - Est. 2019**  
**One Club. One Vision. Stronger Together.**

---

### **Symptoms of a concussion**

Symptoms observed in the case of a concussion include headache, dizziness, loss of consciousness, nausea, lethargy, memory loss, confusion or disorientation (lack of awareness of time, place, date), vacant stare, lack of focus, ringing in the ears, seeing stars or flashing lights, speech impairment, balance impairment, and problems with sight.

Other signs may include a major decrease in performance, difficulty following directions given by the coach, slow responses to simple questions, and displaying inappropriate or unusual reactions (laughing, crying) or behaviours (change in personality, illogical responses to sport situations).

A person can suffer from a concussion without losing consciousness

### **Managing a participant with concussion symptoms**

The following short-term measures should be implemented if a participant suffers a concussion:

- 🏠 An unconscious participant, or a participant with significant changes in mental status following a head injury, must be transported to the emergency department of the nearest hospital by ambulance. This is a grave situation and the participant must be seen by a medical doctor immediately. In such a situation, the Emergency Action Plan must be implemented.
- 🏠 A participant showing any of the concussion symptoms should not be allowed to return to the current practice or competition.
- 🏠 A participant showing concussion symptoms must not be left alone, and monitoring for the deterioration of his/her condition is essential. He/she should be medically evaluated as soon as possible following the injury. The circumstances of the injury should be recorded and communicated to the medical personnel.
- 🏠 If any of the concussion symptoms reoccur, the participant's condition should be considered serious, and the individual must go to the hospital immediately.