



# SMSCS Sample EMERGENCY ACTION PLAN

Club/Team/Event \_\_\_\_\_ Site/Facility \_\_\_\_\_  
 Address \_\_\_\_\_ Phone number \_\_\_\_\_  
 Directions to facility including EMS access \_\_\_\_\_  
 \_\_\_\_\_

## EMERGENCY PERSONNEL

On Site:  
 Name/Role/Phone number \_\_\_\_\_  
 Name/Role/Phone number \_\_\_\_\_  
 Name/Role/Phone number \_\_\_\_\_

On Call:  
 Name/Role/Location/Phone number \_\_\_\_\_  
 Name/Role/Location/Phone number \_\_\_\_\_

## EMERGENCY EQUIPMENT

Location:  
 AED (in working order) \_\_\_\_\_  
 First Aid Kit (fully stocked) \_\_\_\_\_  
 Phone (if mobile- fully charged, location of alternate) \_\_\_\_\_  
 Other \_\_\_\_\_  
 \_\_\_\_\_

## ATHLETE INFORMATION

Medical profiles up to date and available  Emergency contacts available

EMERGENCY MEDICAL SERVICES PHONE NUMBER \_\_\_\_\_

## IN CASE OF EMERGENCY

### *Charge Person*

1. Control the scene
2. Initial assessment of the situation/athlete (If necessary activate EAP – get assistance from Call Person and Assistant)
3. Provide immediate care to the athlete staying with the athlete until EMS arrives
4. Contact athlete emergency contact and document the incident on the appropriate form

### *Call Person*

1. Call EMS, inform them of the type of emergency situation and provide directions to the facility
2. Ensure access for EMS, meet EMS and direct them to the athlete
3. Assist the Charge Person as necessary

### *Assistant*

1. Assist the Charge Person when the EAP is activated
2. Gather necessary supplies (e.g. first aid kit) and assist Charge Person as instructed

## MEDICAL FACILITIES

Nearest Hospital \_\_\_\_\_  
 Location and Directions \_\_\_\_\_  
 \_\_\_\_\_

Nearest Minor Emergency Clinic with X-ray \_\_\_\_\_  
 Location and Directions \_\_\_\_\_  
 \_\_\_\_\_

## MAP



---

## EAP BEST PRACTICES RECOMMENDATIONS

---

All teams/events should develop an EAP for managing serious and/or potentially life-threatening injuries.

The EAP should be developed with local EMS, venue/site safety officials/administration, on site organization administrators or on site medical personnel.

The EAP should be a written document distributed to all coaches, administrators and staff.

The EAP should be specific to the venue and include specific directions to the venue, including maps.

On site emergency equipment should be listed and checked regularly.

It is recommended that a coach, administrator or parent with each team who is present at practices and competitions have training in CPR and First Aid.

The EAP should identify personnel and their responsibilities and be reviewed prior to practices and competitions.

The EAP should reviewed and practiced regularly by all parties involved.

The EAP should include documentation actions needed after an emergency.