



Emergency Action Plan (EAP)

Adapted from HOCKEY CANADA (HCSP)

When a serious injury occurs time becomes critical. Therefore, you must establish a plan to handle emergencies in an organized and efficient manner. By implementing an Emergency Action Plan (EAP) with your team, you will be prepared to react effectively in the event of a serious injury or incident.

The EAP requires the appointment of three positions (3 C's):

- Charge Person
- Call Person
- Control Person

Each of these people must be identified at the beginning of the season, must clearly understand their roles in the EAP and must rehearse the EAP at regular intervals throughout the season.

It will be the head coach's responsibility to ensure that these 3 positions are staffed by persons associated with the hockey team. Once each person has been briefed on his/her responsibilities and obligations, they are to sign their respective form acknowledging their acceptance of responsibilities and have one copy kept with the team's documents.

The following is an outline of each person's role in the EAP:



CHARGE PERSON

The Charge Person will normally be the Safety Person, or the individual registered with your team with the most specialized training in injury care. As the Charge Person you have specific duties that include, but are not limited to, the following:

1. Initially take control and assess the situation when coming into contact with the injured player.
2. Instruct the player to lay still.
3. Instruct bystanders to leave the injured player alone.
4. Do not move the athlete and leave all equipment in place.
5. 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.
6. 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.

KEY POINT: 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.

7. 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.
8. 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.
9. STAY CALM. Keep an even tone in your voice.
10. 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.
11. Never make direct contact with an injured player's blood products or bodily fluids. Always wear barrier protection gloves.

St. Charles Hockey Club team KC_____ Team Name _____

Signature of Charge Person _____

Name of Charge Person (Please Print) _____

Date _____



CALL PERSON

The Call Person is responsible for making the telephone call when emergency help is required. The Call Person should ideally be someone who is at all games and practices but is not responsible for the bench area, and watches games and practices from the stands. The Call Person's responsibilities include:

1. Knowing the location of all emergency telephones or pay phones in every facility in which your team plays. (In an emergency situation, when seconds count, it is advisable to use a land line. Cellular telephone transmission/receipt may be compromised in certain arenas or areas of the facility.)
2. Having a list of all emergency telephone numbers in every city or town in which your team plays and KNOW IF 911 IS AVAILABLE IN THE AREA. The Call Person should have a list of these emergency numbers on a wallet sized card in their possession at all times, or use the Safety Person's list from the First Aid Kit. These emergency numbers include Ambulance, Fire, Police, Hospital and General Emergency. The Call Person should always have change in their possession in case only a pay phone is available.
3. Having a diagram displaying specific directions of the best route to the arena facility and ice surface in which you are playing.
4. Communicating with the Charge Person to determine whether or not emergency help is necessary.
5. Placing the call for emergency assistance, ensuring the following:
 - a. Speak clearly and calmly at all times.
 - b. State to the dispatcher that it is a medical emergency.
 - c. State your name and give the location of the arena facility
 - d. (state proper name of arena and address, including city).
 - e. State what type of emergency it is and give the dispatcher a brief explanation of the injury. (e.g. is the player conscious? is the player bleeding? is the player breathing normally?)
 - f. Give the dispatcher the best route into the arena facility and to the ice surface.
 - g. Ask for the estimated time of arrival for the ambulance.
 - h. Always remain on the line until you are certain the dispatcher has finished asking questions and that your call has been transferred or until the dispatcher has informed you that Ambulance/emergency personnel have been dispatched.
 - i. Give the dispatcher the telephone number from which you are placing the call in the event they must call back for more information. Have someone wait by the phone. (This should be a back up call person, another parent, or trusted member of the team)
 - j. Report back to the Charge Person to confirm that the call for emergency help has been placed, and give them the estimated time of arrival for emergency assistance.
 - k. Communicate all pertinent information to the Control Person so they can relay this information to the parents.

St. Charles Hockey Club Safety Procedures Document



St. Charles Hockey Club team KC_____ Team Name

Signature of Call Person _____

Name of Call Person (Please Print) _____

Date _____



CONTROL PERSON

The Control Person is responsible for controlling the crowd and other participants to ensure that the EAP is executed effectively. The Control Person's responsibilities include:

1. Ensuring that teammates, other participants and spectators are not in the way of the Charge Person and the injured player.
2. Discussing the EAP with opponents, on ice officials, arena staff and the parents of the injured player.
3. In the event of an emergency inform them of the steps taken and keep them updated on the situation.
4. Ensuring a proper room is available to attend to the injured player if requested by the Charge Person or emergency personnel. Know the location of the First aid room and check for additional emergency medical equipment that may be needed.
5. Ensuring that the quickest and best route for the ambulance crew to the ice surface is clear and accessible. If necessary, communicate with arena staff to ensure ice resurfacer is removed from storage and that entry doors to the storage area and ice surface are in the open position to allow quick access to injured player.
6. Seeking "highly trained medical personnel in the arena facility if the Charge Person believes the injury is serious and cannot wait for emergency assistance to arrive. This can be accomplished by using the loud speaker or having arena staff ask throughout the facility.

St. Charles Hockey Club team KC_____ Team Name _____

Signature of Call Person _____

Name of Call Person (Please Print) _____

Date _____