National Coaching Certification Program

EMERGENCY ACTION PLAN (EAP)

Date:

This EAP template is a fillable PDF, which means you can fill it in on your device of choice. To do so, you need to have or download Adobe Acrobat Reader. If you prefer to go old school, you can print it and fill it in by hand.

Event: _____ Location: _____

NOTES

- You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
- When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
- Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.

Charge Person

Backup

Backup

Call Person

Backup

Backup

Important Addresses

Site or Facility (Address, City, Province)

Nearest Hospital (Address, City, Province)

Additional Location Information

Emergency Phone Numbers

Emergency Services

Facility Manager or Superintendent

Other

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Event: _____ Location: _____

Directions to site/facility

Charge Person Responsibilities

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form.

Call Person Responsibilities

1. Call for emergency help.
2. Provide all necessary information to dispatch.
   - The facility location
   - The closest access door to the injured participant
   - The nature of the injury
   - A description of first aid that has been performed
   - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.