



# Etobicoke Youth Soccer Club

## Emergency Action Plan Process

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### EMERGENCY ACTION PLAN

The coaching staff for every team or pool of players in the EYSC is responsible for implementing an Emergency Action Plan (EAP). This ensures that there is an established procedure in place for dealing with injuries or other emergencies at training sessions or games. A document template is provided below to assist in creating an EAP.

Teams and training pools must all have a person on their staff who is formally trained in first aid and CPR. Teams and training pools must also maintain a complete first aid kit and must make sure it is on hand for all games and training sessions in order to deal with minor injuries. This includes making sure ice is available for all training and games. It is recommended that teams/pools designate a person to be responsible for the first aid kit.

There are four primary elements in an EAP including:

A) **ACCESS TO PHONES:** make sure that someone on the coaching staff has a charged cell phone available at the field or facility. Information regarding emergency contact numbers should be known as well and should travel with the team/pool.

B) **ACCESS TO SITES:** coaching staff and/or the person designated as the charge person should be prepared to give emergency responders directions to their location, including the address. It is suggested that the team/pool prepare a document at the start of each indoor and outdoor season that simply lists their training locations and home game locations and keeps this document as part of their EAP kit. The charge person should also ensure they have the address available for away games should emergency personnel need to be called.

C) **INFORMATION ON PARTICIPANTS:** a medical form that includes players' medical history, past injuries, known medical conditions, allergies, and emergency contact information should be on hand at all times. This will assist medical personnel should there be a situation where a player needs to be transported to a hospital or needs to receive treatment at the field or facility.

D) **CHARGE PERSON/CALL PERSON:** specific persons should be designated as Charge Persons and Call Persons. Alternates should be appointed as well.

The *Charge Person* should be the one that is most qualified in first aid and emergency procedures. This individual will:

- know what emergency equipment is available at your facility
- secure a controlled and calm environment
- assess/tend to the injured player
- direct others until medical personnel arrive

The *Call Person* will:

- keep a record of emergency phone numbers and will know the location of telephones in the facility and/or keep a charged cell phone available during training and games
- make the telephone call for assistance
- guide the ambulance (if required) in and out of the facility

If it has been necessary for a team/pool to call for emergency medical support, a team official (coach, charge person, manager) must notify the EYSC and should complete an Accident Report Form for submission to the Club Business Manager. The Accident/ Insurance Report Form is available on the EYSC website under: About Us / Policies.



# Etobicoke Youth Soccer Club Emergency Action Plan Template

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EAP for (facility name or event): \_\_\_\_\_

Charge Person: \_\_\_\_\_

Call Person: \_\_\_\_\_

## Emergency Scenarios:

Plan for injury:

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Plan for missing child:

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Plan for severe weather:

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Plan for evacuation of facility:

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**Facility or Event Details:**

Address or Directions to facility:

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Phone number at site (if available): \_\_\_\_\_

Call Person cell number: \_\_\_\_\_

**Emergency Numbers:**

Etobicoke Police (non-emergency): 22 Division – 416-808-2200  
23 Division – 416-808-2300

Local Police (if outside Etobicoke): \_\_\_\_\_

Local Hospital Phone: \_\_\_\_\_

Local Hospital Address: \_\_\_\_\_

**Etobicoke Hospitals:**

**William Osler Health System**

101 Humber College Blvd,  
Etobicoke, ON M9V 1R8  
Phone: (416) 494-2120

**Trillium Health Partners**

100 Queensway W,  
Mississauga, ON L5B 1B8  
Phone: (905) 848-7100