

# Emergency Action Plan

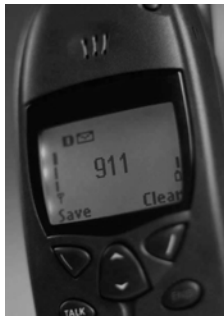
When a life threatening injury or emergency situation occurs, the **charge person** takes control of the situation. The charge person should be the person most capable of handling an injury (i.e., the medical person).

**The charge person must evaluate the situation, treat the injury as capable and determine if an ambulance is needed.** If an ambulance is needed, the charge person designates a **call person** to make the call (should be reliable; i.e., parent, coach or another medical person).

Follow the Emergency Protocol; before each event, you should designate who will be the charge person and the call person in case of an emergency situation.

## EMERGENCY PROTOCOL

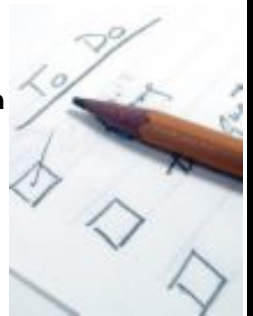
- ◆ Send the Call Person to make the call (give them the Emergency Protocol Card with all the information).
- ◆ Tell the Call Person:
  - Where the telephone is located
  - The number to call
  - What the injury is or what it may be
  - What the facility address is and what doors to enter
  - To return and let you know that the ambulance is on its way
- ◆ Once the Call Person has returned, have them go to the entrance where they told the ambulance to enter and wait.
- ◆ Immediately after the situation has been handled, document how the injury occurred, and how it was cared for.



## PRE-EVENT CHECKLIST

Go through this checklist before each event and ensure the following has been done.

- ✓ Telephone is working and accessible, or cell phone is charged (have another phone plan ready in case the cell phone doesn't work)
- ✓ Athletes' medical histories are easily accessible to send with the ambulance if needed
- ✓ Doors which the Emergency Medical Services must use are unlocked
- ✓ Gates that may block ambulance entrance are open or unlocked
- ✓ Check for the correct emergency number (smaller communities may not use 9-1-1)
- ✓ 35 cents to call the emergency number if it is not 9-1-1
- ✓ Medical kit and supplies are accessible and adequately/fully stocked with equipment properly maintained



## EMERGENCY PROTOCOL CARD

1. Ambulance Phone Number \_\_\_\_\_
2. Type of Emergency—"we have a \*\*\* year old (male/female) athlete, who is (conscious/unconscious) and may have a \*\*\* injury"
3. Address of Facility and Location of Access Doors  
\_\_\_\_\_  
\_\_\_\_\_
4. Other Emergency Numbers  
Team Doctor \_\_\_\_\_  
Fire \_\_\_\_\_  
Police \_\_\_\_\_

## EXTRA INFO

- ◆ All information that the Call Person requires should be written on a card and carried in the medical kit. It should also be posted by the telephone and/or kept with the cell phone.
- ◆ If using a cell phone, tell the Emergency Operator the phone number of the phone you are calling from.

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