



Woolwich Youth Soccer Club – Emergency Action Plan

EMERGENCY ACTION PLAN (EAP) FOR COACHES

Although serious injuries or accidents are rare, coaches must be ready to deal with them if and when they occur. The Club encourages parents/guardians, coaches and players to work in partnership to ensure that each team has formulated an emergency plan. The Club also encourages Team Officials to take formal training in first aid and CPR to give you the confidence and knowledge you need to deal with emergencies effectively.

As a coach, you should maintain a complete First Aid Kit to help you deal with minor injuries. In addition, you are required to develop an Emergency Action Plan and write it down so everyone involved is clear in their responsibilities. This includes designating key individuals to carry out the plan in the event of an emergency as follows:

Person in Charge

The Person in Charge should be the one the 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 and tend to the injured player
- Direct others involved until medical personnel arrive

Call Person

This individual will:

- Keep a record of emergency phone numbers and know the location of telephones in the facility
- Make the telephone call for assistance (911)
- Guide the ambulance (if required) in and out of the facility

Accident/Incident Guidelines:

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Address any minor injuries using the Team’s first aid kit.
4. In the event of a more severe injury, call emergency services (911).
5. Deal with the rest of the group to ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency services response team.
7. Contact the injured person’s parent/guardian.
8. Complete an Accident Report Form and return it to the Club Office within 24 hours of the event.

Emergency Action Plan			
Effective Date	Last Revised Date	Review Cycle	Next Review Date
May 1, 2017	July 2021	Every three years	July 2024
			October 2028