

NEWMARKET MINOR SOFTBALL ASSOCIATION

Emergency Action Plan

Fairgrounds

NMSA

11/30/2010

Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.

An EAP can be simple or elaborate but should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out exactly where a telephone is located. Have spare change in case you need to use a pay phone.
3. Have emergency telephone numbers with you (facility manager, fire, police, ambulance, veterinarian) as well as contact numbers (parents/guardians, next of kin, family doctor) for the participants.
4. Have a medical profile for each participant on hand so this information can be provided to emergency medical personnel. Include a signed consent from the parent/guardian to authorize medical treatment in an emergency in this profile.
5. Prepare directions to provide to Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one way streets, or major landmarks.
6. Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training).
7. Designate a “call person” (the person who makes contact with medical authorities and otherwise assists the person in charge) in advance. Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb

Emergency Action Plan Checklist

Access to telephone

- Cell phone, battery well charged
- Training venues
- Home venues
- Away venues
- List of emergency phone numbers (home competitions)
- List of emergency numbers (away competitions)
- Change available to make phone calls from a pay phone

Directions to access the site

- Accurate directions to the site (practice)
- Accurate directions to the site (home competitions)
- Accurate directions to the site (away competitions)

Participant information

- Personal profile forms
- Emergency contacts
- Medical profiles

Personnel information

- Person in charge is identified
- Call person is identified
- Assistants (charge and call persons) are identified

- *The medical profile of each participant should be up to date and located in the first aid kit.*
- *A first aid kit must be accessible at all times and must be checked regularly.*

Emergency Action Plan for Fairgrounds

Emergency phone numbers: 9-1-1 for all emergencies

Charge Person: _____

Call Person: _____

Call Person (2) _____

- This person ensures the gate(s) are open to the fields for Diamond 1 or 2
- Watch for and direct ambulance onto the playing field

Cell phone number of coach: _____

Cell phone number of assistant coach: _____

Phone number of home facility: _____

Address and location of home facility:

Fairgrounds
Muriel St.
Newmarket, ON,

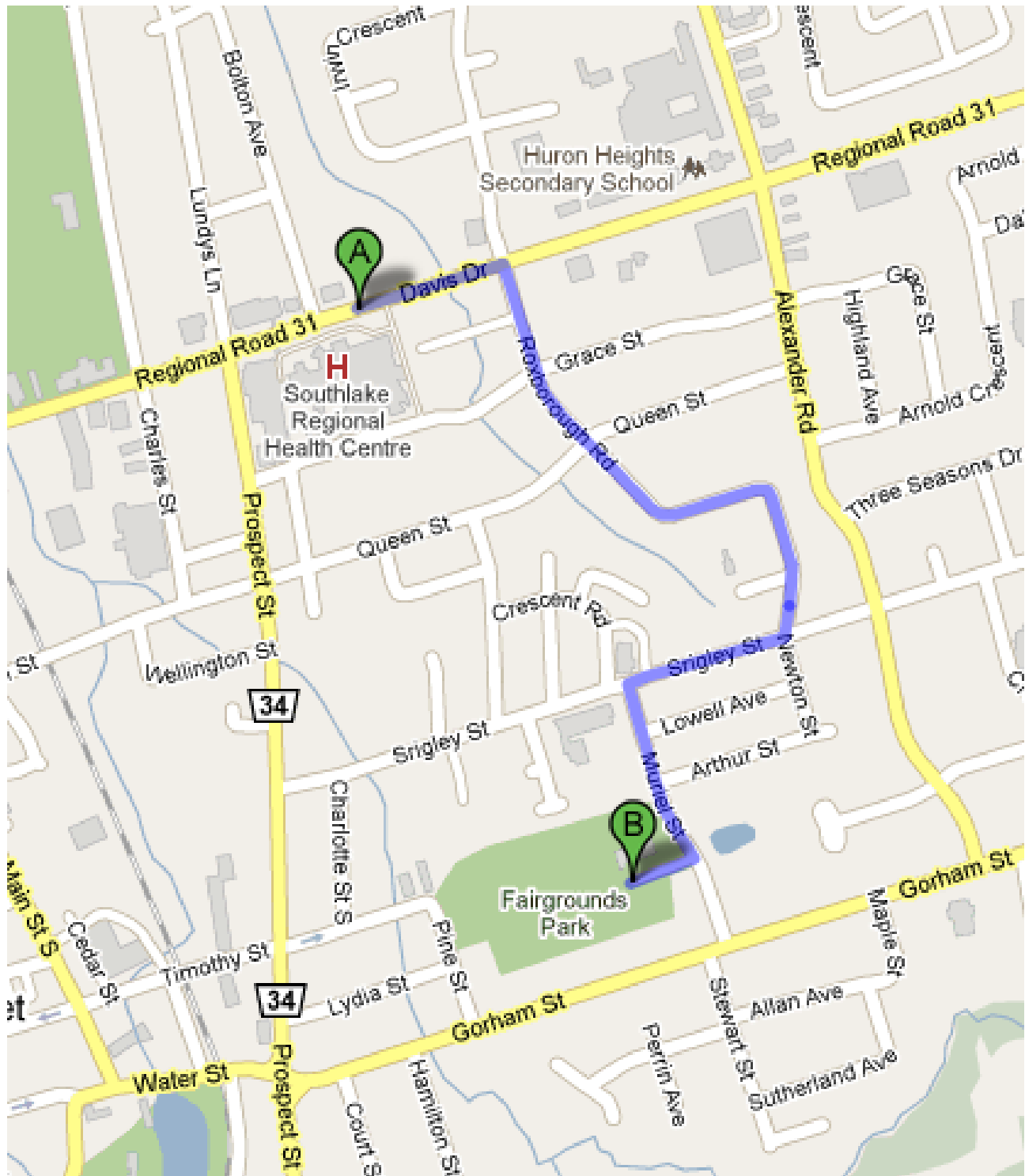
Main Entrance: for large diamond, east side of Fairgrounds.....Muriel S.
Secondary entrance: for small diamond, west side of Fairgrounds....Pine St.

Address of nearest hospital:

South Lake Hospital
596 Davis Drive,
Newmarket, Ontario L3Y 2P9
Telephone: (905) 895-4521
1.9 km or about 3 min. from the Fairgrounds

PRINT MAP BELOW

MAP FROM FAIRGROUNDS TO THE HOSPITAL



Steps to Follow When an Injury Occurs

Note: It is recommended that emergency situations be simulated during practice to familiarize coaches and athletes with the steps below.

Step 1: Control the environment so that no further harm occurs

1. Stop all athletes
2. Protect yourself if you suspect bleeding (put on gloves)
3. If outdoors, shelter the injured athlete from the elements and from any traffic

Step 2: Do an initial assessment of the situation

If the athlete:

1. Is not breathing
2. Does not have a pulse
3. Is bleeding profusely
4. Has impaired consciousness
5. Has injured the back, neck, or head
6. Has a visible major trauma to a limb
7. Cannot move his or her arms or legs or has lost feeling in them

**ACTIVATE
EAP**

If the athlete does not show the signs above, proceed to Step 3

Step 3: Do a second assessment of the situation

- Gather the facts by talking to the injured athlete as well as anyone who witnessed the incident
- Stay with the injured athlete and try to calm him or her; your tone of voice and body language are critical
- If possible, have the athlete move himself or herself off the playing surface; do not attempt to move an injured athlete.

Step 4: Assess the injury

Have someone with first-aid training complete an assessment of the injury and decide how to proceed. If the person trained in first aid is not sure of the severity of the injury or no one present has first-aid training, activate EAP.

If the assessor is sure the injury is minor, proceed to Step 5.

**ACTIVATE
EAP**

Step 5: Control the return to activity

- Allow an athlete to return to activity after a minor injury only if there is no:
 - Swelling
 - Deformity

- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

- **Step 6: Record the injury on an accident report form and inform the parents**

Sample Emergency Action Plan (cont'd) Roles and Responsibilities

Charge Person

- Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements
- Designate who is in charge of the other athletes. If nobody is available for this task, cease all activities and ensure that athletes are in a safe area.
- Protect yourself (wear gloves if in contact with body fluids such as blood)
- Assess ABCs (check that the airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- Wait by the injured person until EMS arrives and the injured person is transported
- Fill in an accident report form

Call Person

- Call for emergency help
- Provide all necessary information to dispatch (e.g. facility location, nature of injury, description of first aid that has been done, allergies and other medical problems for that athlete)
- Clear any traffic from the entrance/access road before ambulance arrives
- Wait by the driveway entrance to the facility to direct the ambulance when it arrives
- Call the emergency contact person listed on the injured person's medical profile