



## Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is essential for preparing coaches and team officials to respond effectively and responsibly to emergency situations. An EAP ensures a clear-headed and organized approach in emergencies, promoting safety and swift action.

---

### Key Components of an EAP

1. **Designate a Person in Charge**
    - Assign a specific person to take charge in the event of an emergency.
  2. **Have a Cell Phone or Communication Device**
    - Ensure a cell phone is available with a fully charged battery. If this isn't possible, identify the nearest telephone.
  3. **Have Emergency Contact Information**
    - Keep a list of emergency phone numbers (facility manager, fire, police, ambulance) as well as contact details for parents, guardians, next of kin, and family doctors.
  4. **Medical Profiles for Participants**
    - Have a medical profile for each player, which includes any important medical history and a signed consent form from a parent/guardian allowing for emergency medical treatment.
  5. **Prepare Directions for Emergency Medical Services (EMS)**
    - Have clear directions to the facility, including the closest major intersection, one-way streets, and nearby landmarks, to help EMS reach the site efficiently.
  6. **First Aid Kit**
    - Always ensure the availability of a well-stocked first aid kit. Coaches are strongly encouraged to undergo first aid training.
  7. **Designate a "Call Person"**
    - Assign someone who will contact EMS and assist the person in charge. This person should be capable of giving precise instructions to EMS.
- 

### Activation of the EAP

An EAP should be activated immediately when any of the following injuries occur:

- Not Breathing
  - No Pulse
  - Severe Bleeding
  - Impaired Consciousness
  - Head, Neck, or Back Injury
  - Visible Major Trauma to a Limb
- 

## Contact Information

- Emergency Phone Number: 911
  - CHEO - The Children's Hospital of Eastern Ontario  
401 Smyth Road, Ottawa, ON, K1H 8L1  
Phone: 613-737-7600
- 

## Steps to Activate Emergency Medical Services

1. Call 911  
Provide the following details:
    - Your name
    - Location of the injured player
    - Number of individuals injured
    - Condition of the player(s) (conscious, unconscious, breathing, severe bleeding, shock, heat illness)
    - First aid treatment provided (splinting, wound care, CPR/AED, ice tub)
    - Any additional information requested by the dispatcher
- 

## Facility Addresses for Emergencies

- 1110 Longfields Dr, Nepean, ON K2J 0H9
  - 4401 O'Keefe Ct, Nepean, ON K2R 0A2
  - 191 Knoxdale Rd, Nepean, ON K2G 5K6
- 

## After the Player is Stabilized

- Emergency Medical Form: Have the player's Emergency Medical Form ready for paramedics.
- Notify Parents: Contact the player's parents if they are not on-site.

- **Record Details:** Take notes on the player's name, injuries, hospital, time of the incident, location, witnesses, and referees involved.
  - **Incident Report:** Record the incident or injury with the academy for future reference and reporting.
- 

## **Important Recommendations**

- **Emergency Medical Form:** Every player should have an Emergency Medical Form completed.
  - **EAP Binder:** Keep all forms in the team's EAP binder for easy access by team officials, coaches, trainers, and medical staff.
  - **First Aid and CPR Training:** The academy strongly encourages all team officials to take a First Aid and CPR course to be prepared for emergencies.
- 

By having a well-structured EAP, Ottawa Islamic Soccer League ensures the safety and well-being of players and team officials during practices, games, and events.

**Date Revised: September 2025**