Emergency Action Plan

At the beginning of each practice/session, the coach should **conduct a safety check** of the practice venue and player equipment.

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 and should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (head coach).
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 that you can use is located. Have spare change in the event you need to use a pay phone.
3. Have emergency telephone numbers with you (facility manager, fire, police, ambulance) as well as contact numbers (parents/guardians, next of kin, family doctor) for the participants.
4. Have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
5. Prepare directions to provide 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 in advance a “call person” (the person who contacts medical authorities and otherwise assists the person in charge). 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:

Attach the medical profile for each participant and for all members of the coaching staff.

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

Cell phone number of coach: _____

Cell phone number of assistant coach: _____

Phone number of home facility: _____

Address of home facility: **KW Badminton Club**

69 Agnes Street Kitchener

corner of Park Street & Agnes Street

Address of nearest hospital: **WRHN @ Midtown**

(formerly Grand River Hospital)

835 King Street West, Kitchener, Ontario

Charge person (1st option): **(coach)**_____

Charge person (2nd option): **(assist. coach)** _____

Charge person (3rd option): _____

Call person (1st option): _____

Call person (2nd option): _____

Call person (3rd option): _____

Roles and responsibilities

Charge person

- **Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements**
- **Designate who is in charge of the other participants**
- **Protect yourself (wears gloves if he/she is in contact with body fluids)**
- **Assess ABCs (checks that 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**

Call person

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

Steps To Follow When an Injury Occurs

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

- Stop all participants
- Protect yourself if you suspect bleeding (put on gloves)
- If outdoors, shelter the injured participant from the elements and from any traffic

Step 2: Do a first assessment of the situation

If the participant:

- 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
- Cannot move his/her arms or legs or has lost feeling in them

*** If participant displays ANY of these symptoms**
ACTIVATE EAP – call 9-1-1

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

Step 3: Do a second assessment of the situation

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

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 there is no one available who has first aid training, activate EAP.**
- If the assessor is sure the injury is minor, proceed to step 5.

Step 5: Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- Swelling or 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 emergency contact person

Risk management

Risk management is defined as “reducing the chances of injury or loss by taking steps to identify, measure, and control risks.” This means that the coach spends time thinking about potentially risky situations, decides which situations might pose serious risks, and determines what practical steps he/she can take to minimize those risks. The common ingredient in all these tasks is common sense.

The coach’s personal risk management plan

The informed and prudent coach protects himself/herself by implementing a personal risk management plan. This plan helps the coach on two fronts: first, it will promote a safe program and help to prevent injuries from occurring, and second, when an injury cannot be prevented, it will help to protect the coach from liability claims.

Coaches can, and should, practice their own personal risk management by following this ten-point plan:

1. Be familiar with and adhere to applicable standards, both written and unwritten, as well as internal policies and rules governing the facility, the sport, and your program.

2. Monitor your participants’ fitness and skill levels and teach new skills in a progressive fashion suitable to their age and skills. Never leave young participants unsupervised.

3. If you do not have access to medical personnel or a qualified trainer, keep adequate first aid supplies on hand; ideally, you should be trained in administering first aid.

4. **Develop an Emergency Action Plan** for the facility or site where you regularly hold practices or competitions. Carry with you, at all times, emergency contact numbers and participants’ medical profiles.

5. **Inspect facilities and equipment before every practice and competition** and take steps to ensure deficiencies are corrected immediately or adjust your activities accordingly to avoid the risk.

6. Work with your employer or sport organization to use appropriately worded “assumption of risk” agreements in your programs and, where appropriate, in settings involving adult participants, “waiver of liability” agreements.

7. You should be covered by the liability insurance policy of your employer (if you are remunerated for your coaching services) or your organization (if you are a volunteer coach). Confirm that this is the case. If it is not, obtain your own insurance.

8. Do not be afraid to stop or withdraw from any activity that poses unreasonable risks, including stopping a practice or removing your team or your participants from a competition.

9. Trust your common sense and intuition!

10. Actively pursue your own training, professional development, and coaching certification.