

NEW HAMBURG HOCKEY ASSOCIATION

EMERGENCY ACTION PLAN

The Emergency Action Plan is a tool to be utilized by the trainer or medical person in charge of the event. It is important to be prepared to react in the event of an emergency situation. Time can be of the essence in certain circumstances. It is important that each person involved in the EAP to be aware of their role and to be prepared to act if necessary. It is the Trainer's responsibility to assign roles and duties of those participating in the EAP.

The EAP requires three persons to be effective:

1. A Charge Person
2. A Call Person
3. A Control Person

CHARGE PERSON

This is generally the trainer on the bench. If there is another individual available and willing to assist who has more emergency medical training than the hockey trainer, that individual may take over as the Charge Person.

The duties of the Charge Person are

- Get to the injured player in a quick and safe manner. Approach from the feet if possible.
- Take control of the situation immediately. Instruct other players and officials to move away from the injured player.
- DO NOT MOVE THE INJURED PLAYER
- Perform a Primary survey of the player (ABC's). Once the Primary survey is complete, move on to a secondary survey of the player.
- Determine the severity of the injury and decide whether or not to activate the EAP. THE EAP SHOULD ALWAYS BE ACTIVATED IN THE INSTANCE OF SEVERE HEAD, NECK, AND/OR SPINAL INJURIES.
- Signal to the call person to activate the EAP (a signal shall be predetermined as a communication between the Charge Person and the Call Person).
- Give a brief summary of the situation to the Call Person so they may relay the appropriate information to EMS-911.
- Ask the Call Person to return to the injury scene once they have placed the call to EMS-911.
- Continue to monitor the injured player and provide continual care while waiting for the ambulance to arrive. This includes stabilization of the head, neck and spine (if necessary), treating for shock, controlling excessive bleeding etc.
- Record detailed notes of the time of the injury, how the injury occurred, any signs and symptoms exhibited by the injured player, and any changes in their condition. These facts will assist the EMS and Doctors.

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CALL PERSON

The call person is someone who is generally in attendance for all games. It is their responsibility to call EMS-911 in the event of an emergency. Ensure that this person has the ability to remain calm and relay the information effectively to the dispatcher in an emergency situation.

The duties of the Call Person are:

- To know where the telephones are within a facility. If at all possible, place the call from a land line. Cell phones may lose their signal, and are not GPS traceable (land lines are traceable by dispatch).
- To know the specific address of the facility in which you are in. This information should be posted in the lobby of most arenas, but is not always. If you cannot find the address, speak to the other team's trainer who should have an EAP containing this information.
- Know whether or not the centre you are in is on the 911 grid – some centres may not be and there will be a different phone number that must be used.
- Once the EAP has been activated, make your way to the injured player and speak to the Charge Person, who will give you information to relay to EMS-911 dispatch regarding the situation.
- Place the call to 911-EMS – remember to:
 - Speak clearly and calmly
 - Tell the dispatcher what you need (Ambulance, Fire or Police)
 - State the full name and EXACT address of the facility
 - Explain the nature of the situation to the dispatcher. This includes all the information the Charge Person has given you, and answering any questions from the dispatcher to the best of your ability.
 - Inform EMS-911 of the closest access door to the ice surface.
 - Remain on the line until the dispatcher tells you to hang up
 - Return to the Charge Person and confirm that the call to EMS-911 has been placed.

CONTROL PERSON

The Control Person is responsible for controlling the scene surrounding the injured player, and ensuring that the EAP is executed efficiently. This role may be assigned to one of the Assistant Coaches or Team Manager.

The duties of the Control Person are;

- To ensure that the area around the injured player remains clear (keeping teammates, opposition, officials and spectators out of the way)
- Communicate the situation with the officials (who should inform the other team) and the coaching staff of your own team, and with facility staff.
- Ensure that the entrance way for the EMS crew is cleared and accessible.
- Wait for EMS to arrive and direct them to the scene.
- Continue to control the scene while EMS takes over the situation from the Charge Person.

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