



# Emergency Action Plan Overview



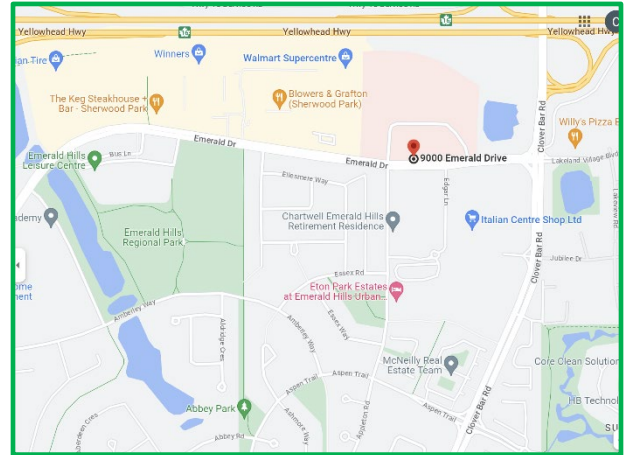


# Emergency Action Plan (EAP)

## Nearest Emergency Medical Facilities:

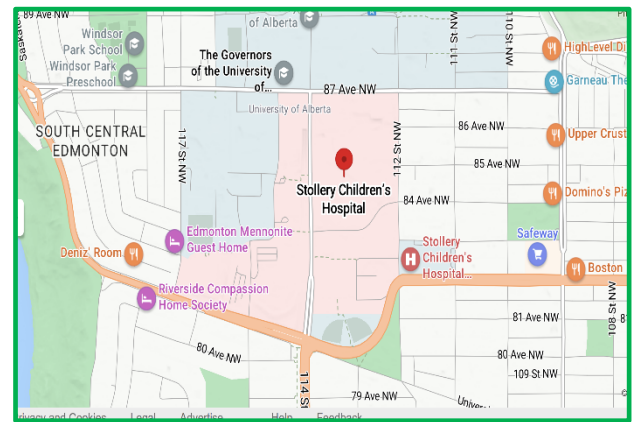
### Strathcona County Community Hospital

9000 Emerald Drive  
Sherwood Park, Alberta  
780-449-5380 (Switchboard)



### Stollery Children’s Hospital

8440 112 Street  
Edmonton, Alberta  
780-407-8822 (Switchboard)



## Nearest Walk-in Clinics:

### Emerald Hills MD Centre

# 100 2457 Broadmoor Boulevard  
Sherwood Park AB, T8H 1N1  
(780) 400-8674

### Rosewood Medical Clinic

#120 201 Festival Way  
Sherwood Park AB, T8A 4Y7  
(587) 200-0105

### Sherwood Medical Clinic

#113 47 Athabasca Ave.  
Sherwood Park AB, T8A 4H3  
780-467-2255





## Local Arena Information

### **Ardrossan Recreation Centre**

80 1<sup>st</sup> Avenue  
Ardrossan AB, T8E 2A2  
(780) 400-2084

### **Broadmoor Arena**

2100 Oak Street  
Sherwood Park AB, T8A 0V9  
(780) 467-2211

### **Glen Allan Recreation Complex**

199 Georgian Way  
Sherwood Park AB, T8A 2W9  
(780) 467-4404

### **Millenium Place**

2000 Premier Way  
Sherwood Park AB, T8H 2G4  
(780) 416-3300

### **Moyer Recreation Centre**

4 54569 Range Road 215  
Fort Saskatchewan AB, T8L 4B9  
(780) 998-7022

### **Randy Rosen Rink**

2015 Oak Street  
Sherwood Park, AB T8A 0W9  
(780) 476-2211

### **Sherwood Park Arena**

2015 Oak Street  
Sherwood Park, AB T8A 0W9  
(780) 476-2211

### **Strathcona County Olympiette**

2029 Ceretzke Road  
Sherwood Park, AB T8C 1B5  
(780) 400-3805

*Please see Appendix A for interior maps of each facility with AED locations.*





# Sherwood Park Minor Hockey Emergency Action Plan

**Please keep all completed EAP forms in Binder, organized by date for Audit purposes. A form must be filled out for each practice and each game. In the instance of a practice place N/A under visiting team**

<b>Date:</b>	
<b>Home Team :</b>	
<b>Visiting Team:</b>	

<b>Venue:</b>	
<b>Capacity of Venue:</b>	
<b>Home Team Safety Person:</b>	
<b>Visiting Team Safety Person:</b> (if applicable)	
<b>Charge Person:</b> (If different than Team Safety Person)	
<b>Call Person:</b>	
<b>Control Person:</b>	
<b>Location of AED:</b>	
<b>Location of First Aid Kit:</b>	
<b>Location of Muster Point:</b>	
<b>Ambulance Access:</b>	
<b>Location of Nearest Emergency Facility:</b>	
<b>Location of Nearest Walk-in:</b>	

- *Team Safety Person/Charge Person* will approach the casualty and must signal for assistance when necessary
- Call person must dispatch ambulance and ensure that rink staff is notified so that entrances can be unlocked
- Call person must assist the ambulance to the ice access/entry

Sherwood Park Minor Hockey Association  
August 2023 Rev 1





## Emergency Action Plan Roles

### Charge Person/Team Safety Person

- Initially takes control of the situation.
- Instructs player to lay still and bystanders, such as other players, not to move player
- Do not move the player
- Assess injury status of player, decide if an ambulance/medical care is required
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your predetermined signal to your call person, control person and your pre-determined first aid/medical person

### Call Person

- Makes call when emergency assistance required (tests their cell phone in the facility to ensure it will work – note that there is limited cell service at Strathcona Olympiette Centre)
- Know location of alternate phones in the facility being played in
- Ideally at all games and practices and not involved on the bench
- Has a list of emergency phone numbers in the area of the facility
- Has a diagram displaying specific directions and best route to the arena facility

### Control Person

- Pre-determine the location of the AED and other emergency equipment in the facility
- Retrieving the AED and/or first aid kit and bringing to the injured player if requested
- Seek highly trained medical personnel in the facility if requested by the Charge Person
- Ensure teammates, other participants and spectators are not in the way of the charge person
- Advise opponents, on-ice officials, arena staff and parents of the steps being taken
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible
- Meet the ambulance on its arrival and direct EMS to the injured player

### Important reminder

- The game official continues to assume the role of being in charge of the overall environment.
- It is important for officials to note that if the *Team Safety Person* makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice
- Once the ambulance is called, the officials should send both teams to their dressing rooms





## Emergency Equipment Map

Please use the following map to identify the location of applicable emergency equipment for each practice/game/try-out/evaluation.

Please note that the following items **must** be identified :

- AED(s)
- Exits
- First Aid Kit(s)
- Phone (if limited cell service – this is mandatory at Strathcona Olympiette Centre)

### Equipment Locations

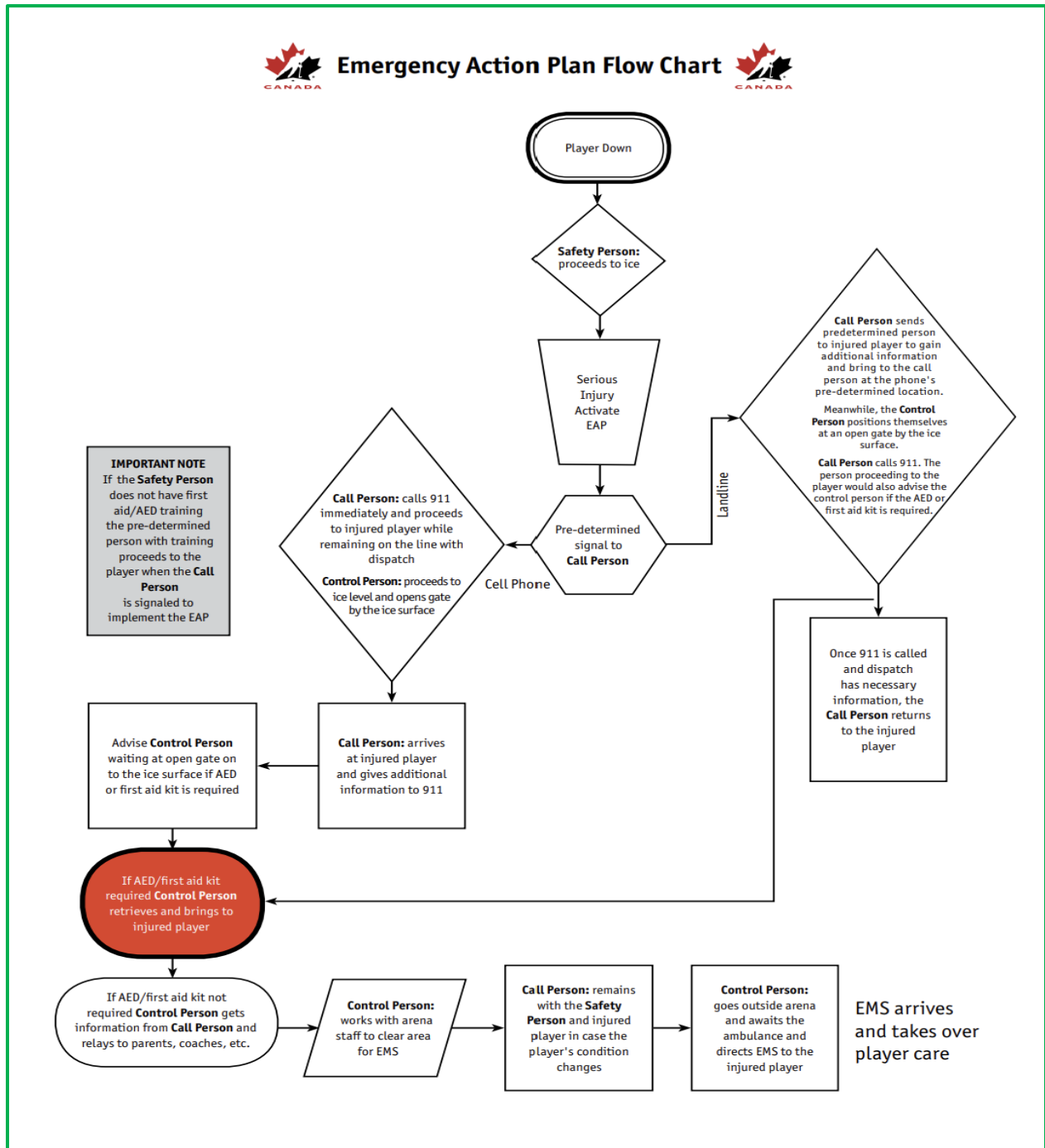
Please locate and identify area on map:

**Legend**  
Phone ..... P  
Exits ..... E  
First aid... FA  
AED. .... AED





# Hockey Canada Emergency Action Plan Flow Chart





## Player Down – Officials Role

The official continues to assume the role of being in charge of the overall environment; however, the *Team Safety Person* takes over with respect to executing the Emergency Action Plan (EAP) and in making decisions around the injured player. In a situation where a player is injured on the ice, the following are the responsibilities of the game officials:

- Once the injured player's team takes possession of the puck, the referee blows down the play. If the injury is deemed serious by the referee, he/she may blow down the play immediately.
- Once play has stopped, the referee should signal the *Team Safety Person* on to the ice. If possible, a linesman should help the *Team Safety Person* to the injured player. It is recommended that the officials pre-determine as a group who will give this assistance in the case of an injury. If the officials are otherwise occupied, the *Team Safety Person* can leave the bench immediately once the play is blown down if they feel the injury is serious.
- As the *Team Safety Person* assesses the player's condition, officials should ask both teams to go to their benches and the officials should remain on the ice and in control of both teams.
- If an official is a professional medical person or has first aid training, they should advise the *Team Safety Person* of this and remain close to the *Team Safety Person* in case they ask for assistance.
- If the *Team Safety Person* requests assistance from someone in the stands the officials should allow this person on to the ice surface, assisting them to the injured player and the *Team Safety Person*.
- Once the *Team Safety Person* has determined the player can be removed from the ice, the official should allow the *Team Safety Person* to take the lead in removing the player safely.
- If the *Team Safety Person* deems necessary and requests an ambulance, they will signal to the call person in the stands. The call person has been trained to come to the ice surface and out to the *Team Safety Person* to receive information on the injury. The official should assist the call person on and off the ice.
- Once the ambulance is called, the officials should send both teams to their dressing rooms. The officials can also work to assist the *Team Safety Person* as required once both teams are in their rooms.
- If the parents of the injured player come to the ice surface, the officials should use common sense. For example, if the player is very young it may be beneficial to have one parent come out to the player to comfort them until the ambulance arrives.
- Once the ambulance arrives, the paramedics take control of the situation, and the official should stand by to assist in any way possible.







## Player Down – Coach/Assistant Coach/Manager’s Role

In a situation where a player is injured on the ice, the following are the responsibilities of the coach/assistant coach/manager:

- The coach/assistant coach/manager should not be in a role where they are part of the Emergency Action Plan as the call person or the control person. The coach and manager should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.
- In the case of a serious injury, the coach has the responsibility to ensure all other players on the team are kept at the bench or are taken to the dressing room if instructed to do so by the game official.
- The assistant coach will assist the coach as necessary with this process. If the coach is acting as the *Team Safety Person*, they should pre-determine who on the team will take on the supervision role if he or she is attending to an injured player.
- The manager should make themselves available to the *Team Safety Person* to assist in any way possible. This could include accessing the medical history form, speaking with the parents and assisting the control person.

## Player Down – Team Safety Person/Trainer’s Role

The following are responsibilities the *Team Safety Person* should assume to prepare for potential injury to a player:

- Maintain accurate medical information files on all players and bring to all team activities
- Maintain a player injury log
- Maintain a fully stocked first aid kit and bring to all team activities
- Conducts regular checks of players equipment
- Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs
- Recognize life-threatening and significant injuries, and be prepared to deal with serious injury
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary
- Recognize injuries that require a player to be removed from action. Refer players to medical professionals and coordinate return to play
- Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player’s health status.





In a situation where a player is injured on the ice, the following are the responsibilities of the *Team Safety Person*:

- Initially take control and assess the situation when coming into contact with the injured player
- Instruct the player to lay still
- Instruct bystanders to leave the injured player alone
- Do not move the athlete and leave all equipment in place
- Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of the injury, decide whether or not an ambulance or medical care is required
- If the injury is serious and warrants immediate attention that you are not qualified to provide, seek out someone with the highest possible level of first aid/medical expertise

NOTE: As the *Team Safety Person*, you should be aware of those individuals on your team with these qualifications and arrange a signal should you need their assistance.

- If an ambulance is required, notify your call person with a pre-determined signal. Give a brief explanation of the injury and tell them to call for an ambulance. Let the injured player know that an ambulance is being called and why. This could reduce fear and panic on the part of the player
- Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive
- Stay calm and keep an even tone in your voice
- Make a note of the time at which the injury occurred and keep track in writing of all pertinent facts regarding the accident, including time of occurrence, time of ambulance arrival, etc

## Player Down – Emergency Action Plan

- Coaches, managers and designated Team Safety People have a responsibility to ensure that an Emergency Action Plan (EAP) is communicated and rehearsed within the team environment
- If you are unsure about the EAP, or require further guidance, please do not hesitate to reach out to the SPMHA Safety Committee for further guidance and direction

