



Topeka Soccer Club

Emergency Action Plan

Emergency Action Plan One of the most critical goals of the first parent meeting is to establish an emergency action plan (EAP) and the persons responsible for implementing the EAP. Sports injuries and emergencies happen at practices and games. As such, the EAP should be developed for both settings.

What is an EAP? An EAP is an established procedure for dealing with serious injuries or emergency, which occur on or near a field of play.

There are four primary elements in an EAP including:

(a) **Access to Phones:** Either confirm the location of the nearest pay phone or arrange to have a cellular phone available at the field. Information about emergency numbers should be known as well.

(b) **Access to Sites:** Cards with directions to facilities should be prepared and made available for each practice and game. The specific location of the field should be known so that if medical personnel are required, they can be directed accordingly.

(c) **Information on Participants:** If a player is injured and needs to be transported to hospital it will be useful, in some cases, if knowledge of pre-existing medical conditions is available to medical staff, e.g., in the case of a head injury where information regarding pre-existing medical conditions could not be given by the player. Three player medical cards with information, emergency contacts, such as doctors, and any known medical conditions about players should be on hand at all times. These are required to provide a copy to first responders, parents and the medical doctor.

(d) **Charge Person/Call Person:** Specific persons should be designated as Charge Persons and Call Persons. Alternates should also be appointed.

The Charge Person should be the one that is most qualified in first-aid and emergency procedures. This individual will:

- Know what emergency equipment is available at the facility
- Secure a controlled and calm environment
- Assess/tend to injured player
- Direct others until medical personnel arrive

The Call Person will:

- Keep a record of emergency phone numbers and know the location of telephones at the facility
- Make the telephone call for assistance
- Guide the ambulance (if required) in and out of the facility



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Where a serious injury occurs to a player, or an emergency arises, the EAP should be immediately implemented and following evacuation of the injured player, the incident should be reported to the Director of Sunflower Soccer Association/Topeka Soccer Club.

Coaches/ Trainers: Establish who will be responsible for the team first-aid kit. This person is responsible for maintaining the first-aid kit and medical records and for bringing the kit and forms, as well as ice/ice packs, to all practices and games.

All teams should have a basic first-aid kit. Ice/ice packs should be on hand at all games. All players are required to wear proper equipment for practices and games. This includes proper soccer shoes, shin pads, socks that completely cover the shin pads, athletic shorts, i.e., no buttons or zippers, and a proper t- shirt, i.e., no ripped or torn shirts. For games, players are expected to wear their TSC team uniform. Players should also have a water bottle and should not be wearing any jewelry such as watches, chains, earrings, and so on.

Emergency Action Plan Checklist

Access to Telephones

- Cell phone, battery well charged
- Training venues
- Home venues
- List of emergency phone numbers (for home and away games)
- Change available for pay phone

Directions to Access Site

- Accurate directions to practice site
- Accurate directions to home game venue(s)
- Accurate directions to away game venue(s)

Participant Information

- Player Emergency Medical Cards Personnel Information
- Person in charge is identified
- Call person is identified
- Alternates (charge and call persons) are identified



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When calling emergency services, state:

1. Your name
2. "There has been a suspected (type of injury) at (location)"
3. Please send an ambulance to (location) and someone will meet the ambulance there
4. Ask the projected time of arrival
5. Give them your phone number, if possible

DIRECTIONS TO LOCAL & SURROUNDING HOSPITALS

Stormont Vail ER and Hospital – 1500 SW 10th Avenue, Topeka, Kansas 66604

The University of Kansas health System St. Francis Campus – 1700 SW 7th Street – Topeka, Kansas 66606

Topeka ER & Hospital – 6135 SW 17th Street – Topeka, Kansas

DIRECTIONS TO SUNFLOWER SOCCER COMPLEX

4829 NW 17th Street – Topeka, Kansas 66618



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Steps to Follow When an Injury Occurs

Note: It is suggested that emergencies be simulated during practice in order to familiarize coaches and players with the steps below.

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 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 the participant does not show any of the signs above, proceed to Step 3.

Step 3: Do a second assessment of the situation

- Gather the facts by talking to 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 are critical
- If possible, have the participant move himself/herself off the playing surface - DO NOT attempt to move an injured participant



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Step 4: Assess the injury

Have someone with first-aid training complete an assessment of the injury and advise on 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 that the injury is minor, proceed to Step 5.

Step 5: Control the return to activity

Allow the participant 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 parents

ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

Evacuate if there is an accessible escape path.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind

- Help others escape, if possible



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- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide out If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet If evacuation and hiding out are not possible:
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons



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- Yelling
- Committing to your actions

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!