

PORT COQUITLAM FOOTBALL CLUB

Growing our Game



PoCo FC – Emergency Action Plan (EAP)
McLean Park (Coach & Manager – Fillable)

Important – Mobile Users

To fill out this form on your phone, open it using the **Adobe Acrobat app** (free).
Forms may appear read-only if opened in email or browser previews.

1) Session Information (complete before warm-up)

Team / Program: _____

Date (DD/MM/YYYY): _____ Time: _____

Field / Area (check one or more):

☐ Field Area (general)

☐ Other: _____

2) Assigned Roles (required)

Charge Person (care lead): _____ Cell #: _____

Call Person (911 + EMS): _____ Cell #: _____

Assistant / Player Supervisor: _____ Cell #: _____

3) Venue Information (pre-filled – do not edit)

Location: McLean Park – 3155 Wellington Street, Port Coquitlam, BC

AED Location:

☐ No AED on site (confirmed)

EMS Access (confirm best access point today):

☐ York Street (west side access)

☐ Grant Street (north side access)

☐ Wellington Street (east side access)

EMS Meeting Point:

☐ Meet EMS at the **nearest park entrance** off the selected access street (York / Grant / Wellington)

Nearest Hospital:

Eagle Ridge Hospital – 475 Guildford Way, Port Moody, BC | 604-461-2022

4) Pre-Session Readiness Check (tick ALL before play)

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☐ Cell phone charged & has service

☐ First aid kit on site

Who has kit? _____

☐ Gloves available

☐ Player emergency contacts / medical notes accessible

☐ Best EMS access point confirmed (York / Grant / Wellington)

☐ All roles assigned (Charge / Call / Assistant)

5) ACTIVATE EAP IMMEDIATELY IF ANY APPLY

☐ Not breathing / no pulse

☐ Severe bleeding

☐ Loss of consciousness or altered awareness

☐ Suspected head, neck, or back injury

☐ Severe allergic reaction or breathing difficulty

☐ Major limb injury or deformity

☐ Loss of feeling or movement

☐ Situation is serious, worsening, or uncertain

6) Step-by-Step Actions (follow in order)

Charge Person (care lead)

☐ Take control and stay with the injured player

☐ Assess breathing, bleeding, and consciousness

☐ Direct Call Person to call 911 if EAP activated

☐ Provide first aid within your training

☐ Do NOT move player if head/neck/back injury suspected (unless immediate danger)

☐ If concussion suspected: remove from play immediately

Call Person (911 & EMS)

☐ Call 911 immediately

☐ Read the 911 Script below

☐ Direct EMS to the selected access street (York / Grant / Wellington)

☐ Meet EMS at the nearest park entrance off that street

☐ Keep route clear for emergency vehicles

☐ Contact parent/guardian when appropriate

Assistant / Player Supervisor

☐ Move team to a safe area away from incident

☐ Maintain supervision & Safe Sport boundaries

☐ Manage parents/crowd and create space

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- ☐ Retrieve supplies if directed
 - ☐ Assist Charge/Call Person as assigned
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7) 911 SCRIPT (read exactly — step-by-step)

1. “We are at **McLean Park, 3155 Wellington Street, Port Coquitlam, BC.**”
 2. “The patient is at (Field/Area): _____.”
 3. “EMS should access the park from: ☐ York Street ☐ Grant Street ☐ Wellington Street.”
 4. “We will meet EMS at the **nearest park entrance** off that street.”
 5. “The injury is: _____.”
 6. “We are providing first aid now.”
 7. “There is **no AED available on site.**”
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8) After the Incident

- ☐ Parent/guardian notified
- ☐ Incident details documented
- ☐ PoCo FC reporting completed
- ☐ Return to Play process followed (if applicable)