

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

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.**"

8) After the Incident

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