

PORT COQUITLAM FOOTBALL CLUB

Growing our Game



PoCo FC – Emergency Action Plan (EAP)
Evergreen 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: Evergreen Park – Cedar Drive & Lombardy Drive, Port Coquitlam, BC

AED Location:

☐ No AED on site – working with the City to obtain one

EMS Access:

☐ Lombardy Drive, just west of Cedar Drive

EMS Meeting Point:

☐ Meet EMS at the Lombardy Drive access point (west of Cedar Drive)

Nearest Hospital:

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

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

☐ Cell phone charged & has service

☐ First aid kit on site

Who has kit? _____

☐ Gloves available

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- ☐ Player emergency contacts / medical notes accessible
 - ☐ Best EMS access point confirmed (Lombardy Drive)
 - ☐ All roles assigned (Charge / Call / Assistant)
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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
- ☐ Stop activities and move team to a safe area
- ☐ 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 **Lombardy Drive (west of Cedar Drive)**
- ☐ Meet EMS at the access point and guide them in
- ☐ 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
 - ☐ Retrieve supplies if directed
 - ☐ Assist Charge/Call Person as assigned
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7) 911 SCRIPT (read exactly — step-by-step)

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1. “We are at **Evergreen Park**, located at **Cedar Drive and Lombardy Drive, Port Coquitlam, BC.**”
2. “The patient is at (Field/Area): _____.”
3. “EMS should access the park from **Lombardy Drive, just west of Cedar Drive.**”
4. “We will meet EMS at the **Lombardy Drive access point.**”
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)