

# PORT COQUITLAM

# FOOTBALL CLUB

*Growing our Game*

PoCo FC – Emergency Action Plan (EAP)  
Minnekhada Oval (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.

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### 1) Session Information (complete before warm-up)

Team / Program: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_ Time: \_\_\_\_\_

Field / Area (check one or more):

- Main Field
- Other: \_\_\_\_\_

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### 2) Assigned Roles (required)

Charge Person (care lead): \_\_\_\_\_

Cell #: \_\_\_\_\_

Call Person (911 + EMS): \_\_\_\_\_

Cell #: \_\_\_\_\_

Assistant / Player Supervisor: \_\_\_\_\_

Cell #: \_\_\_\_\_

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

Location: Minnekhada Oval – 1390 Laurier Avenue, Port Coquitlam, BC

AED Location:

- Inside storage locker at the field

EMS Access:

- Enter via Laurier Avenue
- Field access from the school parking lot

EMS Meeting Point:

- Meet EMS at the school parking lot entrance off Laurier Avenue

Nearest Hospital:

Eagle Ridge Hospital – 475 Guildford Way, Port Moody, BC

Phone: 604-461-2022

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

- Cell phone charged & has service
- First aid kit on site **Who has kit?**

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- Gloves available
- Player emergency contacts / medical notes accessible
- AED location confirmed (storage locker)
- 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

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### 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
- Document the incident using the PoCo FC reporting process

#### Call Person (911 & EMS)

- Call 911 immediately
- Read the 911 Script below
- Direct EMS to **Laurier Avenue**
- Meet EMS at the **school parking lot entrance**
- 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 AED or 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 Minnekhada Oval, 1390 Laurier Avenue, Port Coquitlam, BC."

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2. "The patient is at (Field/Area): \_\_\_\_\_."
3. "EMS should enter via **Laurier Avenue** and access the field from the **school parking lot**."
4. "We will meet EMS at the **school parking lot entrance**."
5. "The injury is: \_\_\_\_\_."
6. "We are providing first aid now."
7. "An AED is available **inside the storage locker at the field**."

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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)