

# 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.

---

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

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

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

Field / Area (check one or more):

- Main Field
- 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: 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

---

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

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

\_\_\_\_\_

# **PORT COQUITLAM**

## **FOOTBALL CLUB**

*Growing our Game*



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

### **7) 911 SCRIPT (read exactly — step-by-step)**

1. "We are at **Minnekhada Oval, 1390 Laurier Avenue, Port Coquitlam, BC.**"

# PORT COQUITLAM FOOTBALL CLUB

*Growing our Game*



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**."
- 

## 8) After the Incident

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