

PORT COQUITLAM

FOOTBALL CLUB

Growing our Game



PoCo FC – Emergency Action Plan (EAP)
Gates 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):

- ☐ Turf #1
- ☐ Turf #2
- ☐ Turf #3
- ☐ Grass #1
- ☐ Grass #2
- ☐ Grass #3
- ☐ Turf Box (warmup area)
- ☐ 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: Gates Park – 2300 Reeves Street, Port Coquitlam, BC

AED Location:

- ☐ On the exterior wall of the Gates Park Cafe
- ☐ In a white cabinet
- ☐ Gates Park container key required (same key)

EMS Access + Meeting Point:

- ☐ EMS enters via **Wilson Avenue** to the **main parking lot**
- ☐ Meet EMS at the **main parking lot entrance off Wilson Avenue**

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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
 - ☐ Player emergency contacts / medical notes accessible
 - ☐ AED location & key confirmed
 - ☐ 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
- ☐ 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 enter via **Wilson Avenue** to the main parking lot
- ☐ Meet EMS at the **main parking lot entrance off Wilson Avenue**
- ☐ Keep route clear for emergency vehicles
- ☐ Contact parent/guardian when appropriate

Assistant / Player Supervisor

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- ☐ 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 **Gates Park, 2300 Reeves Street, Port Coquitlam, BC.**”
 2. “The patient is at (Field/Area): _____.”
 3. “EMS should enter via **Wilson Avenue** to the **main parking lot.**”
 4. “We will meet EMS at the **main parking lot entrance off Wilson Avenue.**”
 5. “The injury is: _____.”
 6. “We are providing first aid now.”
 7. “We have an AED on the **exterior wall of the Gates Park Cafe**, in a white cabinet (container key required).”
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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)