

# EMERGENCY ACTION PLAN

## PORT HOPE AND DISTRICT MINOR BASEBALL ASSOCIATION

The purpose of this document is to provide instructions to members of Port Hope Minor Baseball in the event of a medical emergency regarding volunteers/athletes. An emergency is any sudden life threatening injury or illness that requires immediate medical attention. Emergency situations can occur at any time during athletic participation. Expedient action must be taken in order to provide the best possible treatment. This emergency plan will help ensure the best care is provided.

All members of Port Hope Minor Baseball who work directly with athletes are required to familiarize themselves with this plan. Throughout the year there might be many times in which a medical professional is not immediately available. This places athletic personnel, most likely coaches, in the position of potentially providing emergency medical services in the form of cardiopulmonary resuscitation (CPR) and basic first aid. Port Hope Minor Baseball staff may also receive training via other sources. Please check with Port Hope Minor Baseball for approved programs. Documentation of certification should be provided to the Executive Board.

Personnel should review the policy at the beginning of each baseball season. Coaches should discuss the policy in detail with the Executive Board. An emergency plan must exist for all organized practices and competitions, including out of season training, strength training and conditioning workouts. The Manager/Coach is responsible for the emergency plan.

Hopefully, potential emergencies will be avoided by thorough physical screenings of an athlete prior to participation in any sport. Also, safe practices, including training techniques, and adequate medical coverage should be taken into consideration. However, accidents and injuries are inherent with sports participation. Therefore, proper preparation on the part of the athletic staff will enable each emergency situation to be managed appropriately. If you have any questions about the enclosed plan, please contact the League President, to discuss the pertinent issues in advance.

There are three basic components of this plan: Emergency Personnel, Emergency Communication, and Emergency Equipment. A summary emergency template is provided at the end for your convenience.

## I. EMERGENCY PERSONNEL

The type and degree of sports medicine coverage for an athletic event (practice or contest) may vary based on factors such as the particular sport or activity, the setting, and the type of training or competition. With the majority of athletic contests and practices, the first responder to an emergency situation is typically a volunteer of the sports staff, most commonly the manager/coach. The roles of these individuals within the emergency team may vary depending on various factors such as number of members of the team, the athletic venue itself, or the preference of the head athletic trainer. Roles within the emergency team include:

- A. Immediate Care of the Athlete (by those with highest level of health training)
- B. Emergency Equipment Retrieval
- C. Activation of Emergency Medical Services
- D. Directions to the Emergency Site (EMS)

### A. Immediate Care of the Athlete

The first and most important role is immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. This should be determined in advance of each training session.

### B. Emergency Equipment Retrieval

The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, coaches and equipment personnel are good staff members for this role.

### C. Activation of Emergency Medical Services (EMS)

The third role, EMS activation, should be done as soon as the situation is deemed an “emergency” or “life-threatening event”. Time is the most critical factor. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure, who communicates well, and who is familiar with the location of the sporting event, and

knows the situation to relay the important information on to EMS (Time of injury, what happened, how it happened etc.)

#### D. Directions to the Emergency Site

After EMS has been activated, one member of the team should be responsible for meeting the emergency medical personnel as they arrive at the site of the contest, if they are not already there. Depending on ease of access, this person should have keys to any locked gates or doors that may hinder the arrival of medical personnel. A trainer, manager or coach may be appropriate for this role. They must also know the situation to relay the important information on to EMS (Time of injury, what happened, how it happened etc.)

## II. EMERGENCY COMMUNICATION

### A. Activation of Emergency Medical System (EMS)

In the event that an emergency occurs involving a student athlete, a member of the Team should promptly contact Emergency Medical Services (EMS). Phone numbers of emergency personnel should be posted by the phone or in the medical kit. Some practice facilities may have a phone nearby. If there isn't a phone on the field, it is the responsibility of the manager / coach / parent or other team member to bring a cellular phone to the field. A back up communication plan should be in effect if there should be failure of the primary communication system. It is important to note in advance the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible. A cellular phone with back up battery is preferred. Have at least two (2) Emergency calls made if by cell phone. This will ensure quicker response.

### B. Contacting the Emergency Medical Services (EMS)

1. If EMT's are at the event, then a signal (discussed in advance) should be given to summon them forward.
2. If EMS is not on site, call 911.
3. The following information should be provided to the dispatcher:
  - a) Your name
  - b) Exact location where the injury occurred and where you will meet them
  - c) The number you are calling from
  - d) Number of injured athletes e) The condition of the athlete(s)
  - f) The care being provided
  - g) Make sure that you hang up only after the dispatcher has hung up

4. Notify someone from the Executive Board. Numbers are enclosed below.
5. As EMS is being dispatched, make sure someone is designated to retrieve any needed emergency equipment from the sidelines.
6. Have the coaches' serve as crowd control and keep other athletes away from victim.
7. Send someone to meet the ambulance at the designated spot.
8. A manager/coach will accompany the injured athlete to the hospital (if the guardian is not present). The manager / coach / guardian should bring medical and/or insurance information with them to the hospital if accessible.

#### EMERGENCY PHONE NUMBERS

Northumberland County EMS - Emergency Number 911  
Port Hope Police Service (905) 885-1993  
PHMB League President (905) 885-3733 or (905) 396-3733 BB

#### FACILITY ADRESSES & CONTACT NUMBERS

Town Agricultural Park  
(Large and Small baseball fields)  
62 McCaul Street, Port Hope, Ontario  
p: 905-885-7908  
Optimist Park  
Cavan St. North  
(West side of Ganaraska River & South side of Jocelyn St. Bridge)

Kings Field  
Victoria St. South  
(South of Walton St. intersection)

Lions Recreation Center  
Gifford St.  
(West of Pine St. intersection)

Welcome Park  
Dale Rd. in Welcome  
(East of Cty. Rd. 10 intersection)