



EMERGENCY ACTION PLAN

Port Dover Minor Baseball – Emergency Action Plan

Baseball Diamond: Misner Park Port Dover

Emergency phone numbers: 9-1-1 for all emergencies

Cell phone number of Head Coach:

Cell phone number of Assistant:

Cell phone number of Team Manager:

Address of facility: Misner Park entrance via 954 George St Port Dover On

Address of nearest hospital: Norfolk General Hospital, 365 West Street, Simcoe, ON

Charge person (1st, Head Coach, Cell): _____

Charge person (2nd, Assistant Coach, Cell): _____

Charge person (3rd, Team Manager): _____

Call person (1st, Name, Cell): _____

Call person (2nd, Name, Cell): _____

Call person (3rd option): _____

**Charge Person: Take charge of situation and treat victims as required*

**Call Person: Call emergency services as required.*

Directions to Norfolk General Hospital:

Start: 954 George St

Port Dover, ON N0A 1N4

Take George St and Thompson Dr to Main St/Norfolk County Hwy 6

45 s (260 m)

Continue on Norfolk County Hwy 6 to Simcoe

9 min (9.9 km)

Take Queen St S to West St/Route 1

4 min (2.1 km)

Norfolk General Hospital 365 West St, Simcoe, ON N3Y 1T7

ROLES AND RESPONSIBILITIES

Charge Person	Head Coach
Call Person 1	Assistant Coach
Call Person 3	Any Parent or Volunteer

Charge Person Responsibilities

- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
- Designate who is in charge of the other participants
- Protect yourself (wear gloves if he/she is in contact with body fluids such as blood).
- Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- Wait by the injured person until EMS arrives and the injured person is transported.
- Fill in an accident report from OBA

Call person

- Call for emergency help.
- Provide all necessary information to dispatch (eg facility location, nature of injury, what, if any, first aid has been done).
- Clear any traffic from the entrance/access road before ambulance arrives.
- Wait by the driveway entrance to the facility to direct the ambulance when it arrives.
- Call the emergency contact person listed for the injured person.

STEPS TO FOLLOW WHEN AN INJURY OCCURS

Step 1: Control the environment so that no further harm occurs.

- Stop all participants
- Protect yourself, if you suspect bleeding put on gloves
- If outdoors, shelter the participant from the elements and from any traffic.

Step 2: Do a first assessment of the situation.

If the participant:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has injured the back, neck or head
- Has a visible major trauma to a limb
- Cannot move his/her arms or legs or has lost feeling in them

**Activate
Emergency
Action
Plan**

If the injured person does not show any of the above signs proceed **Step 3**

Step 3: Do a second assessment of the situation

- Gather the facts by asking the injured person as well as anyone who witnessed the incident.
- Stay with the injured person and try to calm him/her your tone of voice and body language are critical.
- If possible have the injured person move himself/herself off the playing surface if safe to do so.
- Do not attempt yourself to move an injured person.

Step 4: Assess the injury

- Have someone with first aid training complete an assessment of the injury and decide how to proceed.
- If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training,
Activate Emergency Action Plan.
- If the Assessor is sure the injury is minor proceed to **Step 5**

Step 5: Control the return to activity

Allow a person to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

Step 6: Record the injury on an accident report form and inform the parents.