



Port Moody Soccer Club

EMERGENCY ACTION PLAN – North Shore Turf Field

Facility / Venue Information

- **Facility/ Venue Name:** North Shore Field
- **Facility/ Venue Address:** 1300 David Avenue, Port Moody, BC (Heritage Woods Secondary School field)
- **AED Location:** Inside of Heritage Woods Secondary School (inside of office)
- **Emergency Medical Services Number:** 911 for POLICE, FIRE, AMBULANCE
- **Access to Emergency Vehicles is:** Lower school parking lot along David Avenue, trail to the field
- **Nearest Hospital:** Eagle Ridge Hospital, 475 Guildford Way, Port Moody BC; 604-461-2022

Event Type and Charge Person & Call Person Information

- **Event type:** Practice or Game _____
- **Charge Person's Name:** _____
- **Charge Person's Phone Number:** _____
- **Call Person's Name:** _____
- **Call Person's Phone Number:** _____



Charge Person Responsibilities

- Conduct an initial assessment of the injury.
- Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
- Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
- Record the injury using the Port Moody Soccer Club's Accident Report Form.

Call Person Responsibilities

- Call for emergency help.
- Provide all necessary information to dispatch:
 - The facility location.
 - The closest access to the injured participant.
 - The nature of the injury.
 - A description of first aid that has been performed.
 - Other medical information, such as allergies or medical conditions.
- Clear any traffic from the facility entrance or access road before the emergency vehicles arrive.
- Wait by the entrance to direct the emergency services.
- Call the participant's emergency contact person.
- Ensure to communicate any critical information to Emergency Services and / or 911 dispatch.
- Assist the Charge Person as needed.