

The coach, manager and hockey trainer should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

**Equipment Locations**

**Arena Information**

**Please locate and identify area on map:**

**Legend**

- Phone ..... P
- Exits ..... E
- First aid... FA
- AED. .... AED



Arena/Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Emergency Telephone Numbers**

Emergency: \_\_\_\_\_

Ambulance: \_\_\_\_\_

Fire Dept: \_\_\_\_\_

Hospital: \_\_\_\_\_

Police: \_\_\_\_\_

General: \_\_\_\_\_

**Roles**

**Hockey Trainer / Charge Person**

- Initially takes control of the situation.
- Instructs player to lay still and bystanders, such as other players, not to move player.
- Do not move the athlete.
- Assess injury status of player, decide if an ambulance/medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your pre-determined signal to your call person, control person and your pre-determined first aid/medical person.

**Call Person**

- Makes call when emergency assistance required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally at all games and practices and not involved on the bench.
- Has a list of emergency phone numbers in the area of the facility.
- Has a diagram displaying specific directions and best route to the arena facility.

**Control Person**

- Pre-determine the location of the AED and other emergency equipment in the facility.
- Retrieving the AED and/or first aid kit and bringing to the injured player if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teammates, other participants and spectators are not in the way of the charge person.
- Advise opponents, on-ice officials, arena staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured player.

**IMPORTANT REMINDERS**

The game official continues to assume the role of being in charge of the overall environment.

It is important for officials to note that if the hockey trainer makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.

Once the ambulance is called, the officials should send both teams to their dressing rooms.

*See flow chart on reverse*