

Ottawa City Soccer Club Emergency Action Plan

Last updated June 2025



Contact Information:

Emergency Phone Number: **911**

CHEO - The Children's Hospital of Eastern
Ontario 401 Smyth Road, Ottawa, ON, K1H
8L1
613-737-7600

When to Activate EAP?

- No Pulse
- No Breathing
- Bleeding Profusely
- Impaired consciousness
- Injuries to Back, Neck, Head
- Major Trauma to a Limb
- Cannot move or Feel Limbs
- When you believe you should

How to Activate EAP?

- Take Control
- Assess Injuries
- Call **911** or tell someone to call and relay the information about injuries
- Provide First Aid: STABILIZE

EAP (Once the player is Stabilized):

- Have a Medical Form of the player ready for Paramedics (available on OCSC website – Team Officials Resources).
- Notify parents if not on the scene.
- Take Notes of player's name and injuries, hospital name, time, location, witnesses, referees...
- Record incidents/injuries with the Club

Important Recommendations:

- Each player should have an Emergency Medical Form completed.
- All forms should be inserted in the team's EAP binder.
- This Emergency Medical Form can be used as a reference by the coaches, trainers, and medical staff.
- Club policy is that all competitive teams have a trainer who has taken First Aid and CPR. Multiple team officials are encouraged to take the course.

Team's First Aid Kit Contents as a Guideline:

- 1 First Aid Box
- 1 Pocket Guide
- 3 Instant Cold Packs
- 2 Pairs of surgical Gloves
- 3 Benzalkonium Chloride Antiseptic Towelettes
- 6 Moist Towelette Wet-Nap
- 1 Wire Splint
- 1 Heat Reflective Survival Wrap
- 10 Regulars size Adhesive bandages
- 5 Large Adhesive bandages
- 4 3X3 Sterile Gauze
- 2 Triangular Bandages
- 1 Rolled Sterile Stretch Gauze Bandages
- 1 Roll of 3M Medical Tape
- 1 Elastic Support Bandage / 2 Holding pins
- 1 pair of Tweezers
- 1 Pair of Bandage Scissors
- 10 Safety Pin (2 Sizes)
- 1 Eye Wash bottle
- 1 CPR Pocket Mask (Adult size only)
- 1 Ziploc Bag
- 1 [Canadian Red Cross First-Aid Pocket Kit](#) (strongly recommended)