



# BC Amateur Baseball Association

#310 – 15225 104<sup>th</sup> Avenue, Surrey, BC V3R 6Y8

T:(604) 586-3310  
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## Emergency Action Plan Policy

### (1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. From time to time, emergency situations occur that require an immediate response from adults to provide care for participants. The purpose of this policy is to plan for such emergency situations.

### (2.0) Application

Baseball BC will prepare an emergency action plan (EAP) for:

- Competition events, such as championships
- Camps
- High performance teams

### (3.0) Implementation

The plan should be implemented when any serious injury or medical event occurs, including but not limited to, when a participant:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has visible major trauma
- Cannot move their arms or legs or has lost feeling to them

### (4.0) Planning Requirements

#### (4.1) Competition Events

Baseball BC will complete the EAP form in advance of the competition event, in conjunction with the host association. The EAP will be provided to each team prior to the event.

The onsite technical director will provide the charge person with a level one first aid kit as per WorkSafe.

Teams attending Baseball BC competition events will be responsible for ensuring compliance with section 5.0 of this document, based on their internal policies.



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## (4.2) Camps

Baseball BC will complete the EAP in advance of the camp and will provide it to all camp coaches, leaders, or other staff.

The charge person will be provided with a level one first aid kit as per WorkSafe.

The call person will be provided with the participant information and medical history documents.

## (4.3) High Performance Teams

Baseball BC will complete the EAP form for the primary training location of the high-performance team and will provide it to all members of the coaching staff.

The charge person will be provided with a level one first aid kit as per WorkSafe.

The call person and, in the event of overnight travel, all chaperones, will be provided with the participant information and medical history documents.

## (5.0) Required Documents

Baseball BC will collect participant information and medical history as part of its registration process for camps and high-performance teams. It is essential that call person and chaperones are in possession of this information.

### (5.1) Participant Information

Participant information collected must include:

- Contact information for the athlete's parents/guardians
- Emergency contact information
- Doctor's name and phone number
- Athlete's birthdate
- Medical number

### (5.2) Medical History Document

Medical history collected must include:

- List of previous injuries
- Allergies
- Current medications
- Other relevant medical information



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## **(6.0) Roles & Responsibilities**

Three individuals, each with a different responsibility, will work together to implement the EAP in an emergency.

### **(6.1) Charge Person**

The role of the charge person is to:

- Immediately enter the field of play and approach the injured participant
- Take control of the situation and secure the area
- Instruct the injured participant to lay still, and inform others to not move the individual
- Assess the injury status of the individual and communicate to the call person if an ambulance is required
- Provide first aid as required
- Determine if other individuals with first aid or other medical expertise may assist
- Stay with the participant until EMS arrive
- Advise the executive director of the event and actions taken

### **(6.2) Call Person**

The role of the call person is to:

- Call for emergency help
- Provide all necessary information to dispatch
- Update dispatch on the participant's condition and the medical assistance being performed
- Ensure the athlete's parents/guardians are contacted and if they are not reached the athlete's emergency contact.

### **(6.3) Control Person**

The role of the control person is to:

- Ensures teammates, other participants, and spectators are not in the way of the charge person and ambulance crew
- Wait by the entrance to the park to direct the ambulance when it arrives
- Communicate with officials, umpires, the opposing team, and coaches, as required
- Seek highly trained medical personal to assist, if required by charge person



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## Emergency Action Plan

### Venue Information

Venue name: \_\_\_\_\_

Venue address: \_\_\_\_\_

Ambulance entrance information: \_\_\_\_\_

Nearest AED location (if any): \_\_\_\_\_

EMS Phone Number: \_\_\_\_\_ 911 \_\_\_\_\_

Nearest hospital: \_\_\_\_\_

Nearest hospital phone number: \_\_\_\_\_

Nearest hospital address: \_\_\_\_\_

### Contact Person Information

Charge Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Call Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Control Person: \_\_\_\_\_ Cell: \_\_\_\_\_