



Oakville Jaguars Soccer Academy

Oakville, ON | www.oakvillejaguars.com

Emergency Action Plan

Policy Number	Version	Date Issued	Applies To
OJSA-I001	1.0	2024	All Coaches, Team Officials & OJSA Staff

In a life-threatening emergency, always call 911 first. This plan provides structured guidance for OJSA personnel responding to medical emergencies at training sessions, games, and events.

1. Immediate Response Steps

Step 1 — Ensure Safety: Remove the player from further danger if safe to do so. Do not move the player if a spinal injury is suspected.

Step 2 — Call 911: If the situation is life-threatening (unconscious, not breathing, suspected cardiac event, severe bleeding, spinal injury), call 911 immediately.

Step 3 — Assign Roles: Designate one person to stay with the injured player, one to call 911, and one to meet/direct emergency services to the location.

Step 4 — Notify Parents/Guardians: Contact the player's emergency contacts immediately using the Player Emergency Information Form.

Step 5 — Document: Complete an OJSA Injury Report Form and submit to info@oakvillejaguars.com within 24 hours.

2. Safety Person Responsibilities

Each OJSA team should have a designated Safety Person (typically the head coach or team manager). Responsibilities include:

- Carry a current first aid kit to all games and training sessions
- Hold the team's Player Emergency Information Forms
- Know the location of the nearest AED (automated external defibrillator) at each facility
- Know the address of the facility for emergency services
- Ensure at least one adult with Standard First Aid certification is present at all events

3. Specific Situations

Concussion Suspected: Remove the player from play immediately. Do not return to play that day. Follow the OJSA Concussion & Return to Play Protocol. Notify parents/guardians.

Sudden Cardiac Event: Call 911, begin CPR if trained, locate and use AED if available. Do not leave the player alone.

Anaphylaxis (Severe Allergic Reaction): Administer EpiPen if available and prescribed. Call 911. Position player appropriately (lying down if in shock; sitting up if breathing difficulty).

Severe Bleeding: Apply firm direct pressure. Call 911 if bleeding cannot be controlled or is severe.

Lightning / Severe Weather: See OJSA Extreme Weather & Heat Policy. Evacuate to shelter immediately.

4. After the Emergency

- Complete the OJSA Injury Report Form within 24 hours
- For Ontario Soccer insurance claims, refer to the Ontario Soccer Insurance link on the OJSA website
- Conduct a debriefing with involved staff to review the response
- Provide support to players and staff who witnessed the incident

5. External Resources

 [Ontario Soccer Insurance — Accident Claim Forms](#)

 [Parachute Canada — Concussion Resources](#)