JUNIOR FOOTBALL CLUB

EMERGENCY ACTION PLAN

IN AN EMERGENCY: CALL 999 - Tell the operator the venue address, pitch/location and nature of the emergency. Send someone to meet the ambulance.

1. Purpose and use

This Emergency Action Plan (EAP) sets out how coaches, team managers, volunteers and club officials should respond to emergencies during junior football training and matches. It should be shared with relevant personnel, available at every activity, and reviewed at the start of each season and after any significant incident.

Complete the venue information and role allocation before activities begin. Brief all coaches and team officials so everyone knows what to do and who is responsible.

2. Before every training session or match

☐ A first aider is identified and arrangements meet club, league and venue requirements.

☐ First aid kit is present, accessible and stocked.

☐ Emergency contact details for players are accessible to the responsible adults.

☐ Relevant medical information and individual care plans (e.g. asthma, allergy, diabetes) are known to appropriate staff.

☐ A charged mobile phone is available.

☐ Nearest AED/defibrillator location and access arrangements are known.

☐ Emergency vehicle access route and entrance are identified and clear.

☐ Pitch, surroundings, equipment and goalposts have been checked for hazards and safety.

☐ Players are registered and attendance is recorded.

☐ Coaches/helpers know their emergency roles and the venue-specific plan.

☐ Weather conditions have been assessed and activity can proceed safely.

3. Serious injury or medical emergency

Examples: suspected fracture, serious head injury, neck/spinal injury, unconsciousness, seizure, severe bleeding, difficulty breathing or suspected cardiac arrest.

1. Stop the match or training session immediately.
2. Make sure the scene is safe before approaching.
3. Send the designated first aider to assess and treat the casualty within their training.

4. Do not move a casualty if a serious spinal, neck or other injury is suspected unless there is immediate danger.
5. Call 999 if the injury is serious or life-threatening; follow the call handler's instructions.
6. Send a designated person to meet the ambulance and guide responders to the casualty.
7. Move other players away and keep the area clear; ensure children remain supervised.
8. Contact the parent/carer as soon as practicable.
9. Record the incident and actions taken; notify the Club Welfare Officer and relevant club officials as appropriate.

4. Specific medical emergencies

A. Cardiac arrest

10. If a person is unresponsive and not breathing normally, call 999 immediately.
11. Start CPR, following your training and the emergency call handler's instructions.
12. Send someone to retrieve the nearest AED (defibrillator).
13. Switch on the AED and follow its voice instructions.
14. Continue CPR and follow AED prompts until emergency services arrive or the casualty shows signs of recovery.
15. Ensure someone directs ambulance staff to the casualty.

B. Head injury / suspected concussion

- Stop play and assess the player.
- If concussion is suspected, do not allow the player to return to play that day.
- Seek appropriate medical assessment; call 999 for serious symptoms, deterioration, loss of consciousness, seizure, confusion or other emergency signs.
- Inform the parent/carer and ensure appropriate supervision and follow-up.
- Record the injury and actions taken.

C. Severe bleeding

16. Stop activity and ensure the scene is safe.
17. Use protective equipment if available and apply firm direct pressure to the wound.
18. Call 999 for severe or uncontrolled bleeding.
19. Continue first aid while awaiting help; do not remove embedded objects.
20. Keep the casualty warm and reassured; record and report the incident.

D. Asthma attack / breathing difficulties

21. Stop activity and help the player sit comfortably.
22. Assist with their prescribed reliever inhaler in line with their care plan and your training.
23. Call 999 if symptoms are severe, worsening or not responding to treatment.
24. Do not leave the player alone; contact the parent/carer and record the incident.

E. Seizure

25. Protect the casualty from hazards and cushion their head if possible.
26. Do not restrain them or put anything in their mouth.
27. Time the seizure.
28. Call 999 for a prolonged or repeated seizure, serious injury, breathing difficulty, or a first known seizure.
29. When the seizure stops, follow first-aid guidance and monitor breathing.
30. Contact parent/carer and record the incident.

5. Non-medical emergencies

Emergency	Immediate action
Fire	Raise alarm; evacuate buildings and playing areas; call 999; assemble at the designated point; account for players and adults; do not re-enter until authorised.
Severe weather / lightning	Stop play. Move to a suitable safe shelter/building. Avoid trees, metal fencing and exposed areas. Resume only when safe.
Missing child	Alert lead coach and Welfare Officer immediately. Keep other children supervised. Establish last known location and search the site safely. Escalate to police promptly where risk warrants or the child cannot be located.
Safeguarding disclosure	Listen calmly; do not investigate or promise secrecy. Record the child's words accurately and report promptly to the Club Welfare Officer/DSL. If immediate danger, call 999.
Aggressive spectator	Prioritise children's safety; seek help from officials and club representatives; call police if there is a threat, violence or immediate danger.
Evacuation	Stop activity; evacuate safely; take register/headcount; identify missing people; report to emergency services; do not re-enter until authorised.
Lost/separated player	Keep remaining children supervised; establish last known location; follow club missing-child procedure; contact parent/carer and escalate if needed.

6. Emergency roles and responsibilities

Role	Responsibilities

Lead coach / incident coordinator	Stop activity; take control; ensure safety; coordinate helpers; decide whether activity can continue.
First aider	Assess and treat within competence; request medical support; provide handover to ambulance staff.
Emergency caller	Call 999; give venue address, pitch/location, access details and nature of emergency; follow call handler instructions.
Ambulance marshal	Go to entrance; open gates/barriers; guide ambulance to casualty.
Player/spectator supervisor	Move others away; maintain supervision and reassurance; take register/headcount where needed.
Parent/carer liaison	Contact parent/carer; give factual updates; arrange safe collection/accompaniment if appropriate.
Club Welfare Officer / club official	Address safeguarding; notify appropriate officials/organisations as necessary; support recording and follow-up.

7. Venue emergency information – complete before use

Club name	___Alvechurch FC Foundation_____
Venue / playing field	____The Hayes Sports Partnership._____
Full emergency address	__RedHill Road, Kings Norton, B38 9EL._____
Postcode	___B38 9EL_____
Pitch number / exact casualty location	__3G Astroturtf or grass pitch 1,2 or 3._____
What3Words (if used)	__Help is Needed_____
Emergency vehicle access point	_At the entrance to 3G by the Padel courts_____
Gate access / key holder arrangements	__code on padlock 2499 for Ambulance Access._____
Nearest AED location and access	__Entrance to Astro and outside Café Bar_____
First aid kit location	__With each coach and inside the Hayes café/Bar_____
Nearest suitable hospital / A&E	__Redditch Accident and Emergency_____
Club first aider and telephone	___Various_____
Lead coach / manager and telephone	____Various_____

Club Welfare Officer and telephone	__Bryan Allcott___07485024499_____
Club Secretary / emergency contact and telephone	___Derine Clements 07837 186765_____

Emergency services: 999 | Police non-emergency: 101

8. Incident recording and follow-up

☐ Date and time recorded

☐ Venue and pitch recorded

☐ Name of person involved and incident details recorded

☐ Witnesses identified

☐ Actions taken and first aid provided recorded

☐ Emergency services contacted and details recorded, if applicable

☐ Parent/carer notified

☐ Club Welfare Officer / officials informed where appropriate

☐ Incident/accident form completed and securely stored

☐ Follow-up actions identified and completed

☐ EAP reviewed if lessons or changes are required

9. Matchday emergency checklist

☐ First aider identified

☐ First aid kit checked

☐ AED location confirmed

☐ Charged phone available

☐ Emergency access route checked

☐ Gate access arrangements confirmed

☐ Player register completed

☐ Emergency contacts accessible

☐ Coaches briefed on roles

☐ Weather and pitch safety checked

☐ Goalposts checked and secured

☐ Parent/carer arrangements confirmed

10. Review and approval

Plan owner	_____

Date completed	_____
Date last reviewed	_____
Next review date	_____
Approved by (club official)	_____
Signature	_____

Important: This is a suggested template. The club should adapt it to its venues, league requirements, first-aid arrangements and local procedures. Ensure all named personnel know the plan. It is not a substitute for first-aid training or emergency-services advice.