

Emergency action plan for your volleyball team

Fill it in with your assistant before the season. Print two copies: one in the ball bag, one with your assistant. Paper still works when your phone is flat.

Team _____ Season _____ Completed on _____

1. Emergency number

Emergency number where we train and play

Call straight away if a life is at risk or someone is seriously injured. Say where you are (address and entrance of the venue), what happened and who is calling. Only hang up when the call handler tells you to.

Country	Number	Country	Number
United Kingdom	999 or 112	Australia	000
Ireland	112 or 999	New Zealand	111
United States	911	Anywhere in the EU	112
Canada	911		

Sources, checked in October 2026: gov.uk, gov.ie, 911.gov, crtc.gc.ca, qld.gov.au, police.govt.nz, European Commission (digital-strategy.ec.europa.eu). Playing elsewhere? Look the number up beforehand.

2. The venue

What	Home venue	Second venue or away match
Name of the venue		
Address (as you would give it to the call handler)		
Entrance for the ambulance		
AED (defibrillator): where is it?		
First aid kit: where is it?		
Venue manager: name and phone		
Nearest emergency department		
Club or venue emergency plan: where is it kept?		

Away match or tournament? Ask for the venue address and where the AED is beforehand, and take this sheet with you.

3. Who does what

Task	Name	Phone	Stand-in
Stays with the player and takes charge			
Calls the emergency number			
Fetches the AED and the first aid kit			
Waits at the entrance and guides the ambulance in			
Takes the rest of the team away, out of sight			
Calls the player's emergency contact			
Tells the club what happened			

First aid is given by whoever is trained in it. If you do not know who that is, ask in the team and among the parents before the season.

4. Players' emergency contacts

For the coach and assistant only. Copy what the player provides, or for youth players their parents. Replace the sheet every season and destroy the old one.

No.	Player	Emergency contact name and relationship	Emergency contact phone	What responders need to know only if the player or parent provides it
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
12				
13				
14				
15				
16				
17				
18				

5. After an emergency

- ☐ The player's emergency contact has been called
- ☐ The club has been told
- ☐ Team and parents briefly informed, without medical details
- ☐ The venue manager knows the AED or first aid kit was used
- ☐ Written down what happened (below)

Note: date and time, what happened, who helped, who was called

In Koach every player fills in their own emergency contact, under **Contact & emergency**. You are free to use, copy and adapt this template.