

MHSAA Sports Medicine Advisory Committee Guidance

Emergency Action Plan (EAP)

Regulation II, Section 3 (E) – Emergency Action Plans Requirement: Starting with the 2024-25 school year, high schools must attest by each season’s established deadline that their high school sports coaches have emergency action plans (EAP) in place specific to sport and location – which are posted, dispersed, rehearsed, discussed, and documented within individual practice plans.

BENEFITS OF HAVING AN EMERGENCY ACTION PLAN:

- Provides a risk management strategy.
- Readily prepared for emergency situations.
- Ensures appropriate care is provided in a timely manner.
- Decreases the chance of legal action taking place.
- Protects liability of coach, school staff/administration, and medical providers.
- Leads to a more effective emergency response.
- Reducing further (or secondary) injury.

WHAT DOES AN EMERGENCY ACTION PLAN (EAP) DO?

- The EAP provides information to ensure a response to an emergency is rapid, appropriate, and controlled. All personnel involved with the organization of athletic activities share a responsibility to ensure that guidelines are in place to manage any emergency that could arise. While being comprehensive, an EAP should also be flexible enough to be applicable to any emergency situation.
- A documented, venue-specific athletic emergency action plan is the most effective way for schools to prepare for and respond to emergencies. It is important to formulate and implement a proactive, comprehensive venue-specific emergency action plan for each school venue which includes:
 1. **Emergency personnel** – Describe the emergency team involved when the EAP is activated and the roles of each person.
 2. **Emergency communication**—Determine which communication devices are available, where, what number to call in an emergency, and specific information and directions to the venue to provide to the EMS response team.
 3. **Emergency equipment** – Determine where equipment is and how it can be accessed quickly. Access considerations should be made for weekends, evenings, and when administrative or healthcare personnel are not on site. Equipment needs to be maintained per manufacturer guidelines.
 4. **Emergency transportation** – Describe options and estimated response times for emergency transportation. Emergency responses via 911 are best provided by EMS services directly. Appropriate transportation options may be discussed in advance, as well as what initial care may need to be provided at the venue prior to the arrival of EMS services.

5. **Venue directions with a map**—These directions should be specific to the venue and provide instructions for easy access. Parking should be monitored for blocked access.
6. **Roles of first responders** – Activate the EAP by actively or designating the following responsibilities
 - Activation of EMS
 - Establish scene safety
 - Crowd/parental control
 - Team control/emotional care
 - Immediate care of the athlete
 - Equipment retrieval
 - Actively directing of EMS to the scene
 - If the institution maintains emergency transfer of care/insurance forms, they should be organized, accessible, and transparent to EMS in a timely fashion
 - First Responders should be mindful to properly care for, inform, and lead visiting teams when an EAP is activated
 - Present school employees and coaching staff should expect to be active participants in the EAP
7. **Action plans for non-medical emergencies** – These emergencies can refer to the school emergency action plan for lightning, fire, severe weather, school safety, etc. In the event that teams need to be removed from the venue, a safe, predetermined location needs to be available. First Responders should be mindful to properly inform and lead visiting teams when an EAP is activated.
8. **Distribution of the EAP**—The EAP should be distributed to all athletic staff members and healthcare professionals who will or may provide medical care during practices, games, and/or other events on-site.
9. **After-action report** – This should be completed after an EAP rehearsal and/or following any actual emergency event.
10. **Yearly rehearsal** - At a minimum, a yearly rehearsal should be held, and it should include pertinent school staff and onsite medical providers. Documentation of this rehearsal and those in attendance should be maintained.
11. **Appraisal** - A year-end appraisal/review/evaluation should include an objective review of EAPs and all pertinent school staff involved. Local EMS should be included as necessary and as available. Documentation of this appraisal should be maintained and distributed to all stakeholders.