



# Emergency Action Plan (EAP)

School Name:



## Activate the EAP if:

- Any loss of consciousness
- Difficulty or absent breathing or pulse
- Dislocation, Open Fracture, Displaced Closed Fracture
- Possible Spine Injury
- Uncertainty of if you have a medical emergency

## Emergency Procedures:

- **Check the scene**
  - Is it safe for you to help?
  - What happened?
  - How many victims are there?
  - Can bystanders help?
- **Instruct coach or bystander to call 911**
  - Provide the following information
    - Name, staff position, phone number
    - General information about the injury or situation, number of individuals injured, type of injury that has occurred, treatment given
    - Location of victim(s), address, specific directions
    - Any additional information
    - **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- **Perform emergency CPR/First Aid**
  - Check circulation/airway/breathing, level of consciousness, and severe bleeding
    - If athletic trainer is present he/she should stay with victim (if able) and provide immediate care
    - If athletic trainer is not present, most qualified staff (training/certifications) should stay with victim (if able) and provide immediate care
  - **Instruct coach or bystander to get an AED**
- **Designate coach or bystander to control crowd, protect privacy**
- **Contact school emergency personnel, athletic trainer, school admin if not present already at the scene**
- **Meet ambulance and direct to appropriate site**
  - Open Appropriate Gates/Doors
  - Designate an individual to "flag down" EMS and direct to scene
- **Assist AT and/or EMS with care as directed**
  - Retrieve Necessary Supplies/Equipment
- **If a parent/guardian is not present, a school staff member should go with the victim to the hospital or follow in a car if not allowed in the ambulance**
- **Document event and debrief (drill or event)**
- Provide additional page with the following:
  - Map of facility, entrances, equipment locations, etc.
  - Additional school/facility policies that could be used in emergency and non-emergency situation.

## Sport/Venue name and address:

[Blank area for Sport/Venue name and address]

## Emergency personnel:

Present:

On-call:

[Blank area for Emergency personnel information]

## AED location(s):

[Blank area for AED location(s)]

## First Aid kit/equipment location(s):

[Blank area for First Aid kit/equipment location(s)]

## Player medical information:

[Blank area for Player medical information]

## Address/directions to location:

Address:

Directions to specific location in venue:

[Blank area for Address/directions to location]

## Keys needed to access gates/doors:

[Blank area for Keys needed to access gates/doors]

Review and Rehearse Annually:

Approved:

Date: