

## EMERGENCY ACTION PLAN (EAP)

School administration MUST ATTEST by each season's established deadline that their high school coaches have EAPs that are  
 1. specific to location, 2. posted, 3. dispersed, 4. rehearsed, 5. discussed, 6. documented within their practice plans.

School District: \_\_\_\_\_ School: \_\_\_\_\_ Sport: \_\_\_\_\_  
 Head Coach: \_\_\_\_\_ Head Coach Cell: \_\_\_\_\_ Level: \_\_\_\_\_  
 Practice Location: \_\_\_\_\_ Address: \_\_\_\_\_  
 Practice Facility: \_\_\_\_\_ Best Access Point: \_\_\_\_\_  
 Practice Facility Directions: \_\_\_\_\_  
 Competition Facility: \_\_\_\_\_ Address: \_\_\_\_\_  
 Location of ALL AEDs nearest this area: \_\_\_\_\_

**In the event of an emergency, WHO does the following:**

Primary	Back-Up	
X _____	X _____	: Calls 911 (STAY ON THE LINE!)
X _____	X _____	: Calls School Administration (and trainer if needed)
X _____	X _____	: Gets the AED (if a medical emergency)
X _____	X _____	: Has keys to any area, gates, or locked doors in question
X _____	X _____	: Meets emergency team at access point listed above
X _____	X _____	: HELPS (provide CPR/First Aid, secure doors, assist as needed)
X _____	X _____	: HELPS (provide CPR/First Aid, secure doors, assist as needed)

**Provide a brief description of your plan as you see it developing for any type of emergency:**

Designated Rehearsal #1 (early-season)	Designated Rehearsal #2 (mid-season)	Designated Rehearsal #3 (late-season)
DATE: _____ TIME: _____	DATE: _____ TIME: _____	DATE: _____ TIME: _____

DEADLINE DATES FOR AD ATTESTMENT – on this form AND on your MHSAA “AD Dashboard”		
FALL	WINTER	SPRING
EAP: <b>THR, SEPT 12</b>	EAP: <b>THR, DEC 12</b>	EAP: <b>THR, APR 17</b>
CPR & AED Certified: <b>THR, SEPT 12</b>	CPR & AED Certified: <b>THR, DEC 12</b>	CPR & AED Certified: <b>THR, APR 17</b>
Coaches Rules Meeting: <b>THR, SEPT 12</b>	Coaches Rules Meeting: <b>THR, DEC 12</b>	Coaches Rules Meeting: <b>THR, APR 17</b>

This form must be completed by each high school head coach and submitted to the school administration for review, updates, attestation, and filing prior to the season each year. Copies must be posted (displayed) in areas it is intended to serve.

\_\_\_\_\_  
HEAD COACH SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATION SIGNATURE

\_\_\_\_\_  
DATE



## EMERGENCY ACTION PLAN INFORMATION

### **Components of the EAP:**

1. Each high school head coach (varsity, JV, freshman) will develop an EAP prior to each season for managing serious and or potentially life-threatening injuries/situations.
2. The EAP should be developed and coordinated with local EMS, venue public safety officials, onsite medical personnel, and administration.
3. The EAP should identify personnel and their responsibilities to carry out the plan of action with a designated chain of command.
4. The EAP should be specific to each venue and include specific directions to that venue and onsite emergency equipment that may be needed should be listed.
5. When the EAP is completed, the school administration will make copies that will be displayed, shared, and filed.
6. Administration and coaches will display copies of the form in the location the form is referencing.
7. Head coaches should be provided with emergency contact numbers of those in the district who should be contacted in the case of an emergency.
8. Coaches will complete “rehearsals” at the dates and times indicated.
9. Coaches will discuss the rehearsal results following each designated activity and adjust the EAP if they discover an area for improvement after rehearsal.
10. Any updates made will be submitted to the administration.

### **Practice Facility:**

This is where the team typically practices or trains. It may be in a separate area from where the team competes. For example, a team may practice in its wrestling room but usually competes in the main gym. The wrestling room may be in a location that is not close to the gymnasium or where they typically compete.

### **Practice Facility Directions:**

Explain how to get to the area in question once entering the building through the “Best Access Point.”

Example: *“Practice room located on the 2nd floor. Enter exterior door A1 and access the stairs inside this door on your left. Halfway down the 2nd floor hallway on your right...”*

### **Competition Facility:**

This is where the actual competition typically takes place. It may vary from where a team typically practices. For example, a cross-country team may practice or train on various courses but may compete at a specific Metro Park.

### **General Facility:**

For general facilities or areas such as weight rooms, locker rooms, etc., the school administration will complete the EAP form that ALL teams utilizing that area will follow.

### **Best Access Point:**

Most school buildings and doors (access points) are identified by a number and or letter. Your high school may be identified as building “A,” and the main gymnasium door may be identified as door #1. The access point that is provided would then be “A1.” If you have access points that you have provided to your local police and or fire, be sure to use these same identification codes. If your District does not have identifiers for access points, be specific about the location. You might choose to go to the exact area and check your GPS coordinates. This step may be useful for some off-campus areas such as cross-country courses, etc.

### **Student Designations:**

If a student under 18 is designated to help during an emergency, the coach will communicate with the student’s parents to approve their participation.

### **Brief Description:**

It is difficult to develop a perfect plan for every type of emergency. Do your best to think of all possible scenarios, and “who will do what” if such an emergency arises.

### **Designated Rehearsal:**

Coaches should rehearse (practice) their EAPs on the dates and times provided on the form. If, after rehearsing and discussing the rehearsal results, it is discovered that a change or addition would make the EAP more effective, the EAP form will be updated and provided to the administration, and the new EAP will be filed and placed in the areas it serves.

### **Deadline for Attesting:**

The form lists attesting deadlines based on the sport's season. The EAP form should be completed prior to the season so that implementation is seamless as the season begins.