



## Sample Athletic Emergency Action Plan

The following sample emergency action plan is just an example. Relevant changes should be made based on each institution's staffing availability, athlete age group, and site location. Depending on the setting, the institution may not have an athletic trainer present at all times. You should make relevant notes and plans throughout the EAP to ensure that proper protocol can be followed no matter who is available. Also, you should take state and federal laws and policies into consideration when developing your own emergency action plan, e.g. when planning for heat illnesses or concussions.

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NAME OF SCHOOL

## EMERGENCY ACTION PLAN FOR ATHLETICS OVERVIEW

### Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

### Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies



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## Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [also including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards are maintained in the athletic training facility and/or with the athletic director.

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training student, coaches, managers, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, preference of the head athletic trainer, etc.

The four basic roles within the emergency team are:

### **1. Establish scene safety and immediate care of the athlete:**

This should be provided by the most qualified individual on the medical team.

### **2. Activation of Emergency Medical Services:**

This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.

### **3. Equipment Retrieval:**

May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Athletic training students, managers, and coaches may be good choices for this role.

### **4. Direction of EMS to the Scene:**

One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates or doors.

Formation of an emergency team and implementation of specific roles are important. You should also assign more than one person to a role in case certain members are not present during a given situation.



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## Activating Emergency Medical Services

- **Call 9-1-1**
  - **Provide Information**
    - name, address, telephone number of the caller
    - nature of emergency (medical or non-medical\*)
    - number of athletes
    - condition of athlete(s)
    - first aid treatment initiated by the first responder
    - specific directions as needed to locate the emergency scene (i.e. "use the south entrance to the stadium on Pomfret Street)
    - other information requested by the dispatcher
- \* If non-medical, refer to the specified checklist of the school's non-athletics emergency action plan

## Emergency Communication

Communication is a key to a quick, efficient emergency response. There should be a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

## Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with function and operation of each type of emergency equipment. The equipment should be checked on a regular basis to ensure good condition and equipment use should be rehearsed by all emergency personnel. Creating an equipment inspection log book is strongly recommended. Know how to properly care for and store all of the equipment. You should choose a clean, dry, environmentally controlled area and it should be readily available when emergency situations arise.

This type of equipment could include: spine boards and straps, automated external defibrillators (AEDs), AED pads, AED batteries, splinting equipment, helmet removal equipment and their batteries, etc.

**Coaches should take note of the closest AED to their practice and game locations.**



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## Medical Emergency Transportation

Emphasis is placed on having an ambulance on site at high risk sporting events, such as football, gymnastics, track and field meets, etc. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and cleared route for entering/exiting the venue. In the event that an ambulance is not on site, the medical personnel should be aware of average EMS response time for the athletic venue and distance from the venue to local hospitals.

*Any emergency situation where there is impairment in loss of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment, and proper transportation.*

## Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan checklist and follow instructions.

## Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest athletic department “ownership” in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan **NAME OF YOUR SCHOOL** helps ensure that the athlete will have the best care provided when an emergency situation does arise.

## Approval and acceptance of the NAME OF YOUR SCHOOL Emergency Plan for Athletics.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
School Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
School Athletic Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Head Athletic Trainer





NAME OF SCHOOL

**IMPORTANT CONTACTS LIST**

Off Campus Contacts	Phone Number
Police Department	XXX-XXX-XXXX
Fire and Ambulance	XXX-XXX-XXXX
Medical Center	XXX-XXX-XXXX
Poison Control Center	XXX-XXX-XXXX

On Campus Offices	Phone Number
Athletic Training Room	XXX-XXX-XXXX
Infirmery	XXX-XXX-XXXX
Athletic Director	XXX-XXX-XXXX
Main Office	XXX-XXX-XXXX
Administrative Office	XXX-XXX-XXXX
School Counselor Office	XXX-XXX-XXXX

Title	Name	Office	Cell
Athletic Trainer		XXX-XXX-XXXX	XXX-XXX-XXXX
Athletic Director		XXX-XXX-XXXX	XXX-XXX-XXXX
School Nurse		XXX-XXX-XXXX	XXX-XXX-XXXX
Principal		XXX-XXX-XXXX	XXX-XXX-XXXX



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**NAME OF SCHOOL**  
**Contact Tree**

Coach or First Responder at the Scene

Life Threatening Condition

Non-Life Threatening Condition

Call 9-1-1

Athletic Trainer  
 Name (XXX)-XXX-XXXX  
 Assistant Athletic Trainer  
 Name (XXX)-XXX-XXXX

Athlete's Parent or Guardian

Athletic Director  
 Name (XXX)-XXX-XXXX

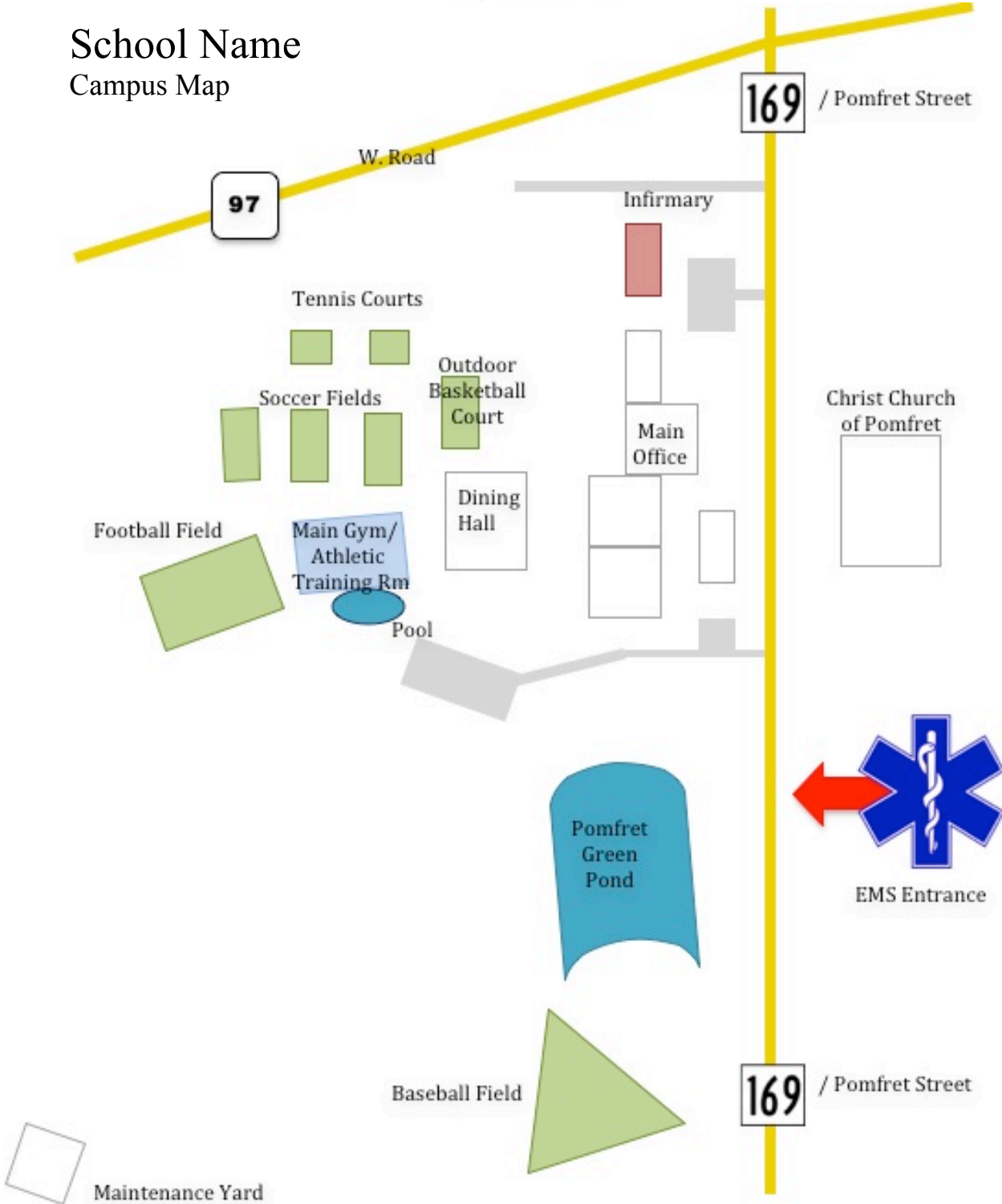
**Note: This is a basic plan. Please use professional judgment when a player is injured. Move down the chart if you are unable to reach the appropriate staff member.**

Principal  
 Name (XXX)-XXX-XXXX





School Name  
Campus Map



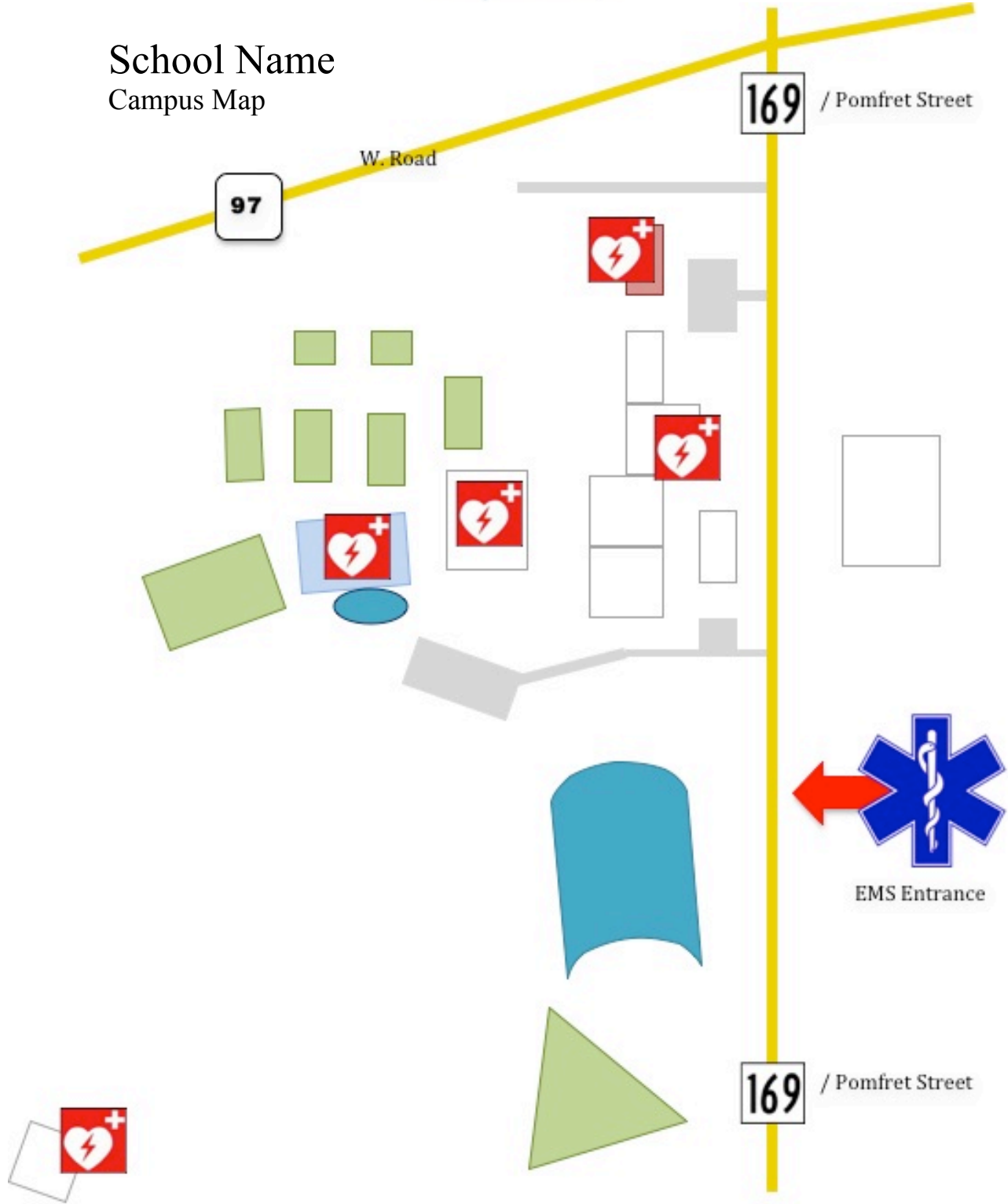
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# School Name

## Campus Map



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**NAME OF SCHOOL**

*Address*

*XXX Street Name, City, State, Zip*

**Campus Athletics Venue Information**

**NOTE: Some settings may have multiple entrances for EMS – each of these roads should be coded (i.e. Entrance #1, Entrance #2) and labeled on the map.**

Venue	EMS Route: Entrance #	Primary AED	Secondary AED
Main Gymnasium	Road Name by Road Name (EMS Entrance)	Basketball Court	First Floor Across from Weight Room
Football Field	Road Name by Road Name (EMS Entrance)	Sideline with Athletic Trainer	First Floor Gym Across From Weight Room



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## SAMPLE EAP

**SPORT:** NAME OF VENUE (for PRACTICE? COMPETITION?)

**Address:** XXX

**Venue Directions:** (turn by turn leading up to each relevant access gate)

**GPS Coordinates (in the event of the need for a medical helicopter transport):** XXX

### MAP OF VENUE

This map should include major street names, a highlighted route to specific gates, and major buildings listed. The actual venue should be clearly demarcated.

Consider using a “Google maps” feature or a pre-made campus map that is posted online for added accuracy.

<b>Emergency Personnel:</b>	<b>Athletic Training Room</b>	Fixed Telephone Line	XXX-XXX-XXXX
	<b>Certified Athletic Trainer</b>	Name	XXX-XXX-XXXX
<b>Emergency Communication:</b>	<b>Athletic Director</b>	Name	XXX-XXX-XXXX
	<b>Team Physician</b>	Name	XXX-XXX-XXXX
	<b>School Nurse</b>	Name	XXX-XXX-XXXX

**Emergency Equipment:** Supplies relevant to that sport or event, nearest AED during different types of competition (i.e. practice vs games, when an ATC is present vs not present), location of given supplies, and phone numbers and access key locations to relevant storage places.

#### **Role of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
  - a. Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)
  - b. Activate phone tree
3. Emergency equipment retrieval
4. Direct EMS to scene (if not on site for game)
  - a. Open appropriate gates
  - b. Designate individual to “flag down” EMS and direct to scene
  - c. Scene control: limit scene to first aid providers and move bystanders away from area



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NAME OF SCHOOL

PROTOCOL FOR MEDICAL CERTIFICATION REQUIREMENTS

All athletics personnel associated with practices, competition, skills instruction, and strength and conditioning, including all head, assistant, and volunteer coaching staff, must have the following training:

- Red Cross CPR/AED for the First Responder
- Red Cross First Aid for the First Responder
- Prevention of Disease Transmission: Blood Borne Pathogens
- Emergency Action Plan annual run-through

All updated copies of certificates/cards will be on file in the athletic director's office.

SAMPLE LOG OF SAFETY CERTIFICATIONS			
SPORT	STAFF MEMBER	CPR/AED GOOD UNTIL	FIRST AID GOOD UNTIL
Football	Name	XX/XX/XXXX	XX/XX/XXXX
	Name	XX/XX/XXXX	XX/XX/XXXX
		XX/XX/XXXX	XX/XX/XXXX
		XX/XX/XXXX	XX/XX/XXXX
Boys' Soccer		XX/XX/XXXX	XX/XX/XXXX
		XX/XX/XXXX	XX/XX/XXXX



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NAME OF SCHOOL

### Emergency Action Plan Run Through

All personnel associated with athletics should be familiar with all relevant venue emergency action plans. Familiarization includes: knowing one's specific role during an emergency situation, knowledge of emergency equipment, and how to appropriately activate the emergency action plan.

Each person who will be working with the school's athletics programs should be given a copy of the emergency action plan annually and sign an agreement that they have read and understand the document.

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. This team should also include the local ambulance services and the fire department. Ensure that all team members are on the same page with athlete care and transport protocols (i.e. helmet removal for equipment-intensive sports such as football and lacrosse or "cool first, transport second" policies for exertional heat illnesses). Run-throughs should also be taken into consideration where ambulance access would take place to determine if any gates or cars would block the entrance during practice/game times and where any keys or relevant equipment will be located.



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SAMPLE VERIFICATION OF ACKNOWLEDGMENT OF TRAINING on the EMERGENCY ACTION PLAN

Please copy form as needed

Each coach or volunteer in every sport providing instruction, assistance, or supervision in an athletic activity for the student athletes at SCHOOL NAME must sign this form certifying that the coach or volunteer has completed the training on the emergency action plan. The training must be completed annually.

I hereby verify by signing below that I have completed the training on the emergency action plan.

Signature lines with labels: (signature), (title or position), (date completed)

THIS FORM IS TO BE KEPT ON FILE IN THE ATHLETIC TRAINING ROOM AND PRESENTED FOR REVIEW UPON REQUEST.



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