



Emergency Action Plans

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What Exactly Is It?

- Established plan and system that addresses medical, environmental, and security emergencies related to sporting events
- Addresses head and neck injuries, cardiac events, asthma, environmental injuries, and security risks
- Should be reviewed by a medical professional and discussed with coaches and administration





The Importance of an EAP

- Readily prepares your staff for an emergency
- Leads to a more effective emergency response
- Ensure appropriate care is provided in a timely manner
 - Decreases chance of legal action taking place
 - Protects your liability



Components of your Emergency Action Plan



Implementation

Requires 3 basic steps:

1. Clear response to allow continuance among emergency team members
Flow sheet or an organizational chart -
2. Educates all members of the emergency team regarding the EAP
Everyone should have a copy that provides their rules or responsibilities
3. Plan must be rehearsed



Emergency Personnel

- Your personnel listed in your EAP should consist of all staff involved with practices/competition
 - Ex: coaches, medical staff, administration, school nurse, student athletic trainer aides, managers
- All personnel involved with practices, competition, and strength and conditioning should have a current certification in CPR, first aid, and prevention of disease transmission
- All personnel should know their duties in an emergency



Emergency Personnel

Four basic roles within your emergency team:

1. Provides immediate care of the athlete
2. Activation of emergency medical services (ex: calls 911)
3. Equipment retrieval
4. Direction of EMS to the scene of emergency



Emergency Personnel

1. Immediate care of the athlete

- The most qualified person should be assigned to this role. (team physician, certified athletic trainer, school nurse)
- Second alternative: personnel that is certified in CPR, first aid, and automated external defibrillator (AED)
- This person will also deem the situation an emergency and will signal to activate EAP



Emergency Personnel

2. Activation of Emergency Medical Services

- This should be done as soon as the situation is deemed an emergency.
- This role is designated to someone who is calm under pressure, knows the facility, and communicates well over the telephone.

- **Call 911**
- **Provide Information**
 - Name, address, cell number of the caller
 - Nature of emergency
 - Athlete information
 - Condition of the athlete
 - First aid treatment administered
 - Specific direction to locate emergency
 - Other information requested by dispatcher



Emergency Personnel

3. Equipment Retrieval

- This role should be designated to someone who knows the facility and location of the specific equipment needed.
- Managers, assistant coaches, or student athletic trainer aides can be assigned to this role

4. Directing EMS to the Scene of Emergency

- This person should typically be assigned to your game administrator
- They should know the facility and have keys to any locked gates or doors

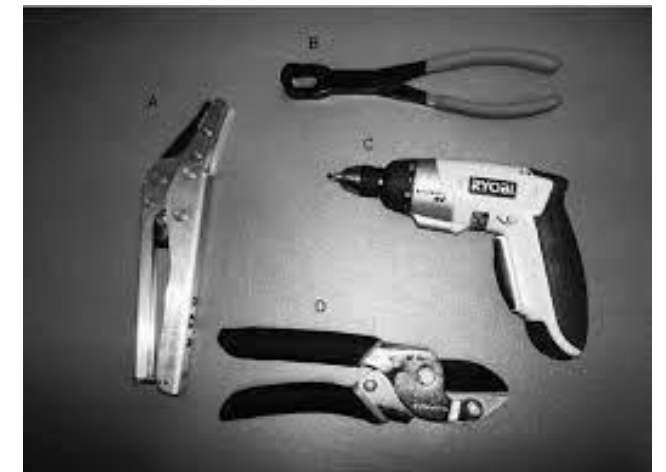
Emergency Equipment

- Required emergency equipment should include:
 - Automatic External Defibrillator (AED)
 - Bag-valve mask
 - Oxygen
- Other Emergency Equipment:
 - Spine board and straps
 - Splinting equipment
 - Helmet removal equipment
 - Cold tub**



Emergency Equipment

- Equipment should be at the site and easy to access
- Equipment should be in good operating condition
- Equipment should be checked on a regular basis





Does your school have access to an AED during all athletics events? (games and practices)



Communication

- All sporting venues should have immediate access to a working telephone or mobile device should be ensured
- Phone and service/WiFi should be checked prior to each event
- A list of appropriate emergency numbers should be readily available
 - Hard copy
 - Saved in personnel's phone
- With communication: All information should be readily available for the caller
 - Ex: street address, venue location, status of the emergency, etc.



Communication

Off Campus Contacts	Phone Number
Local Medical Center	Xxx-xxx-xxxx
Fire Department	Xxx-xxx-xxxx
Police Department	Xxx-xxx-xxxx
Poison Control	Xxx-xxx-xxxx

On Campus Contacts	Phone Number
Athletic Training Room	Xxx-xxx-xxxx
Main Office	Xxx-xxx-xxxx
Administration Office	Xxx-xxx-xxxx
Nurse's Office	Xxx-xxx-xxxx
School Counselor's Office	Xxx-xxx-xxxx



Communication

Title	First/Name	Cell Phone Number	Office Number
Athletic Trainer			
Principal			
Athletic Director			
School Nurse			

If you have a contact list for each sport specific venue, be sure to include head coach and assistant coach

Transportation

- Schools should place emphasis on having an ambulance on site at high-risk events.
 - If an ambulance is on site, there should be a designated location that allows a rapid response to the emergency along with a clear entrance and exit of the venue.
- If there is not an ambulance on site, it is pertinent to identify the radius of the nearest one from the site of the sporting event.

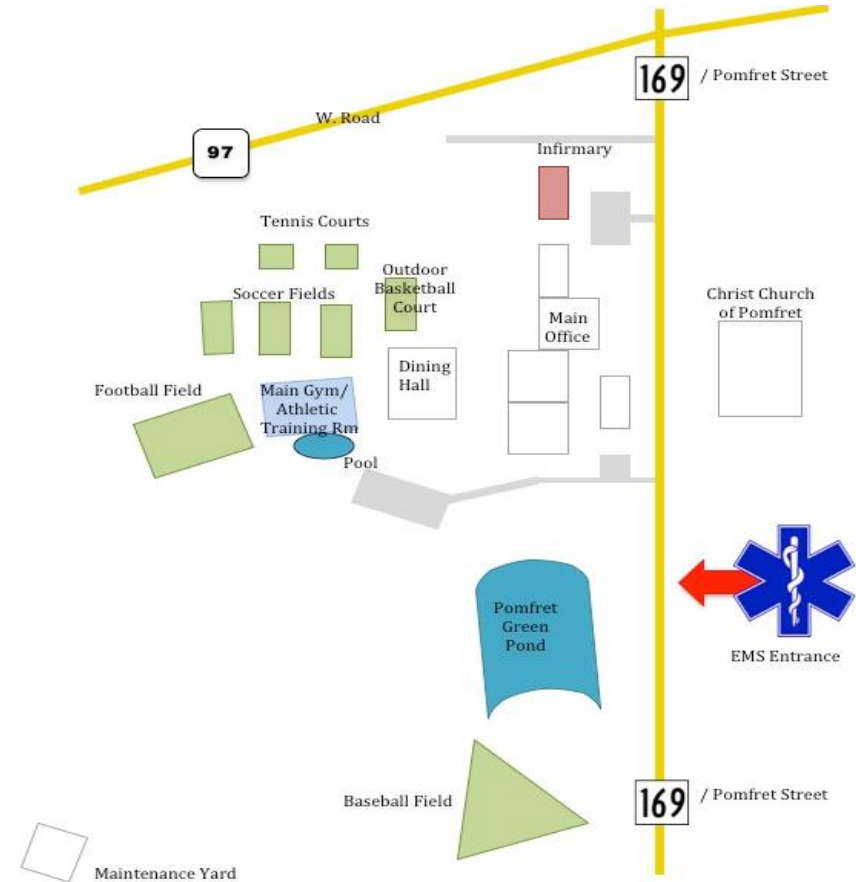
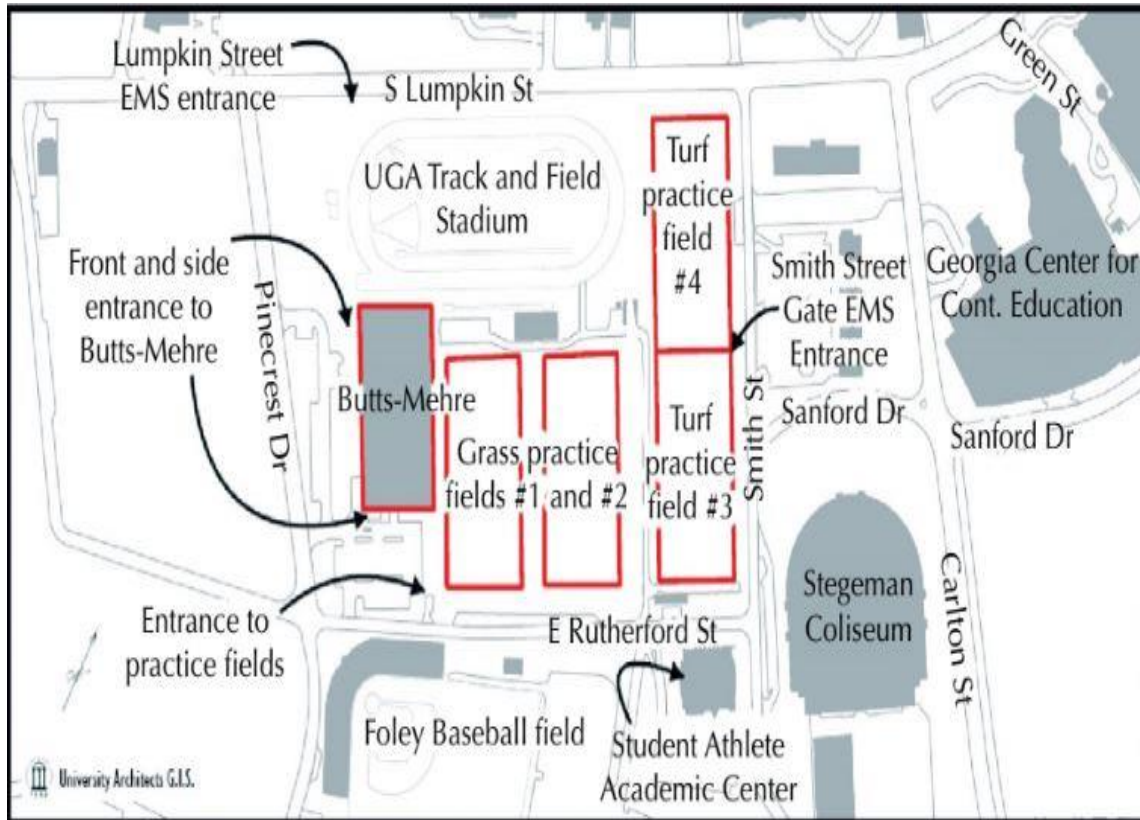




Venue Location

- Written out specifically for the sites of practice or competition
- Venue plan should encompass accessibility to emergency personnel, communication system, equipment, and transportation.
- Home sites: The host medical provider should orient the visiting staff regarding the site location and other components of the EAP
- Neutral sites: Before the events, staff should identify and review all components within the EAP

Venue Location- Map Example





Venue Address List Example

Venue Location	Address (EMS Entrance)	Primary AED	Secondary AED
Football Field	Road Name	Sidelines	Coaches Office
Practice Football Field			
Softball Field			
Baseball Field			
Gymnasium			



Emergency Care Facilities

- Closest emergency medical facility should be incorporated into EAP
- Considerations should also include the level of service the medical facility will offer
- EAP should be reviewed with medical facilities you plan to list

Pertinent Questions to Consider:

Can the facility properly remove athletic equipment?

Does the facility have the proper equipment to treat certain medical injuries?



Documentation

- EAP should be reviewed and approved by sports medicine team member or medical institution involved
- Delineate a person and/or group responsible for documenting the events of an emergency situation

Additional Documentation:

1. Documentation for any medical or environmental situation that may occur at your facilities
2. Follow-up documentation on response to an emergency
3. Documentation of regular rehearsal of the EAP
4. Documentation of personnel training
5. Documentation of emergency equipment maintenance



Documentation- CPR Sample Log

Sport	Staff Member	CPR certification start date	CPR certification expiration date
Football	Name	1/5/2022	1/5/2024
	Name		
	Name		
Soccer	Name		
	Name		



Documentation

Verification of Acknowledgement of Emergency Action Plan

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) _____ (title of position) _____ (date completed)
_____ (signature) _____ (title of position) _____ (date completed)
_____ (signature) _____ (title of position) _____ (date completed)



Crowd Control Management

- In case of an emergency, someone should be designated to control spectators at a distance.
 - Any security/police personnel
 - Alternative: assistant administration and coaches
- A member of the coaching or administration staff will escort family members to a private area and/or the hospital



Medical Time Out

- Pre- Game Meeting to review and outline any potential issues (heat, lightning in the area, crowd control)
- Review the EAP and who is the person that would call 911
- Make everyone aware of where the AED and Call Cards are located
- Introduce any medical staff present

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Is your Emergency Action Plan included in your annual policy review?

ⓘ Start presenting to display the poll results on this slide.



Possible Barriers and Solutions

Problem #1:

No medical staff at the event (ATC, Physician, EMS, etc.)

Solution:

1. Reach out to local medical facility to help educate/train all sports personnel on medical emergency situations
 - REHEARSE and KNOW your active EAP
2. Reach out to local fire department/local EMS for voluntary coverage for high risk sporting events.



Possible Barriers and Solutions

Problem #2:

too many different venues with different addresses

Solution:

- general EAP with standard procedures for all venues, but include venue specific addresses/directions in special sections or on a laminated 911 Calling Card
- Keep laminated 911 Calling Card on hand during sporting event (ex: keep it in a coaches' binder)



Possible Barriers and Solutions

Problem #3:

What if people do not understand the EAP?!

Solution:

- keep it at an 8th grade reading level
- have a non-medical person review the document
- have a medical person review the document
- specific enough that there is no grey area about the roles assigned
- general enough that any group of individuals can quickly decide their roles



Possible Barriers and Solutions

Problem #4:

What if my athlete is a minor?

Solution:

- discuss emergency situations in your annual meetings with parents
- incorporate emergency situations in your medical consent forms

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Do you have any problems/barriers with your Emergency Action Plan? ex: no medical personnel, budget for proper medical equipment

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Example Of My Schools EAP





Any Questions?



Works Cited

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