





Understanding the Emergency Action Plan

Creating a team-specific Emergency Action Plan (EAP) is easy. A designated coach in every sport and at every level will identify several students to be involved in the EAP. These students will make-up four unique teams—the **911 TEAM**, **CPR TEAM**, **AED TEAM** and **HEAT STROKE TEAM**. Each team will have specific jobs and information they will need to know and practice to be prepared to respond effectively.

The designated coach and students in every sport, at every level, will complete the EAP and then practice it, and in doing so will have an effective coordinated response to every emergency without panic or confusion.

Your EAP needs students assigned to **4 TEAMS** for it to work effectively:

- TEAM 1**  **911 Team (6 students)**
- TEAM 2**  **CPR Team (4 students)**
- TEAM 3**  **AED Team (4 students)**
- TEAM 4**  **HEAT STROKE Team (4 students)**

For each team there are **2 STEPS** that must be completed:

STEP 1 Identify WHAT the TEAM needs to know

STEP 2 Identify WHO will be on each TEAM

Complete your Emergency Action Plan by completing STEP 1 and STEP 2 for each TEAM and then record your answers on the [Emergency Action Plan Worksheet](#).



TEAM 1 – 911 Team

STEP 1 – WHAT THE TEAM NEEDS TO KNOW



Where is the closest phone to both practice and events?

TIP *This phone can be a landline or a cell phone. If a cell phone is designated, make sure that team members know who has it.*



What is the closest cross-street intersection to the access point for both practices and events?

TIP *A street address isn't good enough. Use a cross-street intersection location so an ambulance can reach you quickly.*



What is the best access point (entry door or gate) for the ambulance to arrive for both practice and events?

TIP *This is important, because the door that is regularly used to access the school may not be the quickest access for EMS.*

STEP 2 – ASSIGN THE TEAM



– **2 Students** will **call 911** and explain the details of the emergency and provide the location and access point for the ambulance.



– **2 Students** will go to the **access point** to meet the ambulance and then take EMS to the victim.



– **2 Students** will **call the Athletic Trainer and Athletic Director** to let them know there is an emergency.

TIP *When team members know where the phone is, the cross-street intersection and the best entry door or gate for the ambulance to arrive to, it can make all the difference in the outcome of a medical emergency.*





TEAM 2 – CPR Team

STEP 1 – WHAT THE TEAM NEEDS TO KNOW



Are the students assigned to the CPR TEAM trained in CPR? They must be prior to being assigned to this team.

STEP 2 – ASSIGN THE TEAM



– **3 Students** will assist the coach in providing CPR until the ambulance arrives.

TIP You may have to wait to complete this section until you know which of your students are trained in CPR.



TEAM 3 – AED Team

STEP 1 – WHAT THE TEAM NEEDS TO KNOW



Where is the closest AED to practice and events?



What is the typical location of the athletic trainer during your sports season for practices and events?

STEP 2 – ASSIGN THE TEAM



– **2 Students** will retrieve the AED.



– **2 Students** will find the trainer and bring them to the victim.



TEAM 4 – HEAT STROKE Team

STEP 1 – WHAT THE TEAM NEEDS TO KNOW



Where is the emersion tub located?



Where is the source for water, ice and towels?

STEP 2 – ASSIGN THE TEAM



– **2 Students** will be assigned from only ONE sport/team to **fill the tub daily**. Notify each program as to whose responsibility it is to fill the tub and record their name and sport.



– **2 Students** will be assigned to know the location of the **water, ice and towel source** and will get these items if a heat illness occurs.

TIP *The location of the emersion tub and its proximity will determine which sport will be responsible for filling the tub daily.*

Once the EAP has been completed, the athletic administrator should review for accuracy and provide a copy back to the coach. In addition, the AD must coordinate a practice session or ensure the coach conducts a practice session 2-3 times throughout the season.

