Developing and Implementing Emergency Action Plans: Facilitator Guide for Activities Administrators

Prior to Working with Coaches and Event Staff

1) Become familiar with the resources available on the Anyone Can Save a Life (ACSAL) Website
2) Review information about Automated Electronic Defibrillators (AEDs).
   www.anyonecansavealife.org-->About the Program-->About Automated External Defibrillators
3) Complete an AED Site Assessment
   a. Evaluate access to AEDs.
   b. Work with your district's health and safety team and administrative staff to find solutions for access to AEDs.
   c. The suggested access time to an AED is three minutes or less.
4) Establish a Communication Plan--Work with local EMS, athletic trainers and other critical medical team members to ensure that the following information is posted and available to those activating EMS:
   a. The street address and directions to guide EMS,
   b. Location of the nearest AED,
   c. List of emergency numbers and call order.
5) Review Getting Started information
   www.anyonecansavealife.org-->Getting Started
6) Review information for Emergency Action Plan by role
   a. Activities Administrator
      www.anyonecansafealife.org-->Getting Started-->Activities Administrators
   b. Coach and Advisors
      www.anyonecansavealife.org-->Getting Started-->Coaches and Advisors
   c. Event Staff
      www.anyonecansavealife.org-->Getting Started-->Event Staff
   d. Students
      www.anyonecansavealife.org-->Getting Started-->Students

Introduce the Program to Coaches/Advisors

1) Show the "Anyone Can Save a Life" Introduction Video
   a. {Video Link}
   b. www.anyonecansavealife.org-->About the Program
2) Use the Lives Saved stories and video
   a. {Video Link to Brad Wendland Story}
   b. www.anyonecansavealife.org-->About the Program-->Lives Saved
3) Introduce Sudden Cardiac Arrest
   www.anyonecansavealife.org-->About the Program-->About Sudden Cardiac Arrest
4) Review locations of AEDs
5) Review Communication Plans

Introduce Emergency Action Plans to Coaches/Advisors

1) Discuss the value and importance of the ACSAL Emergency Action Plan program.
2) Discuss the steps below to ensure your staff is developing Student Response Teams.
   a. Every coach/advisor must establish a Student Response Team to ensure quick help for victims or injured players.
   b. Share the EAP Creation Video with coaches/advisors. {Video Link}
   c. Share EAP form with coaches/advisors
      www.anyonecansavealife.org-->Implementation and Training-->Emergency Action Plans
      There are two options for creating an EAP on the Anyone Can Save a Life website:
      1. Fillable PDF
      2. Electronically fillable form to print upon completion.
   d. Instruct the coach/advisor to discuss the Response Protocol's purpose with their team.
   e. Notes on developing an EAP:
      1. Identify students trained in CPR willing to join the CPR/AED team and assign them first.
      2. Assign students to the remaining teams.
   f. The coach/advisor should ensure they have a copy of their completed EAP in an accessible location. This may be an electronic file saved on a phone or other readily available electronic device or a printed copy placed in a medical kit, clipboard or other location.
3) Coach/advisor should periodically review team duties with the students.
4) Coach/advisor should practice the EAP with their teams.

Work with Event Staff

Event staff should:

- Understand the importance of the Anyone Can Save a Life program.
- Know and practice Emergency Action Plans (EAP) for venues.
- Know the locations of AEDs
- Be trained in the use of AEDs and CPR.
- Share the venue's EAP and AED locations with other event staff (officials, workers, outside vendors, opposing schools, etc.).

Provide Training on Automated Electronic Defibrillators (AEDs) and Cardiopulmonary Resuscitation (CPR)

Evaluate the need for and arrange training for AED use and CPR. Use the following videos or other training materials that may be available.

1) AEDs
   www.anyonecansavealife.org-->Implementation and Training-->AED Training and Use
2) CPR
   www.anyonecansavealife.org-->Implementation and Training-->CPR Training