



Rehearsal Scenario Template

Scenario: You are an athletic trainer at your workplace. Another employee notified you that a colleague has collapsed on site and they believe the person is experiencing a cardiac arrest.

Participants

- Athletic trainer (AT)
- Co-Workers
- Site Supervisors
- Local Emergency Medical Services (EMS) Personnel
- Patient

Scenario Details

- Location: Venue appropriate site
- Injury: Worker has collapsed on site with suspected cardiac arrest

Step-by-Step Rehearsal

1. Initial Response: Immediate (0-1 minute)

Co-Workers:

- Witnesses the collapse and rushes to the victim.
- Quickly assesses the situation for responsiveness and breathing.
- Shouts for help, indicating a medical emergency (e.g., "NO DUFF, Cardiac arrest!").

2. Activation of Emergency Response: Immediate (1-2 minutes)

Co-Workers:

- Call for an ambulance (911), providing clear details: the nature of the injury, location, and access points.
- Clear the work site of non-essential personnel.

Site Managers:

- Ensure the ambulance access route is clear.
- Direct EMS to the scene upon arrival.

Athletic Trainer (if present):

- Assume Care from the initial responders and assume the lead managing the worker's condition.
- Implement advanced procedures if available (Mechanical CPR, O2, Airway).

3. On-Site Emergency Care (Time Frame: Immediate (2-5 minutes))

Co-Workers, immediate response:

- Initiates CPR if the victim is unresponsive and not breathing.
- Requests an Automated External Defibrillator (AED) and continues CPR until it arrives.

Emergency Response Team:

- Retrieve the AED and bring it to the location of the victim.

Athletic Trainer:

- Ensure AED pads have been placed on the victim's chest and follow the device's prompts.
- Continue to provide CPR and defibrillation as needed until EMS arrives.

4. Arrival of EMS (Time Frame: Within 5-10 minutes)

EMS Personnel:

- Take over advanced life support upon arrival.
- Transport the worker to the nearest medical facility once stabilized.

5. Post-Incident Procedures (Time Frame: After EMS Departure)

Emergency Response team and Athletic Trainers:

- Document the incident, including actions taken and Victims' response.
- Debrief with all involved parties to review the response and identify any areas for improvement.

Shift Leaders and Site Supervisors:

- Activate the Catastrophic and Crisis management plans.
- Contact the victim's family.
- Ensure emotional and psychological support is available for Co-Workers and support staff.

6. Review and Evaluation (Time Frame: Within 24-48 hours post-rehearsal)

Conduct a formal debriefing session with all participants.

Discuss what went well and identify areas needing improvement.

Update the EAP based on feedback from the rehearsal.

Checklist for Rehearsal

- ☐ Emergency Response Team is activated and initiated care.
- ☐ Athletic Trainer demonstrates immediate assessment and response skills.
- ☐ Communication pathways are clear and effective (e.g., calling 911, directing EMS).
- ☐ AED is accessible and used correctly.
- ☐ Site is cleared efficiently, and EMS has clear access.
- ☐ Documentation and debriefing procedures are followed.

Documentation of Rehearsal

Facility:

The following personnel have been trained to ensure a safe and orderly emergency response:

Name	Title	Date	Signature



Post-Incident Debrief

Post-Incident Debriefings are crucial for continuous improvement and ensuring your organization is prepared for future medical emergencies. Follow the steps below to hold a successful after-action debrief.

Attendees: All members involved in the incident (including bystanders who gave aid or assisted), organizational leadership, including safety and operations staff, and medical personnel.

Post Incident Organizer: This can be assigned to someone after each incident or be a permanent assignment. This individual is responsible for collecting necessary information, documenting the debrief, and assigning ownership of any action items.

Before the Debrief

- Collect a detailed reconstruction of the timeline from initial incident to EMS departure or return to normal operation. Include actions, communications, and decisions.
- Document the availability and functionality of emergency equipment and how resources were utilized. Document any equipment failures or shortages.
- Collect the information given to EMS and obtain feedback from EMS on the effectiveness of the site response and transfer of care if possible.
- Offer emotional support and resources for all involved and affected. Personnel that could be helpful include chaplains, psychologists, peer-to-peer support groups (i.e., ATs Care).
- Identify a safe environment that will allow for clear communication and active listening.

During the Debrief

1. Ensure psychological safety by encouraging open and honest communication but discouraging blame.
2. Allow each person involved to share their perspective and actions.
3. Compare the actual response to the established EAP and document any deviations.
4. Identify strengths of the response (pluses).
5. Identify areas for improvement (deltas).
6. Assess the effectiveness of the EAP in guiding a successful response. Document any recommendations to improve the EAP.
7. Determine if any additional training or education is needed for personnel.
8. Develop actionable recommendations for improvement and categorize them by urgency and impact.
9. Express gratitude to everyone for their participation and willingness to help.
10. Provide resources and referrals to those needing additional or continued assistance.

After the Debrief

- Document lessons learned from the incident and communicate out to stakeholders.
- Establish a plan for implementing recommendations and assign owners for follow-up actions.
- Schedule a follow-up meeting to review progress if needed.
- All done? Reward yourselves! Emergencies may not happen often within your teams so when they do, find a way to appreciate those who were involved in answering the call.



Emergency Action Plan Implementation Calendar

NEW HIRE OR NEW TO THE JOB SITE

- Review key components of all emergency action plans
- Rehearsals of more common situations and required interventions with appropriate equipment
 - Emergency exits and evacuation routes
 - Medical emergencies and first aid kit locations
 - Including AED location and communication methods
 - Fire safety procedures
 - Hazardous material spills
 - Workplace violence or security threats

DAILY EAP CHECKS

- During Group Pre-Shift, Pre-Event Planning, Crew Brief
- Quick Discussion or a safety message (Weather, specialized work, etc.)
 - Know your way out (Exits and Assembly Points)
 - Hazardous Material Management (Immediate Report, Proper Containment)
 - Slips, Trips, and Falls Prevention (Workplace Safety, Workplace organization, Fall Arrest Gear)
 - Proper PPE (Protective Clothing, Weather-appropriate Clothing, Shoes)
 - Heat Safety (Hydration, Rest, Shade, Cooling Options)
 - Inclement Weather Plans (Rain, Thunder, Lightning, Tornado)

WEEKLY EAP REVIEW

- More in-depth review of various aspects of a venue-specific emergency action plan
- Emergency Equipment Location and Proper Use
 - Short Training or review of different pieces of Equipment
- Heat/Cold Injury and Illness Safety
 - Identification, cooling, warming, evacuation, communication
- Cardiac Arrest Management
 - Clinical signs and symptoms, CPR techniques, AED locations, Other treatments
- Hazardous Material Spills
 - On site chemicals, containment and clean up drills, reporting
- Lockout/Tagout Safety Checks
 - Proper equipment, proper procedures, and appropriate machinery to use
- Confined Space Rescue Techniques
 - Identify equipment, trained staff, potential locations on site
- Hot Work Safety
 - Appropriate PPE, Appropriate Safety, Appropriate Fire Suppression

EXAMPLE MONTHLY EAP & PROCEDURE PRACTICE TOPICS

The calendar of topics allows for the job site to practice topics that may warrant the activation of the venue-specific EAP. Emergency action plans are not condition specific!

January: EAP Review & Contact Update

- Distribute the updated EAP to all staff including the addition of new team members
- Verify emergency contact information
- Conduct an orientation session on EAP components

February: Fire/Evacuation Drill

- Review and practice evacuation routes
- Confirm fire suppression equipment functionality
- Document response time and communication effectiveness

March: Cardiac Arrest Response Drill

- Simulate a sudden cardiac arrest scenario
- Perform CPR and AED deployment
- Evaluate response times and efficiency

April: Trauma Scenario (Spinal Cord, Fracture, Hemorrhage)

- Train on spinal stabilization and fracture management
- Conduct bleeding control techniques (tourniquet use)
- Document proper patient handling procedures

May: Mass Casualty or Active Assailant Response

- Review organizational mass casualty procedures
- Coordinate communication protocols with security/EMS
- Evaluate emergency lockdown procedures

June: Environmental Emergency (Heat Stroke, Hypothermia, Cold Weather Injuries)

- Identify signs/symptoms and appropriate interventions
- Train on proper hydration, cooling, and warming strategies
- Conduct scenario-based intervention testing

July: Mid-Year EAP Review & Updates

- Review the effectiveness of past drills
- Update the EAP based on rehearsal feedback
- Conduct a brief refresher training

August: Chemical Exposure & Respiratory Emergency

- Simulate a hazardous material exposure
- Train on respiratory distress management and decontamination
- Conduct emergency transport coordination with EMS

September: Neurological Emergencies (Seizures, Stroke)

- Train on seizure management, positioning, and transport
- Review stroke response protocols (FAST assessment)
- Coordinate with EMS for timely care transitions

October: Mental Health Crisis & Critical Incident Stress

- Conduct training on psychological first aid and suicide screening
- Review crisis communication strategies
- Provide resource lists for mental health referrals

November: Multi-Disciplinary EMS Collaboration Drill

- Organize a full-scale EAP rehearsal with EMS involvement
- Ensure seamless role coordination between ATs, EMS, and facility staff
- Gather feedback for EAP improvements

December: Comprehensive EAP Drill & Year-End Review

- Perform a full-scale EAP activation across all emergency types
- Collect and analyze lessons learned
- Update EAP for the next cycle

Any rehearsal of the EAP must be documented!



EAP Rehearsal Documentation and Post Incident Debrief

Facility Name:	Date & Time:
Location:	Participants (Name & Role):
Scenario or Incident:	
Incident Observations:	
Lessons Learned:	
Recommendations for Improvement:	
Communication Plan:	

Signatures

EAP Coordinator

Date

Athletic Trainer

Date

EMS Representative

Date

Other Personnel:

Date