



Pre-Event Medical Meeting Checklist

Pre-Event Medical Meeting Topics

- Introduce all people in attendance
 - Game official
 - Coach
 - Athletic Trainer
 - Administrators
 - Other potential responders
- Identify the location of AED(s) on site
- Identify location of other emergency equipment on site
- Identify emergency contacts on site
- Provide contact methods for emergency contacts
- Identify emergency access points and status of gates/doors, etc
- Identify who will guide EMS to scene
- Identify who will travel with EMS and patient
- Are there weather considerations today
- Nearest hospital
- Any other pertinent site-specific emergency information

Fillable Pre-Event Medical Meeting Card

Game official(s) _____

Coach(es) _____

Athletic Trainer(s) _____

Administrator(s) _____

Other responders _____

Site Address _____

AED Location(s) _____

Other equipment locations _____

Site Emergency Contact(s) _____

Communication Methods _____

Emergency Access Point _____

Who guides in EMS _____

Nearest Hospital _____

[Insert QR for EAP here]



High School Setting

EAP Scenario Checklist

Utilize the scenarios provided to rehearse emergency action plans. Use the following checklists to evaluate effectiveness and completeness of the drills.

Cardiac Arrest Rehearsals Checklist

Tools needed for cardiac drill

- EAP
- Manikin
- AED training unit outfitted same as AEDs in use at your site
- This includes tools used in first aid response kit
- Responders
- Stopwatch
- Documentation sheet
- [Example documentation sheet]

School				
Date				
Time				
Location				
AEDs on Scene	0	1	2	3+
Start of CPR				
AED Arrival				
Shock				
How was EAP initiated?	Phone	Radio	Staff	Student
# of responders	1	2	3	4+
Initiate EAP	Yes		No	
Contact AT	Yes		No	
Check Scene	Yes		No	

Check Responsiveness	Yes	No
Simulate 911	Yes	No
Check breathing	Yes	No
CPR Facemask Used	Yes	No
AT Participation	Yes	No
ID EMS Access Point	Yes	No
Who responded		

Potential items to observe/consider during a drill

- How and when the EAP is activated?
- Is scene checked for safety?
- When is CPR started?
- How long until AED arrives?
- How long until shock occurs?
- Who directs EMS to the scene?
- Is equipment an issue with compressions?
- Who responded?

Heat Rehearsal Checklist

Tools needed

- EAP
- Cold tub
- Cooling mechanisms (ice, ice packs, cold towels, etc.)
- Rectal Thermometer
- Responders
- Stopwatch
- Documentation sheet
 - Use ideas from cardiac documentation sheet and build one that suits your site and supplies

Potential items to observe/consider during a drill

- How and when is EAP activated?
- Is the scene checked for safety?
- When does cooling begin?
- When does cooling stop?
- Who directs EMS to the scene?

- Are vitals able to be monitored?

Head/Spine Rehearsal Checklist

Tools needed

- EAP
- Athlete Equipment Considerations
- Emergency Equipment
 - Equipment removal tools
 - Stabilization tools
- Responders
- Documentation sheet
 - Use ideas from cardiac documentation sheet and build one that suits your site and supplies

Potential items to observe/consider during a drill

- Recognition of emergency and activation of EAP
- Stabilization of patient
- Removal of equipment if called for
 - Football
 - Lacrosse
 - Hockey
 - Field hockey
 - Baseball
 - Softball
- Who directs EMS to the scene?
- Are vitals able to be monitored?

Other Emergency Rehearsal Checklist

Tools needed

- EAP
- Emergency specific equipment/supplies
- Documentation sheet
 - Use ideas from cardiac documentation sheet and build one that suits your site and supplies

Potential items to observe/consider during a drill

- Type of emergency
 - Orthopedic
 - Bleeding
 - Illness
 - Seizure
 - Stroke

- Car accident
 - Overdose
 - Allergic reaction
 - Mental Health Event/Self harm
 - Weather
 - Any other thing you can think of
- How is EAP activated?
- How long until emergency supplies arrive on scene?
 - AEDs
 - Splints
 - Emergency medications
 - Any other specialized supplies you may have on site
- What roles are people taking on during the emergency?
- How is EMS being directed to the scene?
- Are vitals able to be monitored?



EAP Checklist

Component	Context	Checklist (yes/no)	Notes
1 Has a written EAP for all sponsored activities (including in-season and out-of-season games, practices, conditioning and skill sessions)	It is imperative that the EAP be a written document, if it is not written, they do not have one.		
2(a) Has a written EAP for each venue.	Each venue utilized for practices, competitions, meetings, etc. need its own specific EAP.		
2(b) Has a written EAP for each sport.	Each sport/team has different resources, so it is important that each sport has its own specific EAP.		
3 Provides educational resources for lay responders on the management of catastrophic illnesses and injuries most common in sport.	Activating the EAP does not rely on a medical professional being present. Lay responders (such as coaches, managers, admin, facilities personnel, etc) should be able to use the EAP & educational resources to recognize when the EAP needs to be activated.		
4 Has a designated EAP coordinator (<i>facilitates development, implementation, distribution and review of the EAP</i>).	This role/individual is crucial in ensuring the EAP is complete & comprehensive. Being responsible for coordinating & communicating all aspects of the development & implementation of the EAP.		
5 Evaluates safety considerations for each facility when developing and updating the EAP.	Doing a risk analysis is an important step in developing and updating the EAP.		
6 Delineates a chain of command with anticipated roles of available personnel.	EAP should outline specific names and/or roles responsible for which portions of the EAP activation. This may be sport/venue specific but should be outlined at a minimum for the institution.		
7 Develops an EAP involving an interdisciplinary healthcare team.	The EAP should specifically state who was involved with the coordination specifically stating the internal stakeholders & external stakeholders involved.		

8 Distributes the EAP at least annually to all members of the interdisciplinary healthcare team.	It should be deliberately written how the institution is going to distribute the EAP annually.		
9 Reviews the EAP at least annually, with all members of the interdisciplinary healthcare team.	It should be deliberately written how the institution is going to review the EAP annually.		
10 Rehearses the EAP at least annually with all members of the interdisciplinary healthcare team.	It should be deliberately written how the institution is going to rehearse the EAP annually.		
11 Documents the EAP rehearsal (including when, where, those present).	It should be deliberately written how the EAP Rehearsal will be documented.		
12 Coordinates the EAP with local emergency responders and public safety officials	The EAP should specifically state who was involved with the coordination specifically stating external stakeholders.		
13 Makes the EAP available (e.g., posted, electronic).	Ensuring the EAP is available at each site is helpful for proper implementation, this should be outlined in the EAP. Specifically, how it will be made available (posted, electronic, etc).		
14 Approved the EAP by organizational leadership and clarified with signatures.	The EAP should be signed off on, or approved by, institutionally specific individuals. This will vary per institution; we are looking for somewhere it says it is approved by someone/people.		
15 Ensures the EAP is reviewed by new athletic trainers at orientation.	It should be deliberately written how the EAP is reviewed during orientation at the organization/event.		
16 Conducts and documents a debriefing following an emergency event.	Following the activation of the EAP, the EAP should outline how the emergency response team will document a debrief to review the response and make changes to enhance the next response.		
17 Conducts a critical incident stress debriefing after an emergency event.	It should be written how a CISD will occur following a catastrophic event to help those who responded to the incident. A CISD is a coping process that is facilitated by a qualified individual to offer support for healthcare professionals following a critical incident.		

18 Documents an incident report following the activation of the EAP.	Following the activation of the EAP, the EAP should outline what type of documentation should be done (are there institutional forms that are required? Or general documentation?) and by whom.		
19 Discusses the EAP as part of a pre-event medical meeting.	It is written how the EAP is discussed before all competitions/games in a pre-event medical meeting		
20 Conducts a readiness checks of the venue- and sport-specific EAP, including emergency equipment and EMS access points.	Maintaining emergency equipment is another important piece, and should be outlined for who is responsible for doing this.		
21 Ensures availability and accessibility of emergency equipment.	Regardless of what the institution has access to, the available equipment should be outlined for what it is and where it located.		
22 Ensures access to an AED within 3 minutes of all sport venues	It is written where AEDs are located and that they are within 3 minutes of all sports venues.		
23 Outlines the need for a rapid initial head-to-toe assessment by healthcare professionals.	It is written that a head-to-toe assessment is needed to determine the need for EAP activation.		
24 Ensures the EAP is activated as soon as possible by the first responding individual.	It is written that the EAP should be activated ASAP when a serious emergency has been identified.		
25 Ensures the EAP activation begins with contacting local emergency responders.	It is written how the EAP is activated.		