

Emergency Action Plan

[organization name]

Activating Emergency Protocol

1. Remain Calm
2. Assess the situation
3. Contact the Athletic Trainer and/or nearest coach, or if necessary Dial 911 (9-911 on fixed school line)
4. Do NOT move the injured person
5. Have designee greet medical personnel
6. Contact parent/guardian
7. Contact Campus Security
8. Locate Consent to Treat form and send with athlete
9. If the athlete is transported by ambulance, the athlete's parent, a coach, or other designated individual should accompany them
10. Complete an incident report and submit to Athletic Director and/or Athletic Trainer as soon as possible

Facility Address

[address]

Venue Specific Directions

- [directions]

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Emergency Equipment

Primary AED:
Secondary AED:
Bleeding Control:
Heat Stroke Dx and Tx:
Spine Mngmnt:
Airway:
Epinephrine:
Inhalors:
Other: Find AT

can add
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Activating EMS System

Call 911 (9-911 from fixed school line)

Provide the following information:

1. Name and telephone number of caller
2. Number of student athletes
3. Condition of student athlete(s)
4. First aid treatment provided by first responder
5. Specific directions to facility and location within facility of injured person(s)
6. Other information as requested by dispatcher
7. Direct EMS to scene
8. Do not hang up until told to do so

Important Numbers

Athletic Trainer (Name):
Physician (Name):
Facilities Manager (Name):
XX (Name):

Other information?

[organization name]





Guide for Athletic Trainers: Talking Points for Standardized Emergency Action Plan

Talking points on how a standardized EAP in common areas (bench, dugout, etc.) or similar areas can promote uptake and streamline response times across a league.

1. Consistency in Response

- **Predictability of Actions:** A standardized EAP ensures that everyone involved—athletes, coaches, officials, and medical personnel on both teams—understand the exact protocol to follow in an emergency, reducing confusion and delays.
- **Familiarity Across the League:** When all teams follow the same generalized EAP, it builds familiarity, allowing staff and responders to act quickly and confidently, regardless of location or team.

2. Improved Communication

- **Clear Chain of Command:** A uniform EAP establishes a clear communication hierarchy (who calls 911, who communicates with emergency services, etc.), which ensures that no steps are missed during critical moments.
- **Reduced Errors in Information Relay:** A consistent format for communication, both verbally and in writing, minimizes the chance of critical information being lost or misunderstood during high-pressure situations.

3. Faster Response Times

- **Streamlined Decision-Making:** Having predefined roles and responsibilities for everyone involved speeds up the decision-making process, ensuring that necessary actions (e.g., calling for medical help, starting CPR) happen immediately.
- **Minimized Delays:** Standardizing location-specific considerations (e.g., how to access the field or dugout quickly) cuts down on delays when time is critical.

4. Standardized Training Across the League

- **Uniformity in Preparation:** Coaches, athletic trainers, and players across teams can undergo the same training and familiarization with the EAP, enhancing their preparedness and confidence.
- **Consistent Drills and Practices:** Regular drills based on the same EAP reinforce muscle memory, ensuring that everyone knows how to act in an emergency.

5. Legal and Risk Management Benefits

- **Compliance with Standards:** A standardized EAP ensures that every team or facility complies with legal and regulatory guidelines for emergency response, helping mitigate liability.
- **Documentation and Accountability:** A standardized approach helps demonstrate that proper procedures are in place, offering legal protection in case of an incident.

6. Optimized Use of Resources

- **Shared Resources Across Teams:** In leagues where multiple teams share medical staff or equipment, a standardized EAP ensures that those resources are used efficiently and consistently, maximizing their effectiveness.
- **Pre-identified Emergency Routes and Access Points:** Standardizing access to fields, dugouts, or benches, including specific locations for first-aid kits and AEDs, helps responders reach emergencies faster.

7. Enhanced Community Confidence

- **Trust in Safety Protocols:** A standardized EAP helps reassure athletes, families, and the community that emergency situations will be handled swiftly and effectively, promoting confidence in the league's commitment to safety.
- **Clear, Publicly Available Plans:** Making the EAP public and accessible demonstrates the league's dedication to player health and safety, fostering trust and community support.

Take Home Message

By standardizing the generalized EAP across all venues, leagues can ensure that every game, regardless of location or team, adheres to the same high standards of emergency preparedness, ultimately improving safety and reducing response times in critical situations.



Guide for Athletic Trainers: Establishing Relationships with Local EMS

By proactively working with EMS, athletic trainers can improve emergency response efficiency, ensure faster medical intervention, and enhance overall athlete safety.

Step 1: Identifying Local EMS Responders

1. **Check with Your Organization**
 - Ask your organization or employer if they have an existing EMS provider.
 - Review your existing Emergency Action Plan (EAP) to see if EMS contacts are listed.
2. **Contact Local Authorities**
 - Call the non-emergency line for your local fire department or emergency services to ask which EMS services covers your location.
 - Search online for county or municipal EMS providers
3. **Network with Healthcare Providers**
 - Consult with team physicians, local hospitals, or healthcare professionals who may already have EMS contacts
 - Attend community safety meetings where EMS personnel may be present

Step 2: Initiating Contact with EMS

1. **Call the EMS station (Non-Emergency Line)**
 - Introduce yourself as an athletic trainer at your organization.
 - Ask to speak with the EMS captain or supervisor
2. **Schedule a Meeting or Site Visit**
 - Request a time to meet EMS personnel at your facility.
 - Offer a walkthrough of your venue to review access points and emergency procedures.
 - Discuss mutual expectation for emergency response and how to integrate EMS into your EAP.

Step 3: Suggested Call Script for EMS Coordination

Example Call or Email Script:

"Hello, my name is [Your Name], and I am an athletic trainer at [Your Organization]. I am reaching out to establish a working relationship with our local EMS team to ensure we have a well-coordinated emergency response plan for athletic events.

We are in the process of developing or revising our Emergency Action Plan (EAP), and we want to make sure EMS is actively involved in both its creation and implementation. Would it be possible to schedule a time to meet with you or your team to review our plan, discuss access points, and coordinate how EMS would respond in different scenarios?

Additionally, we would like to schedule periodic rehearsals with your team to ensure a seamless response during actual emergencies. Please let me know a time that works best for you, and we would be happy to accommodate your schedule."

Step 4: Distribute the EAP, Ask for Feedback

1. Distribute EAP & ask for Feedback

- Outline how you developed or updated the EAP
- Ask for feedback, ensure that the EMS crew is aware that you are not dictating to them what must happen, rather are asking for feedback for if they think this is the best approach or if they think a different approach would be better

Step 5: Key Discussion Points for the Meeting

1. Venue and Facility Overview

- Identify primary and secondary EMS access points.
- Discuss any potential obstacles (e.g., locked gates, crowd control, facility layout).

2. Review of EAP

- Outline roles and responsibilities for both athletic trainers and EMS
- Ensure EMS has a copy of the EAP and understands their involvement.

3. Emergency Equipment Location and Use

- Show EMS where AEDs, spine boards, splints, and other critical equipment are stored.
- Discuss protocols for equipment handoff and patient transfer.

4. Rehearsals and Training

- Plan joint emergency drills (rehearsal) to improve coordination
- Establish a regular review schedule for the EAP.