

Emergency Action Plan

Components of an Emergency Action Plan

- Emergency Action Plan helps to handle emergency situations that come up at practices or games.
- This EAP should always be put in writing and posted where everyone can see.
- EAP should be reviewed every year so everyone knows what they are supposed to do in an emergency.
- Being prepared assures you that everyone knows what to do in an emergency situation.

EAP should include:

- Layout of the facility
 - Know where EMS will enter the field or gym; make sure someone has keys to open gates or doors to let them enter the area where the athlete is located.
 - Know where the AED and First aid equipment is located.
 - A working phone should always be nearby.
- Equipment
 - Make sure the first aid kit is stocked.
 - AED should be easily accessible.
 - Always have emergency forms on hand.
- Internal Support
 - During practices/games, the first responder in an emergency will most likely be sports medicine staff or a coach.
 - They will also make sure the scene is safe and will take care of the athlete.
 - First responders need to be certified in CPR, AED and First Aid.
 - This person will be responsible for making sure everyone is following the emergency action plan.
- Communication
 - Designate a person and make sure they know how and when to call EMS.
 - This person can also call the athletes parent/guardian if not present.
- Follow-up
 - Document the situation.
 - Restock first aid supplies.
 - Evaluate how the EAP worked and if any changes need to be made for next time.

It is vital to have an Emergency Action Plan in place before an emergency occurs so everyone is prepared to handle it properly.