

Emergency Action Plan

_____ School

Address

Purpose of Emergency Action Plan:

To provide _____ School with a plan in case of a serious or life threatening injury or emergency occurs. Athletic Trainers, Coaches and various staff are always at risk of dealing with injuries during athletic practices and events. Therefore, an Emergency Action Plan is put in place to insure correct procedures are followed to maintain order and control in the unfortunate event of an injury.

Need for an Emergency Action Plan:

The EAP is a written document that defines the standard care required during an emergency situation. Serious Emergencies rarely happen, but when they do, a quick organized response is the most efficient way to handle the situation at hand.

Emergency Information:

_____ School Office: _____

Principal: _____

Asst. Principal: _____

Athletic Director: _____

Athletic Trainer: _____

_____ County Fire & EMS: 911

Police Department: _____

Fire Department: _____

Poison Control: _____

AED Location(s): _____

Information to be provided in case of an Emergency:

1. Name and phone number you are calling from
2. Exact location of emergency and directions
3. Type of injury, illness, etc.
4. Condition of injured person(s)
5. Type of aid being provided
6. Number of people injured
7. Other information as requested

If Athletic Trainer is present at an event, they will make the decision to call EMS and will personally make the call unless they are engaged in tending to injured player. In the event the AT cannot call, he or she will assign a person to make the call. In many situations, the school is lucky to have emergency personnel on hand.

Chain of Command:

In the event of an injury during athletic game or practice, the AT is in charge until EMS arrives. If doctors are present and asked to assist they may. Coaches and Student AT's may also be asked to assist if needed. If an Athletic Trainer is not available, a person of authority needs to be assigned the responsibility to address needs/concerns.

Emergency Care:

Apply basic emergency care as situations requires

1. Check for Life Threatening Conditions
 - a. Level of Consciousness
 - b. Airway
 - c. Breathing
 - d. Circulation
 - e. Bleeding
2. Call 911 if Necessary
3. Emergency Equipment
 - a. AED
 - b. Spine Board
 - c. Cervical Collar
 - d. First Aid Kit

4. Apply Basic First Aid (As appropriately trained)
 - a. Adult CPR: 30:2
 - b. Bleeding
 - i. Direct Pressure
 - ii. Elevate
 - iii. Apply Sterile Dressing
 - c. Splint Fractures
 - d. Cervical Collar
 - e. Spine Board
 - f. Treat for Shock if Necessary
5. Other Things to Consider
 - a. Reassure and calm injured person
 - b. Do not move severely injured players unless they are in danger
 - c. Do not reposition fractures or dislocations

Documentation:

Anything taking place during the injury (i.e. how it happened, who was involved), care given and response, needs to be documented. Make sure bases are covered and injured individual is taken care of properly. A well-orchestrated response to an emergency situation is easily documented if correct predetermined plans are executed.

External Evacuation Signals: Siren

Emergency Response Plans:

In School Emergency: (Fire, Gas Leak, Bomb Threat)

Evacuation Areas: _____

Outside Emergency: (Tornado, Chemical Leak, etc.)

1. Shelter in Place
 - a. Monitor Radio
 - b. Move Students to interior hallways, rooms, away from outside walls, if possible
 - c. Turn off outside air systems
2. Prepare to Evacuate
 - a. All students and Staff remain in building
 - b. Alert students and staff to begin preparation
 - c. Get personal belongings together
 - d. Monitor radio for further information
3. Evacuation
 - a. Monitor radio
 - b. Assemble students for bus pick up
 - c. Secure building
 - d. All students and staff board buses
 - e. Upon arrival at evacuation site, keep all students and staff together
 - f. Notify superintendent upon arrival at evacuation site
4. Designate Alternative Evacuation Schools/Buildings
 - a. _____
 - b. _____
 - c. _____
 - d. _____