



EMERGENCY ACTION PLANS CAMPAIGN

Our goal with this collaboration between the four groups is to heighten awareness around emergency action plans (EAPs) in our school communities. We are looking to provide resources and best practice recommendations to school personnel on implementing venue specific EAPs.

ARTICLE #2

Venue Directions & Emergency Transport

In Article #1 of this series we stressed the need for schools to have emergency action plans (EAPs) for afterschool activities. We believe the EAP should be comprehensive, yet adaptable to any emergency. It doesn't need to be lengthy - it needs to be practical.

We also stated that each venue should have its own emergency action plan (EAP). The rationale for this is that every site where there is a workout, practice, or contest has unique demands that need to be considered when managing an emergency. In this article, we dig a little deeper into the venue specific suggestion to discuss a key component of the EAP - *Venue Directions and Emergency Transport*.

Venue Directions

When an emergency occurs, the primary goals are early recognition of an emergency and a rapid response to provide care to the individual. Onsite personnel will be responsible for providing the initial care and will need to determine the need for emergency medical services (EMS). Any delay in recognition and / or response can lead to a bad outcome. The quicker they arrive, the quicker they can transport the individual to a hospital.

A major component of the EAP should be venue directions. We suggest the following:

- ✓ At the top of EAP include the venue name. For example, _____ High School Tennis Courts.
- ✓ List the venue directions as if you are reading them to EMS.
 - The directions start from the nearest cross streets and end at the venue entrance.
 - Use cardinal directions (i.e., East, West, North, South) instead of left or right.
 - The directions should identify the entrance EMS should use.
 - If there are multiple entrances to the facility, determine which one is most efficient for the EMS to access. (See below for working proactively with EMS.)
 - If there are locked gates or doors at these entrances ensure there is a way to have them opened for EMS to actually enter the venue. (Who should ensure the entrance is open will be discussed more in the *Emergency Personnel* article of campaign).
- ✓ Include a map of the facility. On the map:
 - Clearly mark the entrance path the facility and locations of nearest AEDs.

Working Proactively with EMS

A major theme of this campaign is being proactive. Small steps now can lead to big strides in achieving the best outcomes. We suggest reaching out to your local EMS and asking them to come to campus and do a walk-through of the facility to determine if there are any access issues. For example, is the gate to the soccer field large enough for an ambulance to enter? Is the wrestling room or the band room up a flight of stairs making it a challenge to get the ambulance gurney up or down? Are the facility doors wide enough to get a gurney through? These are structural challenges that cannot be changed. However, by identifying them before an emergency, alternative plans can be in place.

When working with EMS you might discuss average response times to the venues. This will provide some indication of how long the onsite personnel may need to provide care until EMS arrives. If response times are long, additional emergency equipment may be needed. This obviously depends on the training of the onsite personnel. (Later in the campaign there will be an article specifically covering Emergency Equipment.) As a reminder, these response times are average and could be longer – prepare for the worst case.

Common Questions

What about venues that are off-campus? Do these venues need an EAP?

Many schools have events that are not on campus. For example, cross country practices at a local park or the softball field practices across town. Admittedly these venues can be challenging to prepare for in the event of an emergency. We believe that certain steps must be taken in advance. For venues that are used consistently, such as the off-campus softball field, an EAP should be in place. For activities such as cross country practice that may change daily, a plan for emergencies should be in place. While it likely will look different than other venues it should still have a plan for activating EMS, the roles of the first responders, and what emergency equipment will be available. (All of which will be covered in this campaign.)

Due to a variety of reasons – from construction to weather – entrances to a venue listed in the EAP may be obstructed. Do we need to create a new EAP?

- If the obstruction is only for a few days, the alternative entrance to the venue may be needed. We suggest alerting all potential onsite responders about the change. That way if the EAP needs to be activated everyone knows about the change. (In the last article of this campaign, we will introduce the concept of a pre-event “Time Out” to ensure all onsite responders are aware of any changes to the EAP.)
- If the change is longer than several days, for example, construction at the school requires the use of an alternative entrance to the venue. We suggest distributing an updated EAP to all potential onsite responders.

Do you have feedback or questions about emergency planning?

Do you have questions about emergency action planning at your school? Do you have feedback on this campaign? Do you have examples of what has worked at your school that we can share in this campaign? Do you have specific challenges that you need help with? Please complete this [short online form](#).

South Eugene High School Baseball Field

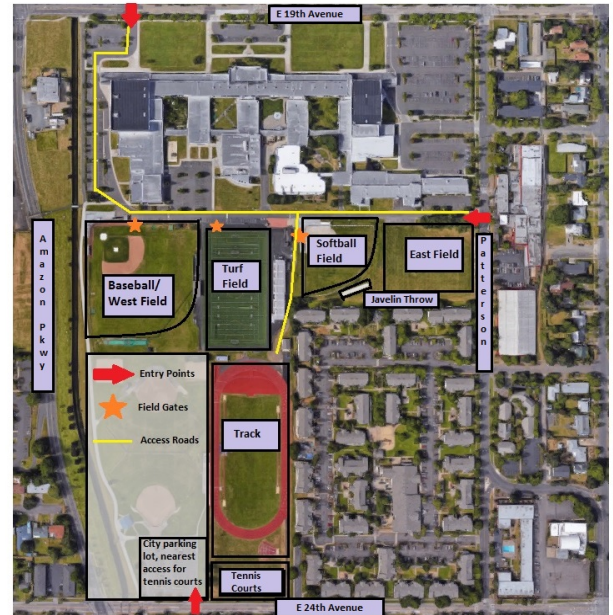
400 E 19th Ave Eugene, OR 97401

LOCATION

South Eugene High School's fields are on the south side of the high school. The school is bordered by 19th Avenue to the north, 24th Avenue to the south, Amazon Parkway to the west, and Patterson Street to the east.

EMS DIRECTIONS FROM E 19TH AVENUE

- Enter the school parking lot in the northwest corner of the school at the *E 19th Avenue & High Street intersection*.
- Follow the parking lot around the west side of the building until arriving at the baseball field located at the southwest corner of the school.
- The entrance to the baseball field will be along the north / 3rd base side of the field.





EMERGENCY ACTION PLANS CAMPAIGN Best Practice Checklist

Use this checklist to ensure you are meeting the best practice recommendations for emergency action planning.

Recommendation	School Meets Best Practice Recommendation
1. An emergency action plan (EAP) is in place for responding to life-threatening emergencies in after-school practices and events.	
2. Every athletic venue* has an EAP that includes specific information about that venue (such as address, map and/or directions to that venue). *Venue means any site where a workout, practice, or contest takes place.	
3. The EAP has been developed and coordinated with school administrators, onsite medical personnel (for example, athletic trainers, team physicians), and local EMS.	
4. The EAP identifies personnel who will respond to an emergency and the responders' responsibilities.	
5. The school has a communication system to alert onsite responders (e.g., an athletic trainer) and offsite responders (e.g., local EMS) of a potential emergency. This includes a back-up communication system in case the primary communication system does not work.	
6. The EAP should detail what emergency equipment is available and where it is located (e.g., where the nearest AED is located).	
7. The EAP is reviewed annually and any time after is has been activated.	
8. The EAP is practiced annually by individuals who might respond to an emergency.	
9. If the EAP has been activated, the actions have been appropriately documented.	
10. Prior to any event, all potential responders have a pre-event "timeout" to review the EAP and other specific issues related to that event.	