



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 #6

ADDITIONAL CONSIDERATIONS FOR EMERGENCY PLANNING

When an emergency occurs, the immediate response by teammates, coaches, administrators, athletic trainers, or other bystanders can mean the difference between life and death. School personnel have a duty to provide the necessary emergency care until advanced care arrives. All of us have a role to play. The most important step is simply being prepared.

Having an emergency action plan (EAP) for every venue is important because it provides the responders with the following critical information:

- How off-campus emergency responders can get the venue (Article #2)
- What responders should do (Article #3)
- What the emergency communication plan is (Article #4)
- What emergency equipment is needed (Article #5)

What should be done beyond just having an EAP?

Having the EAP is a critical, but it needs to be more than just a document in a binder on a shelf.

- *Share* the EAP.
 - Check to make sure all coaches and teammates are familiar with what needs to be done in the event of an emergency.
- *Review* the EAP annually and after each time it has been activated.
 - Parts of the EAP will need to be revised over time. Reviewing the EAP each sport's season with coaches and other personnel allows the EAP to be adapted. It is also important that anytime the EAP has been activated there is a debriefing session to evaluate how the EAP activation went and determine if any changes are necessary.
- *Rehearse* the EAP annually or every season.
 - We recommend using the Anyone Can Save a Life's "Drop the Dummy" [Training Drill](#) and [Training Report Card](#).
- Before all events, perform a *Pre-Event EAP Time-Out* with the event administrator or head coach for each team, head official / referee, and athletic trainer (when applicable). The time-out should address the following:
 - Who is the onsite administrator for each participating school?
 - Is there a qualified medical professional at the game?
 - Is there an EAP for the venue and are there any modifications to the EAP for the game?
 - Where is the nearest AED?
 - Where will EMS enter and exit the venue?

- Work with local EMS
 - We suggest asking EMS to come to campus and walk through the different venues so they are familiar with the venues and to identify any potential issues (see Article #2). EMS will also be able to tell you what the typical response time will be, which will help you determine the necessary equipment you should have onsite (see Article #5).

What should be done after the EAP is activated?

- Document the steps taken. Emergencies can be traumatic events and memory can be distorted. Writing down what happened soon after the event will help you to more accurately document the event for further review.
- Have a post-event plan in place. Teammates, coaches, and others can suffer trauma when catastrophes occur – prepare for it by having a post-event plan in place.
 - We recommend using the Anyone Can Save a Life’s [Emergency Debriefing Plan](#).
 - The National Athletic Trainers’ Association has developed the [AT Cares](#) program that has trained athletic trainers to offer peer support to athletic trainers, coaches, and other school officials following catastrophic events. In Oregon, several athletic trainers are trained and available to assist your school. Contact OATS for more details.
- Media Response
 - Given the high-profile nature of high school activities, there may be media interest in reporting on the crisis. We recommend using the Anyone Can Save a Life’s [Media Response Guidelines](#) as a resource. The school’s administration should consider appointing one individual as the contact person for media inquiries or press releases.
- [National Center for Catastrophic Sport Injury Research](#) reporting
 - The NCCSIR tracks “catastrophic injuries and illnesses related to participation in organized sports in the United States at the collegiate, high school and youth play levels.” This information is used to make sports safer through rules and policies changes. If you know of a catastrophic event, you can report it [here](#).

How should we prepare for an emergency that happens at an away event?

- Ideally, the host school will have venue specific EAPs that are detailed in the *Pre-Event EAP Time-Out* so everyone is aware of the proper procedures. If not, you should ask whether there is a medical professional onsite and where the nearest AED is located. This may be uncomfortable at first, but we must change the culture and expect that all schools are adequately prepared to manage emergency events.
- When traveling with a team, we strongly encourage the head coach or athletic trainer (when applicable) have medical information cards for all of the athletes that are traveling with the team. These cards should include the following:
 - Name
 - Date of birth
 - Emergency contact information for parent or guardian
 - Insurance information
 - Signed consent to treat statement
 - Any other important medical information, such as known medical conditions, allergies, etc.

Take Home Message

We started this campaign with the idea that just as we prepare our teams for events and competitions, we also need to prepare for athletic related emergencies. The OSAA requires all schools have an EAP available for after-school practices and events. The goal of the campaign was to provide the schools with resources to create an EAP or fine-tune an existing EAP. Unfortunately, due to the diversity of schools, available personnel, geographic areas, etc. there is not a one size fits all approach. Each school needs to consider best practices and determine what best works for the school. While this can be challenging, the leadership of our four organizations are committed to helping schools develop EAPs that maximize the change for a positive outcome in the event of an emergency.

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](#).

**Example EAP Template – Replace all yellow highlighted & bracketed text and venue map with school specific information*

[INSERT NAME] High School

[INSERT VENUE]

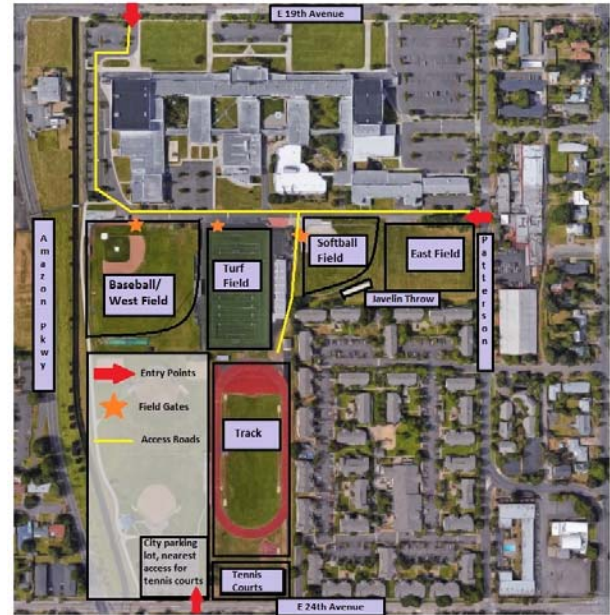
[INSERT ADDRESS]

LOCATION

- [INSERT LOCATION OF VENUE RELATIVE TO THE SCHOOL. FOR EXAMPLE, FIELD IS ON THE SOUTH SIDE OF THE BUILDING]
- [INSERT NEAREST CROSS STREETS]

EMS DIRECTIONS FROM [INSERT NEAREST MAIN ACCESS POINT. FOR EXAMPLE E. 19TH STREET]

- [INSERT WHERE EMS WILL ENTER THE VENUE FROM THE NEAREST CROSS STREETS. STRONGLY RECOMMEND USING CARDINAL DIRECTIONS – NORTH, SOUTH, EAST, & WEST]



ROLES OF THE FIRST PEOPLE ON THE SCENE

1. Establish scene safety
2. Immediately care for the injured or ill student-athlete
3. Activate medical responders
 - a. [IF APPICABLE INSERT] Athletic Trainer – can be contacted by calling [INSERT NUMBER]
 - b. EMS – dial 9-911 [OR OTHER APPROPRIATE NUMBER] from a campus phone. Be prepared to provide your location, specific directions to the emergency, the condition of the individual, what treatment has been provided, and any other information that may be requested.
4. Retrieve emergency equipment
5. Direct EMS to the scene
 - a. Open gates to the baseball field
 - b. Designate someone to meet EMS and direct to the scene

EMMERGENCY COMMUNICATION

- Primary: Coaches, administrators, and athletic trainer will have a mobile phone.
- Back-up: Landline available [INSERT LOCATION OF NEAREST PHONE]. School administrators also have radios to communicate with school security and local police.

EMMERGENCY EQUIPMENT

- AED is available [INSERT LOCATION OF NEAREST AED].
- First aid kit is located in the home dugout
- [IF APPICABLE INSERT] The following is available in the athletic training room or with the athletic trainer:
 - [INSERT ADDITIONAL EQUIPMENT THAT IS AVAILABLE - SUCH AS SPLINTS, EQUIPMENT TO MONITOR VITAL SIGNS, ETC.]



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 it 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.	