



Administrators, Coaches, and Athletic Trainers,

This month we would like to focus on taking your Emergency Action Plan (EAP) to your teams. This will essentially look like a mini EAP for each team/program at your school. There should be a specific plan for each team, but certainly one for each individual practice area; think main gym, auxiliary gym, soccer field, football field, XC course, etc. We think one of the simplest ways to do this is to have each coach fill out the [Student Response Team Worksheet](#). For game day, you can also find an [Event Staff Worksheet](#).

Here are some helpful tips to think about when developing an individualized team plan.

### **Completing the EAP – Student Response Team & Event Staff Worksheet**

If an athlete collapses, it is a sign of a medical emergency and immediate steps must be taken. The best way to prepare for this is having and practicing an emergency action plan (EAP) that details the steps.

During an emergency, it is essential there is a leader. Someone must step up and lead! It may be an athletic trainer, a coach, or an athletic director. The incident leader must activate the EAP and direct others to ensure:

- 911 is called
- CPR is started
- An AED is applied

Part of the EAP process is assigning who is responsible for each of the roles at the beginning of a season because the incident leader can't do all those things alone. It takes a team!

### 911 Team

Activating EMS is essential to increase the chances of survival.

1. Call EMS
  - a. Determine if mobile phones work at the site.
  - b. Identify location of the nearest landline. It is always important to have a back-up plan for times when mobile phones may not work.
2. Send someone to meet the ambulance.
  - a. Identify how will EMS access the site.
  - b. If there are multiple entries, ensure everyone know which access point will be used.
  - c. If locked gates or doors need to be opened, make sure someone onsite has the keys.
3. Notify AD and AT (if available).

### CPR/AED Team

If any athlete is in cardiac arrest, starting CPR and using an AED is essential for survival.

1. Identify when CPR is needed – it is common to mistake cardiac arrest for a seizure. If an athlete collapses and appears to be having a seizure – check breathing and circulation. Seizures do not result in collapse.

### AED Team

The goal should be to have the AED available for use ideally within 1 minute and no longer than 3-5 minutes.

1. Identify the location of the nearest AED.
2. Ensure the AED is accessible in an emergency. If it is in a locked office or cabinet, move it so it is available.

### Heat Stroke Team

In times of extreme heat – especially early in the season or during unseasonable hot temperatures – the chances of heat illness increase. Heat stroke is a life-threatening condition that can be prevented. If heat stroke is suspected, the athlete should immediately be cooled.

1. Determine how an athlete will be cooled.
  - a. If an ice tub is available, identify how will you get the athlete there.
  - b. If no ice tub is available, ice towels should be available. Ensure the ice towels can be used quickly.

# EMERGENCY ACTION PLAN

