



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.	