

Emergency Action Plan Description

Sports injuries can occur at practices and games. In order to ensure all athletes are properly cared for in case of serious injury, an Emergency Action Plan (EAP) should be prepared for each team to follow.

Preparing an EAP in advance will help teams respond to emergency situations in a responsible manner. It is critical for the EAP to be established at the first parent meeting, outlining the steps to be taken and clearly identifying the people responsible for implementing the EAP at all practices and games.

There are four key components to an EAP:

- 1) Access to phones
- 2) Directions
- 3) Player Information
- 4) EAP Personnel – Charge Person (usually team Trainer) and Call Person, as well as alternates

The Charge Person should be the one that is most qualified in First Aid and emergency procedures. This individual will:

Know what emergency equipment is available at your facility

Secure a controlled and calm environment (advise coaches to take team away from the injured player)

Assess / tend to the injured player; determine if an ambulance is needed

Direct others until medical personnel arrive

The Trainer is responsible for maintaining the First Aid kit and medical records and to bring the kit and forms, as well as ice, to practices and games.

The Call Person will:

Keep a record of emergency phone numbers / Player Emergency Information Forms

Make the telephone call for assistance

Provide all necessary information to dispatch (including location, nature of injuries, description of First Aid that has been done)

Report back to Charge Person

Clear any traffic from the entrance/access road before ambulance arrives

Wait by the driveway entrance to guide the ambulance when it arrives