A close up of text on a white background

Description automatically generated***Emergency Action Plan***

***(VENUE SITE NAME)***

(INSERT VENUE ADDRESS)

**Emergency Contacts Phone Numbers**

* Athletic Trainer-
* Athletic Training Room-
* Athletic Director-
* Principal-
* School Security-

**Activation of the EAP:**

* The individual with the highest qualifications (AT, coach, etc.) will be in charge of caring for the injured athlete along with activating the EAP.
* Retrieve Emergency Equipment & Student Contact Card
* If necessary, summon EMS via cellular phone or facility on site phone. Be prepared to answer all of their questions, which may include:

1.) Address of the emergency and location relative to the street address

2.) Give what the injury is and description of the care being given

3.) Give the approximate age and gender of the injured individual

4.) Give level of consciousness and whether they are breathing normally

5.) Best access point for the responding EMS unit(s)

6.) Your name and phone number

* Contact the Athletic Trainer, Athletic Director, and others according to district protocol
* Provide the appropriate medical care needed until the EMS arrives and takes over

**(INSERT VENUE NAME):**

* (INSERT VENUE ADDRESS)
* (INSERT AED LOCATION)

**Directions**

* (INSERT EMS ACCESS)

**Telephone**

* (INSERT CONTACT INFO)

**(YOUR SCHOOL NAME)**

**EMERGENCY ACTION PLAN**

**(YOUR SPECIFIC SITE)**

IN AN EMERGENCY SITUATION, PERFORM THE FOLLOWING STEPS:

##### 1) DIAL 911, GET AED, NOTIFY ATHLETIC TRAINER, NOTIFY ATHLETIC DIRECTOR

***(INSERT AED LOCATION)***

##### 2) DO NOT HANG UP UNTIL INSTRUCTED TO DO SO BY DISPATCHER

##### 3) GIVE THE FOLLOWING INFORMATION TO DISPATCH

Exact Location of the Incident

***(INSERT VENUE LOCATION)***

What has happened?

Patient Conscious and/or Breathing?

Patient Male or Female?

From what Phone Number are you calling?

Best Access for EMS Services

* + (INSERT ACCESS ROUTE/ENTRANCE FOR EMS)

#### 4) ADDITIONAL DUTIES

Retrieve Student Emergency Information Card

Retrieve first-aid equipment

Provide first-aid care (to extent of training)

Open, unlock, and/or prop open all access gates and doors

Meet and direct ambulance/police/fire services

Provide scene control

(INSERT GOOGLE MAPS PHOTO OF VENUE, EMS ROUTE, + AED LOCATIONS)