

[SCHOOL NAME]

Emergency Action Plan (EAP) Information – Interscholastic Athletics

Schools have a duty to develop an emergency plan that can be implemented immediately to provide appropriate standards of care to all sport participants and adult supervisors of the program. The plan must be in writing to provide a clear response mechanism, and must be sport specific. An emergency exists when there is the need for *Emergency Medical Services* (EMS) to give further medical attention and/or to transport an athlete to the hospital. In these situations, coordination must take place among the team physician, athletic trainer, coaches, administrators and student responders.

[SCHOOL NAME] has a written emergency plan that should be followed in the event of a medical emergency. All school administrators, athletic department administrative personnel, and coaches should be familiar with this document and know their responsibility in an emergency. Any questions should be directed to the Team Physician, Athletic Trainer or designated school administrator.

Key Components of a Safe Athletic Emergency Plan:

The Emergency Action Plan must be in writing to provide a clear response mechanism and allow continuity among emergency team members. (See “Chain of Command” below.) The Plan must also be modified for different venues used by the school.

All coaches, (including volunteers), athletic directors and other supervisory personnel should be trained in CPR, First Aid, and use of, and location of the AED. More than one AED should be available at the school, and be accessible after normal school hours.

All necessary supplemental equipment should be on-site, accessible, and checked regularly.

Athletic personnel must ensure clear access to a working telephone and a back-up plan. Provide the street address of the venue and specific directions and cross streets as needed.

Emergency phone numbers should be posted at all event sites, and in the coaches’ offices.

Coaches are to provide care at the site if the medical personnel leave the site to transport an athlete.

School personnel should provide a schedule of athletic events to local emergency facilities.

School personnel must designate a person to document the event of the emergency.

School must conduct an evaluation of the implementation of the EAP as needed.

When to call 911: When the athlete (or any other person involved in the activity) is in any of the following situations:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a back or neck injury
- An athlete has an open fracture (bone protruding from the skin)
- Evidence of severe heat stroke or heat exhaustion
- Evidence of severe bleeding that cannot be stopped

All personnel must be familiar with the EAP, have a written copy, and know their role. The EAP must be prominently posted at all athletic venues on campus. The EAP must be put in writing (see next page), modified for different venues, rehearsed, and discussed at an annual in-service meeting prior to the start of the fall season. Any new coaches and administrative personnel must be educated on the process upon hiring.

[SCHOOL NAME]

VENUE-SPECIFIC ATHLETIC EMERGENCY PROTOCOL

Chain of Command

- Team Physician
Certified Athletic Trainer
School Police Officer
School Athletic Administrator
Athletic Director
Head Coach
Assistant Coach

The highest person in the chain who is present at the scene will be the designated person in charge (the Leader.) The leader will decide whether or not to call 911, will instruct others how they may be of help, and will be the person who stays with the athlete until EMS arrives.

[SCHOOL NAME] High School Football Emergency Protocol

- 1. Call 911 – Specify the type of emergency.
2. Instruct Emergency Medical Services (EMS) personnel to report to _____ and meet _____ at _____ as there is an injured student-athlete/coach/spectator in need of medical treatment.

[SCHOOL NAME] Football Field: _____ School Address: _____

Street entrance (gate across from _____), Cross street _____.

- 3. Provide the following necessary information to EMS personnel:
• Caller’s name, location and nearest intersection, and telephone number
• Number of victim(s), condition of victim(s) and how to get to them
• First Aid treatment initiated
• Specific directions as needed to locate scene of the incident; meet at the closest intersection to direct ambulance. DO NOT HANG UP UNTIL EMS HANGS UP FIRST.
• Other information as requested by dispatcher.
4. Provide appropriate emergency care until arrival of EMS personnel. On arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history if known, and assist with emergency care as needed.)
5. The Designated Leader is to do the following:
• Obtain the injured student’s Emergency Card
• Request medical staff to contact parents with school personnel present, if parents are not present at the contest. Medical personnel or other athletic staff member should accompany the athlete to the hospital.
• Inform coaches and administrative personnel of the incident.
• Obtain medical history and insurance information.
• Complete appropriate injury reports.
• Contact the injured student’s parents the day following the event.

Emergency Telephone Numbers

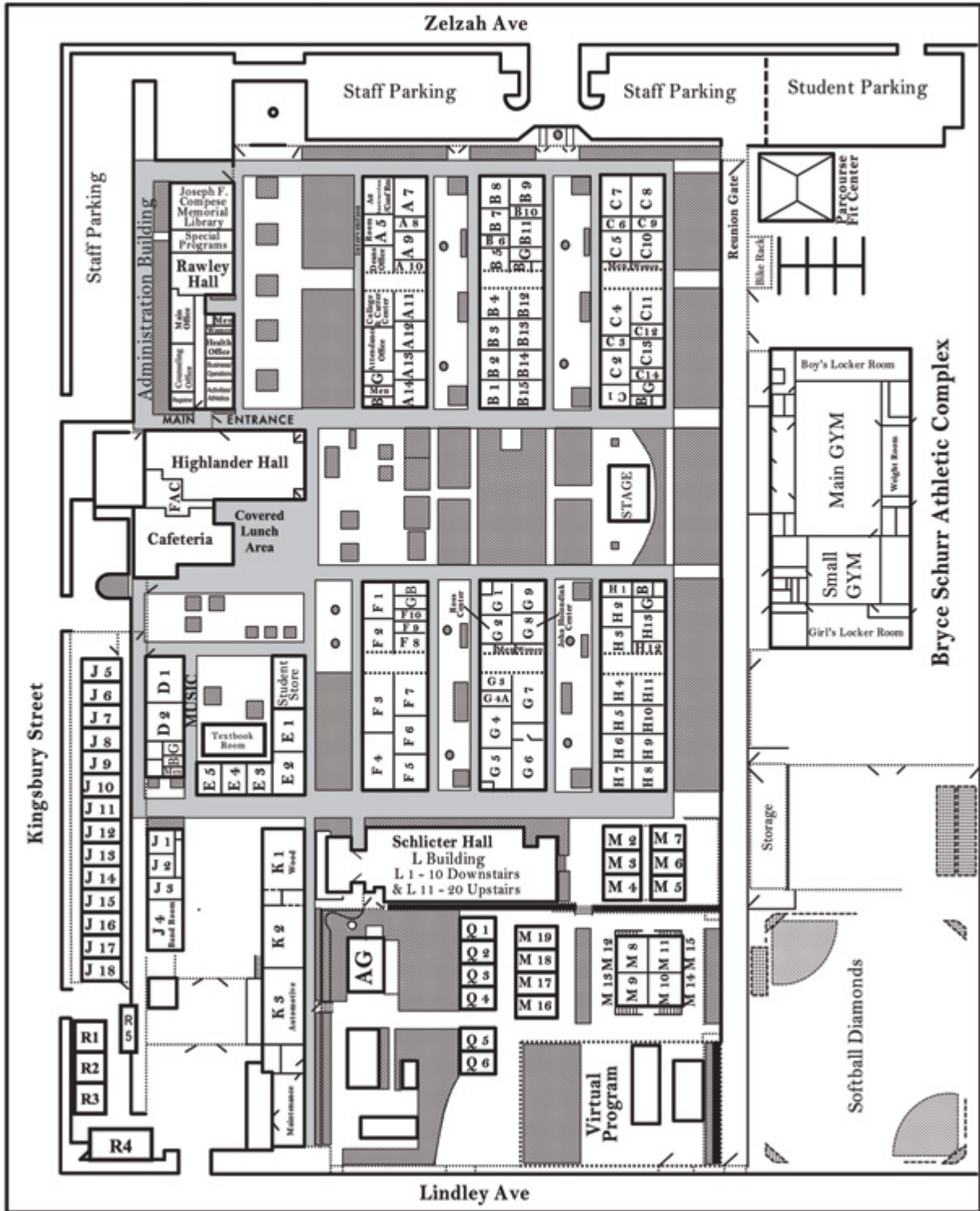
Locations of AED’s on Campus

Table with 2 columns: Emergency Telephone Numbers and Locations of AED’s on Campus. Rows include Hospital, School Police, and School Admin.

Sample campus map

GHCHS Detailed Campus Map

10535 Zelzah Avenue, Granada Hills, CA 91344 • Phone 818.360.2361 • Fax 818.363.9504 • www.GHCHS.com



Sample Local Area Map

Local Area Map of GHCHS

