

Tips On Preparing Emergency Action Plans

Provided by the North Carolina Athletic Trainers Association

Injuries and emergencies happen all the time. It is vital that in order to efficiently manage the inevitable, there is a well thought out and documented plan that clearly outlines everyone's role in an emergency.

There are several individuals that should be involved in planning, implementing and practicing your emergency action plan (EAP). School administrators, athletic trainers, nurses, first responders, Emergency Medical Services (EMS), coaches and security are an excellent group to start with when implementing emergency action plans. These plans should be reviewed by above parties at least once a year, but ideally before the beginning of each season, since access points and responsibilities change depending on venue and access.

These plans, once created, should be clearly posted in each venue, and include contact information for the individual delegated to be responsible to manage incident. It is required that each school have an emergency action plan and that plan is reviewed by a Licensed Athletic Trainer and clearly posted. A few things to consider when writing and reviewing a schools emergency action plan.

1. **Know your role:** When an emergency happens, things can get very confusing, so make sure everyone is on the same page. Who is in charge? Is there an athletic trainer present or on campus? How do you contact them? If life threatening who will call EMS? Is there someone that has first aid and CPR skills close by? Who will get the AED? Where is it located?
2. **What is your location?:** Seems simple enough, but with new roads, access points, changes in building names etc. it may be difficult for EMS to find you, if you have not had a conversation beforehand about how different buildings are coded. All EAPs should have venue addresses and instructions on how to get there for the dispatcher.
3. **How to get to you:** A walk-through with EMS and athletic trainer can be very helpful to map out the best access to venues. What may seem like the quickest route can be difficult for an ambulance to navigate. Evaluate are there stairs, is there an elevator big enough for a stretcher, is there construction and can an ambulance turn around?
4. **Relay correct information:** When calling EMS it is important to relay valuable information about the patient, such as level of consciousness, if they have a pulse or are breathing, presence of medical personnel and equipment on site (such as an AT and AED). Answers to these questions can change the type of support that is sent to the

scene. If there is a cardiac issue it is vital that an ambulance that is equipped for that arrives.

In situations where minutes count, having a well written and practiced emergency action plan can save a life. For more information please see the resources elsewhere on the NCHSAA webpage.