



****This is a sample Emergency Action Plan meant to be used as a guide to help you develop a venue-specific plan for your school and for each facility. This is not an exhaustive plan but only a model to begin discussion and development of an appropriate plan specific to this venue and this school.****

The first step should be to require all those involved with the contest, practices and the venue to view module one of the KMA/KHSAA Sports Safety Course dealing with the development of a plan, and the practicing of such plan. The module may be viewed by:

- Log into the KHSAA web site at www.khsaa.org,
- Select Special Programs,
- Select Sports Medicine Information,
- Select KMA/KHSAA Sports Safety Course,
- Select to take/resume the sports safety course,
- Select Don't take for credit (the credit version is for those taking all eight modules),
- Select module 1)

Please use the blank spaces and bolded notes to help fill in details that are unique to your school's athletic venues. Please provide your school's Emergency Action Plan to all coaches, administrators, adult volunteers, etc involved in interscholastic athletics. This plan should also be reviewed and updated annually as needed and shall be posted in a conspicuous location. **

(Insert School Name Here) Emergency Action Plan

EMERGENCY ACTION PLAN

_____ School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer (or school administrator, in the absence of a licensed athletic trainer).

An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called automatically are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury
- an athlete has an open fracture (bone has punctured through the skin) - severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped

Chain of Command (Must be delineated)

Team Physician
Certified Athletic Trainer
School Resource Officer
Athletic Director
Administrator
Head Coach
Assistant Coach
Sports Medicine Student Assistant
Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.



Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or pay phone, **insert any specific instructions pertinent to your school's internal phone system here**) EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at _____ School are located in the main office, classrooms, coaches offices, the training room and in the front lobby of the school, **insert any other pertinent locations here. Also, list who on the chain of command has a cellular phone.**
4. The leader will send runners to all intersections between where the athlete is located and _____ School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found _____ which coaches, athletic trainers, designated individual** should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to **insert nearest medical center name(s) and address(es) here**, unless the parent requests otherwise.

_____ School is located at:
Insert school address here

The closest intersection to the school is _____ and _____.
Insert any other pertinent intersections or landmarks here.

Insert map of facility area attached to plan.

If the school facility has AEDs:

1. Note if AEDs are present, and if so, list all specific locations where AED's are located in and around your school.
2. If your school has multiple AED's, it may also be helpful to develop a map of AED zones along with the list of where they are located (see sample), so that each zone has access to an AED.
3. Coaches should take note of the closest AED to their practice and game locations if they are available.