EMERGENCY ACTION PLAN
BEFORE PRACTICE BE PROACTIVE

☐ Equipment
☐ Field Conditions
☐ Roster
☐ Weather Conditions
☐ First Aid Kit for Supplies
☐ Athletes (if applicable) that they have their inhaler or EpiPen
☐ Emergency Action Plan (EAP) for updates*

WHEN A CATASTROPHIC INJURY HAPPENS WOULD YOU KNOW WHAT TO DO?
**EMERGENCY ACTION PLAN**

What exactly is an Emergency Action Plan (EAP)?
It’s a systematic process ideally completed prior to the start of a sport season that maps out how to manage crisis situations and identifies chain of command during each situation. It establishes policy and procedures that fits the needs of a specific organization. It normally covers but not limited:

- Sudden Cardiac Arrest
- Exertional Heat Stroke
- Brain and Neck Injuries
- Inclement Weather (i.e. lightening and heat index)

Consensus statement recently published in the Journal of Athletic Training titled “The Inter-Association Task Force Document on Emergency Health and Safety: Best Practice Recommendations for Youth Sports Leagues”. This document is a great place to start when developing your organizations EAP.

Who writes the EAP?
- Youth Organization Committee
- Medical Personnel (Athletic Trainer, Physician, EMS, Nurse etc.)
- A representative from the facility where fields are located
- A coach from each age level and field location.

Where does it go?
- In your First Aid Kit and Coaches’ Bag
- On Youth Organization Website
- In Parent Packets
- Strategic locations throughout the site

When should it be completed or updated?
Should be completed prior to the start of sports, reviewed yearly and after each sport season

How do you implement it or even get started?
- Utilized the suggested documents your league has provided.
- Practice the management of each policy and procedure.
- Once the coaches feel comfortable they should then review with the athletes as well as the parents.

Why is an EAP important?
When and if a catastrophic injury does happen everyone will know how to react and the focus will be placed on the appropriate steps to save the athletes life. It takes the guessing out of who, what, when, where, and how.
EMERGENCY ACTION PLAN

*Completed before season and check with club safety officer*

**Assignments should be for persons always at practices or games**

**Keys for any locked areas should also be noted on EAP**

<table>
<thead>
<tr>
<th>Emergency Task Assignment</th>
<th>Person Completed the Task</th>
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<tbody>
<tr>
<td>Immediate care of the injured or ill athlete</td>
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<tr>
<td>Emergency equipment retrieval (AED, Splint bag etc)</td>
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<tr>
<td>Call EMS</td>
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<tr>
<td>Unlock and open doors/gates for EMS</td>
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<tr>
<td>Flag down EMS and direct to scene</td>
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<tr>
<td>Contact Injured Athletes Emergency Contact</td>
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<tr>
<td>Follow up with Club Director post emergency</td>
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Team Name:

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Head Coach:</td>
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<tr>
<td>Assistant Coach:</td>
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<tr>
<td>Team Manager:</td>
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<td>Club Director:</td>
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<tr>
<td>Emergency Medical Services Phone Number:</td>
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EMERGENCY ACTION PLAN

Chain of Command:
- Head Coach
- Assistant Coach
- Once EMS arrives they will take over the scene

Scene control:
Limit scene to first aid responders and move bystanders away from area.

Identify Emergency:
- Cardiac
- Orthopaedic
- Head + Neck
- Medical (Asthma; Diabetic; Allergic Reaction)

When You Call EMS:
1. Provide your name and Position
2. Current address
3. Telephone number
4. Number of individuals injured
5. Condition of injured
6. Any first aid treatment
7. Specific directions to current field
8. Any other information requested

*Do not hang up until EMS hangs up*

When Speaking with Emergency Contact
1. Ensure them the athlete is being taken care of
2. Explain to them what happen
3. Explain the steps taken
4. Instruct the location the injured athlete is being taken
5. Identify the adult with the injured athlete and their contact number
**Facility Addresses**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Landmarks</th>
<th>Cross Streets</th>
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<tbody>
<tr>
<td>Practice Facility</td>
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<tr>
<td>Competition Facility</td>
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<td></td>
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<tr>
<td>Other Facility</td>
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<tr>
<td>Other Facility</td>
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</table>

**Urgent Care**

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<th>Name</th>
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</table>

**Hospital**

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<th>Cross Streets</th>
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**Attach Map/Directions**
# Team Roster with Emergency Contact and Information

*For emergency use only, do not publish this information for distribution*

| Athlete | Emergency # | Emergency Contact | Special Conditions  
<table>
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<td>i.e.: Asthma; Allergies; Diabetes</td>
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SPORTS CLEARANCE NOTE

Athlete Name: ___________________________ Date: ______________________

I have examined the above named athlete who was injured while participating in the following sport or activity:

____________________________________.

Diagnosis: ________________________________________________________________

Please Check:

___ Athlete may return to activity on: _____________ (Date)

___ Athlete is not cleared to return to activity

___ Athlete is cleared for limited activities which include:

________________________________________________________________________

________________________________________________________________________

_______________________________________

Medical Provider’s Signature

_______________________________________

Medical Provider Printed Name

*Please return completed note to your coach
FIRST AID ESSENTIALS

In sports, injuries are inevitable. Having a basic first aid kit available can really come in handy for quick and effective relief of minor bumps and bangs.

MUST HAVES:
- Band-aids
- White sports tape
- Pre-wrap
- Gauze
- Zip-loc bags (for ice)
- Non-latex gloves
- ACE wraps
- Scissors
- Hand sanitizer
- **Juice box if any diabetics**

OTHER USEFUL ITEMS:
- Insect Sting relief
- Triple antibiotic
- Eye wash
- Tweezers
- Antiseptic wash
- Multiple size bandaids (strips, knuckle, patch, 4-corner, blister)
- Mole skin
- Electrolyte tablets
- Sun screen
- Tums
- Chap stick

WHERE TO FIND THESE PRODUCTS:
• Any local sporting good store
• Any general store (CVS, Shop Rite, Walmart, Target etc)
<table>
<thead>
<tr>
<th>Condition</th>
<th>Symptoms</th>
<th>What to do</th>
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</thead>
<tbody>
<tr>
<td>Heat Cramps</td>
<td>Cramping (usually in legs), flushed, moist skin</td>
<td>Stop activity, rest, move to cool area, drink sports drinks (sugar and salt is important) and water, gently stretch cramps</td>
</tr>
<tr>
<td>Heat Exhaustion</td>
<td>Cramping, pale, moist skin, nausea, vomiting, headache, dizziness, fever</td>
<td>Stop activity, move to cool place, use cold towels, drink cool sports drinks, if unable to drink or no improvements, take to emergency room immediately</td>
</tr>
<tr>
<td>Heat Stroke</td>
<td>Warm, dry skin, headache, nausea, vomiting, confusion, rapid head rate, seizure</td>
<td>Move to cool place, call 911, remove excess clothes, use ice packs in groin and armpit, IF ALERT athlete may drink sports drinks</td>
</tr>
</tbody>
</table>

**Heat Illness Prevention:**

- Acclimatize athletes in hot seasons
- Make sure athletes have plenty of water and fluids available during games and practices
- Provide enough breaks during games and practices in relation to heat
- Go to a shaded area during breaks
LIGHTNING SAFETY

If you see lightning, flee it.
If you hear thunder, clear it.

In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6 to 10 miles.

Where should you go for safety?

- Any large structured building will make a good shelter.
  - Refer to safe locations in your EAP
  - Note that small outdoor buildings including dugouts, rain shelters, sheds, etc., are NOT SAFE.
- If a building is not available, a vehicle with closed windows will provide good protection.

When should activity be resumed?

Outdoor activities should be resumed 30mins after the LAST thunder/lightning witnessed.

TRACKING THUNDER AND LIGHTNING APPS:
**RETURN TO PLAY - CONCUSSION**

Once the athlete sustains a concussion, it is important for them to be cleared by a trained physician before returning to activity.

They cannot return to sport unless:

1. You have a clearance note from a physician stating they are able to return to full activity.
2. They have completed Steps 1-3 prior to their first practice.
   
   a. *An example of this process is outlined below.*
      
      i. Each step of this process should be done 1 day after the last. If signs or symptoms returning, the athlete should rest until symptom free, then return to the previous stage. If the athlete is unable to move past a step, they should return to their physician.

*It’s important to remember an athlete MUST have a FULL contact practice prior to playing in a game.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Exercise</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td><strong>Light Aerobic Activity</strong>&lt;br&gt;<strong>Goal:</strong> Initial movement and increase heart rate&lt;br&gt;<strong>Restrictions:</strong> No jogging/running; no resistance training&lt;br&gt;<strong>Activity:</strong> Stationary bike, walking, 15-20 minutes total;</td>
</tr>
<tr>
<td>2</td>
<td><strong>Sport Specific Exercise</strong>&lt;br&gt;<strong>Goal:</strong> Add multidirectional movement, head movement;&lt;br&gt;<strong>Restrictions:</strong> No sprinting, resistance training, contact exercises&lt;br&gt;<strong>Activity:</strong> body weight exercises; jogging;</td>
</tr>
<tr>
<td>3</td>
<td><strong>Non-Contact Training Drills</strong>&lt;br&gt;<strong>Goal:</strong> complex training drills, coordination, cognition&lt;br&gt;<strong>Restrictions:</strong> NO CONTACT, no heading&lt;br&gt;<strong>Activity:</strong> Running drills, footwork drills, cardio stations and agility drills; Begin Resistance Training;</td>
</tr>
<tr>
<td>4</td>
<td><strong>Full Contact Practice</strong>&lt;br&gt;<strong>Goal:</strong> Restore confidence and assess functional skills by coaching staff&lt;br&gt;<strong>Restrictions:</strong> First practice back- allow breaks as needed&lt;br&gt;<strong>Activity:</strong> normal training activity</td>
</tr>
<tr>
<td>5</td>
<td><strong>Game Day/ Continue full practice</strong>&lt;br&gt;<strong>Goal:</strong> integrate athlete back into game play&lt;br&gt;<strong>Restrictions:</strong> None&lt;br&gt;<strong>Activity:</strong> Game Play; If 6th day is not on game day, continue with unrestricted practice.</td>
</tr>
</tbody>
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