

Alabama High School Athletic Association

(Template)

Athletic Emergency Action Plan

Every school is required to have an Athletic Emergency Action Plan (AEAP) for each venue for athletic contests. A copy of each AEAP must be placed in Eligibility file for Audit review and a copy should be available at each venue.

* A template for an AEAP is attached and meant to be used as a guide to help you develop a venue-specific plan for your school. 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 AEAP to all coaches, administrators, adult volunteers, etc. involved in interscholastic athletics. This plan should also be reviewed, updated, and practiced annually as needed and shall be posted in a conspicuous location.

SCHOOL VENUE

Athletic Emergency Action Plan

_____ has 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 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

<p style="text-align: center;">Chain of Command Team Physician Certified Athletic Trainer School Resource Officer Athletic Director Administrator Head Coach Assistant Coach Sports Medicine Student Assistant Other Athletes</p>
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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:

EMS PROTOCOL

When you call EMS, provide your name and title or position, current address, telephone number, number of individuals injured, condition of injured, first aid treatment already administered, specific directions, and other information as requested.

EMERGENCY ACTION PLAN

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. Specific instructions: _____)
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 _____ are located:_____.

4. The leader will send runners to all intersections between where the athlete is located and _____ 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** _____.
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 _____, unless the parent requests otherwise.

Venue is located at:

The closest intersection to the venue is _____ and _____.

Pertinent landmarks include:_____

Location of AED’s

- 1. _____
- 2. _____
- 3. _____
- 4. _____

***Coaches should take note of the closest AED to their practice and game locations.**

VENUE ADDRESS:

IMPORTANT PHONE NUMBERS:

Athletic Trainer: (C) or (O)

First Responder:

EMS: 911 or 9-911 if calling from a school phone

Main Office:

Athletic Director's: (C) or (O)

School Resource Officer:

Principal:

MAP OF VENUE SITE: