

COMPONENTS OF AN EMERGENCY ACTION PLAN (EAP)

Each EAP will be unique to the location, sport and community. Every effort should be made to have an EAP for each venue within the school or facility. EAP's should be written and reviewed on a regular basis. All agencies and personnel with a responsibility should be included in the planning and practice of EAPs. Including information about unique aspects of the location should be included, such as gps coordinates if online maps are not up to date. EAP's should be rehearsed and reviewed on a regular basis.

- Specific Title of EAP to include location re: University of Jonesboro practice football field EAP
- Phone number to contact emergency services
- Specific location for EMS to report and personnel to meet
 - Street entrance and appropriate landmarks
 - Cross street
 - Gate #
- Medical Information Known
 - Callers name and #
 - # of injured and type of injury
 - Type of care initiated
 - Other info as requested by EMS
- Provide care until EMS arrives, note and record care
 - Primary Assessment
 - Secondary Assessment
 - Contact information for next of kin
- Assign staff member to travel with injured athlete
- Notify all appropriate personnel
 - Athletic director, administrators, coaches
 - Clearly delineate who contacts next of kin
- Insurance and medical paperwork
- Paperwork as needed
 - Injury surveillance
 - Worker's compensation
- On file list of emergency phone numbers
 - Administrator
 - Physician
 - Hospital emergency department
 - Law Enforcement (campus police, security)
- Establish Emergency Signals for venue/EMS staff
 - Provider needed on field
 - EMS staff needed on field
 - Spine board
 - EMS gurney
 - Venue cart
 - Splints