

# Emergency Action Plan Work Sheet: Event Staff

Activity: \_\_\_\_\_ Specific Location: \_\_\_\_\_

**Call 911 for all Medical Emergencies.**

**If unresponsive and not breathing normally, begin CPR and get the AED**

911 TEAM	CPR/AED TEAM	AED TEAM
<p><b>Call 911.</b>  <b>Explain type of emergency</b>  Type of suspected injury  Current condition of victim  Current assistance being given  Any known medical conditions of victim</p> <p><b>Provide the following location information:</b></p> <p>Address: _____</p> <p>Cross Streets: _____</p> <p>EMS Access Point: _____</p> <p><b>MEET AMBULANCE</b>  at EMS Access Point. Take to victim.</p> <p><b>GAME MANAGER AND/OR STAFF</b>  Make sure gates are open and cleared for access to victim</p>	<p><b>START CPR.</b></p> <ol style="list-style-type: none"> <li>1. Position person on his/her back.</li> <li>2. Place both hands on lower half of person's chest. Keeping arms straight, push hard and fast at least 2" deep for adults, 100 compressions per minute. Let chest completely recoil after each compression. Do not stop compressions for more than 10 seconds.</li> <li>3. If airway can be accessed with no suspected neck injury perform 30 compressions/2 breaths</li> <li>4. Never remove helmet, only facemask.</li> <li>5. Use breathing barrier if available.</li> <li>6. Take turns with other responders, every 2 minutes</li> </ol> <p>Lead Responder: _____</p> <p>Responder 2: _____</p> <p>Responder 3: _____</p> <p><b>WHEN AED ARRIVES</b>  <b>Turn it on and follow voice prompts</b></p> <ol style="list-style-type: none"> <li>1. Remove clothing from chest.</li> <li>2. Attach electrode pads as directed by voice prompts and shown in pictures.</li> <li>3. Don't touch victim while AED analyzes heart rhythm and delivers shock.</li> <li>4. Continue with CPR until device prompts for further action.</li> <li>5. After EMS takes over, give AED to Athletic Administrator for data download.</li> </ol>	<p><b>GET THE AED.</b></p> <p>Location of nearest AED: _____</p> <p><b>GET THE ATHLETIC TRAINER.</b>  <b>Take to the victim.</b></p> <p>Typical location: _____</p> <p><b>GET Sport Medicine Kit &amp; Victim's Emergency Card</b></p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>All response protocols should be reviewed regularly and practiced at the beginning of each season.</p> </div> <p><small>*Modified from Anyone Can Save a Life.</small></p>
<p><b>CALL CONTACTS.</b> Provide location.</p> <p><b>Athletic Trainer:</b> _____</p> <p><b>Cell:</b> _____ <b>Office:</b> _____</p> <p><b>Home:</b> _____</p> <p><b>Athletic Administrator:</b> _____</p> <p><b>Cell:</b> _____ <b>Office:</b> _____</p> <p><b>Principal:</b> _____</p> <p><b>Cell:</b> _____ <b>Office:</b> _____</p>		