



EMERGENCY ACTION PLAN WORKSHEET (EAP)

STUDENT RESPONSE TEAM




COACH:



SPORT:


SCHOOL:


CALL 911

for all medical emergencies. If victim is unresponsive and not breathing normally, begin CPR and get the AED

1. 911 TEAM 		
CALL 911, Explain emergency. Provide location		
	PRACTICE	EVENTS
Closest Phone		
EMS Access		
Street Intersection		
Athlete 1		
Athlete 2		
MEET AMBULANCE at EMS Access Point. Take to victim		
	PRACTICE	EVENTS
Entry Door /Gate		
Athlete 1		
Athlete 2		
NOTIFY SCHOOL ADMINISTRATOR Provide location and victim's name		
	PRACTICE	EVENTS
Athlete 1		
Athlete 2		

2. CPR / AED TEAM 		
START CPR		
<ol style="list-style-type: none"> If individual is not breathing, follow 911 attendee instruction Position person on back Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression. Take turns with other responders as needed 		
	PRACTICE	EVENTS
Certified Coach		
Athlete 1		
Athlete 2		
Athlete 3		
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS 		
<ol style="list-style-type: none"> Remove clothing from chest. Attach electrode pads as directed by voice prompts. Stand clear while AED analyzes heart rhythm. Keep area clear if AED advises a shock. Follow device prompts for further action. After EMS takes over, give AED to Athletic Administrator for data download. 		
GET THE AED		
	PRACTICE	EVENTS
Closest AED		
Athlete 1		
Athlete 2		

3. FIRST AID TEAM 		
GET THE TRAINED INDIVIDUAL responsible for first aid		
	PRACTICE	EVENTS
Trained Individual		
Location of first aid kit		
Ice Source Location		
Athlete 1		
Athlete 2		

4. CONCUSSION 		
The athlete should stop playing the sport right away.		
	PRACTICE	EVENTS
Observations done by:		
THINKING PROBLEMS	ATHLETES COMPLAINTS	OTHER PROBLEMS
<ul style="list-style-type: none"> Does not know time, date, place, period of game, opposing team, score of game General confusion Cannot remember things that happened before and after the injury Knocked out 	<ul style="list-style-type: none"> Headache Dizziness Feels dazed Feels "dinged" or stunned; "having my bell rung" Sees stars, flashing lights ringing in the ears Sleepiness Loss of vision Sees double or blurry Stomach-ache, stomach pain, nausea 	<ul style="list-style-type: none"> Poor coordination or balance Blank stare/glassy eyed Vomiting Slurred speech Slow to answer questions or follow directions Easily distracted Poor concentration Strange or inappropriate emotions (ie. laughing, crying, getting mad easily) Not playing as well



EMERGENCY ACTION PLAN



The NBIAA Emergency Action Plan is designed to provide a coordinated response to every emergency. By implementing a Student Response Team – your school is empowering students to be part of the coordinated response necessary to ensure the best possible outcome to every emergency.

Who is Responsible?

The NBIAA Emergency Action Plan (EAP) must be completed and filed with the NBIAA school representative at the start of each sport season per team. The purpose of the EAP is to assist the coach in responding to an emergency situation during a team event. Coaches must assign team members to the EAP and educate the students on their roles.

Implementation Steps Athletic Directors

- Educate all coaches
- Ensure a first aid trained individual is present at all activities.
- If your school has an Automated External Defibrillator (AED), ensure you have access to it and that it is located in a central location.
- Ensure Coaches turn in a completed EAP form and they must also retain a copy to keep on hand throughout the season.

Implementation Steps Coaches

1. Review the Emergency Action Plan Worksheet from your Athletic Director.
2. Coaches are to complete the following with their team:
 - a. Discuss the importance of each student's role on the Student Response Team and how it works.

- b. Assign students to each role: 911 Call Team, CPR/AED Team and First Aid Team.
 - c. Use the worksheet as the guide to assign roles, discuss responsibilities and relevant detailed information.
3. Return the completed EAP Worksheet to the Athletic Director.
 4. Retain a copy to keep on hand throughout the season.

“Drop the Dummy” Training Drill Instructions

Planning the Drill

When: Each Coach should conduct a drill once per year per sport. Do not tell the athletes exactly when you will do the drill.

Who: The drill will involve:

- Your student responder teams
- Your Athletic Director
- An objective observer to “drop the dummy” or play the role

Conducting the Drill

1. Have the objective observer “drop the dummy” on the floor in a visible location sometime during your practice. That person can shout, “Someone has collapsed and they’re not breathing. We need help.”
2. Enlist your response team with the agreed-upon phrase.
3. Your observer will record the times at which each event occurs.
4. Have the teams run through the full drill from start to finish.

After the Drill

1. Ask everyone how they felt about the drill and discuss any concerns.
2. Evaluate the drill and see if there are any action steps that need to be taken. Were there any communication problems that need to be corrected?
3. If the drill indicates any needed changes, discuss these with your response team and Athletic Director, make the changes and communicate them clearly to your team, then plan to have another drill that same season to test the new plan.

EMERGENCY ACTION PLAN



Emergencies go hand-in-hand with after-school participation, so it is not a matter of if one will happen; it's a matter of when. By having an Emergency Action Plan (EAP) in place for life-threatening events, you are preparing your school community to respond immediately to get the help that is needed.

THANKS FOR YOUR COOPERATION!