



IMPORTANCE OF HAVING AN EMERGENCY ACTION PLAN

WHAT IS AN EMERGENCY ACTION PLAN?

An Emergency Action Plan (EAP) is a written set of procedures that details the appropriate response to different types of emergencies you, your coaches and your administrators may encounter throughout the football season. Although no team wants to experience an emergency, it is better to be prepared in case situations do arise. These situations include, but are not limited to, events such as a medical emergency and severe weather.

WHAT IS THE PURPOSE OF AN EMERGENCY ACTION PLAN?

Your EAP is an integral part of your organization's efforts to mitigate risk. The primary purposes of an EAP are to:

- Create a standardized response to an emergency, threat or hazard.
- Clearly define the roles of internal responders (i.e., the members of a coaching staff) before, during and after an emergency.
- Establish the communication procedure between internal responders and from internal responders to external responders (i.e., EMTs, police, etc.).

WHY IS IT IMPORTANT?

A comprehensive and well-communicated EAP is important because it:

- Can help prevent injuries.
- Prepares coaches and staff for emergency situations, which contributes to an effective emergency response.
- Ensures appropriate care is provided in a timely manner.
- Reduces your likelihood of facing legal action arising from inappropriate handling of an emergency.

WHAT IS INCLUDED IN AN EMERGENCY ACTION PLAN?

Your EAP should be venue specific. If your organization is utilizing multiple venues, this will necessitate multiple unique EAPs. Each EAP should include, at a minimum, the following: *

- Emergency Personnel**
Describe the emergency team involved when the EAP is activated and the roles of each person.
- Emergency Communication**
What communication devices are available, where are they located, what number to call in an emergency, specific information and directions to the venue to provide to EMS response team.
- Emergency Equipment**
Location of equipment should be quickly accessible and clearly listed. Equipment needs to be maintained on a regular basis.
- Medical Emergency Transportation**
Describe options and estimated response times for emergency transportation.
- Venue Directions with a Map**
This should be specific to the venue and provide instructions for easy access to venue. This should also include containment procedures should containment become necessary.
- Roles of First Responders**
Establish scene safety and immediate care of the athlete, activation of EMS, equipment retrieval and direction of EMS to the scene.
- Emergency Action Plan for Non-Medical Emergencies**
These emergencies can refer to the school or organization EAP plan if one is in place.
- Weather Contingencies**
Make sure your coaches and administrators know how to prepare for a weather emergency, where to go in a weather emergency and when they can return to the field upon its conclusion.

I HAVE MY PLAN. NOW WHAT?

Having a plan is an important first step. Once you have your plan in place you should:

- Make sure that it is provided to all administrators and coaches.
- Practice your organization's response to various emergencies at least once a year.
- Review your EAP at least once a year to make any necessary updates.

*Emergency Action Plan components from the [Korey Stringer Institute](#).

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