

Emergency Action Plan Worksheet – Event Staff

Activity:	Location:
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1 911 TEAM

CALL 911													
CALL 911. Explain emergency. Provide location.													
	EVENTS												
Closest Phone													
EMS Access Point													
Street Intersection													
MEET AMBULANCE at EMS Access Point. Take to victim.													
	EVENTS												
EMS Access Point													
Street Intersection													
CALL CONTACTS. Provide location and victim's name.													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">NAME</th> <th style="width: 50%;">CELL</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Athletic Trainer</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Athletic AD</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Principal</td> <td></td> <td></td> </tr> </tbody> </table>		NAME	CELL	Athletic Trainer			Athletic AD			Principal		
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2 CPR/AED TEAM

START CPR	
<ol style="list-style-type: none"> 1. Position person on back. 2. 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. 3. Take turns with other responders as needed 	
Responder 1	
Responder 2	
Responder 3	
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS	
<ol style="list-style-type: none"> 1. Remove clothing from chest. 2. Attach electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises a shock. 5. Follow device prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 	

3 AED TEAM

GET THE AED	
	EVENTS
Closest AED	
GET THE ATHLETIC TRAINER	
Typical location	

CALL 911 for all medical emergencies.
If unresponsive and not breathing normally, begin CPR and get the AED.