

## **EMERGENCY ACTION PLAN (EAP)/QUINCY NOTRE DAME HIGH SCHOOL**

The following roles will need to be performed in the case of any emergency. Before each season each role needs to be designated to someone, please fill in the blanks with names or titles of people who will be responsible for each task.

1. Attends to injured student-athlete and controls overall situation.

### **ATC on site/physician on site/paramedic/first responder**

A certified trainer, on-duty physician, or paramedic if available. If none of these are present, then this person should be the designated person charged with the responsibility of first aid for the given event. If none is present, then a coach will assume this role.  
(Should be certified in CPR and First Aid.)

2. Use Phone and Call 911 and activate EMS

### **ATC on site/Designated Athletic Training Student (ATS)/Coach**

This person must remain calm and extremely familiar with the campus layout.

\* Be ready to give specific information once they have the 911 operator on the phone.  
(What happened, consciousness level, any life threatening conditions, the exact location and where he/she can meet E.M.S. to direct them.)

\* Report back to the injury scene and confirm with the primary care giver that E.M.S. has been activated and you are going to meet the E.M.S.

3. Assists the designated care provider with any procedure or task necessary to stabilize and maintain the injured student-athlete's condition.

### **ATC on site/Designated ATS**

Should be certified in CPR and First Aid. They should also know the location of the first aid kit and any emergency medical equipment for use (AED).

4. Supervise other student-athletes

### **Coach, Assistant Coaches, Athletic Director, Designated Supervisor**

Should be a mature individual who can explain to other student-athletes what is happening and assure them that everything is being done to take good care of the injured student-athlete. They would take the group to a different area keep student-athletes calm. Until everything is resolved.

5. Initiated crowd control if necessary.

### **Athletic Director/Coach**

This person would keep any bystanders away from the scene and maintain a clear path for the emergency vehicles. Contact campus security for assistance if necessary.

6. Meet E.M.S. and bring back to exact location.

**ATC on site/Designated ATS/Coach**

This should be same person who contacted 911. After checking with and reporting where they will be meeting emergency vehicles, they will report to the specified location and check accessibility for vehicles on their way.

7. Locates the emergency information to be taken to the Emergency Room.

**ATC/Designated ATS**

8. Accompanies the injured athlete to the hospital.

**Depends on the situation/ATC/ATS/Coach/Teammate**

Should be familiar with general emergency procedures, carrying the emergency information and release form, complete registration in the emergency room, have basic knowledge of our general insurance procedures/waivers and physicians we use.

9. Notifies parents or the emergency contact on the emergency information form/waiver.

**ATC/Athletic Director/Coach**

Preferably Athletic Director/Coach, or Athletic Trainer will make this call. They would also inform the care giver the name of the staff person with their son or daughter at the hospital.

10. Documentation of all information relating to injury and emergency response.

**ATC/ATS**

This report must be completed by the end of the day by someone who witnessed the injury and the entire emergency response.

*Please note: #2 & #6 can and should be the same person.*