

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.	
	NAME
	CELL
Athletic Trainer	
Athletic AD	
Principal	

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.