



OUR STUDENTS, OUR TEAMS . . . OUR FUTURE.

Anyone Can Save A Life - Emergency Action Plan - POLICY

Administrators,

On a motion duly made, seconded and unanimously carried during the April 15, 2013 AIA Executive Board meeting, the Board approved the following effective 2013-2014:

- x Every school must have an emergency action plan in place in order to host a postseason tournament.

Example:

It was noted that all AIA Tournament Guides will have information related to emergency action plans. The AIA will also assist schools in finding grants to help schools purchase defibrillators.

Contact the AIA, primarily AIA Multimedia Contributor **Mr. Jose Garcia** at jgarcia@aiaonline.org, for more information about acquiring an AED.

Please refer to the December 10, 2012 Board minutes for additional information.

The following link is posted on aiaonline.org for preparing and submitting AIA host school required Emergency Action Plan (EAP). <http://aiaonline.org/files/15211/emergency-action-plan-template.pdf>

This form is a quick and simple. Please email the completed form to the AIA office to **Ms. Jess Garcia** at jegarcia@aiaonline.org.

Please contact Ms. Garcia at jegarcia@aiaonline.org should questions remain.

Anyone Can Save A Life – Emergency Action Plan – POLICY

41.6 EMERGENCY ACTION PLANS

41.6.1 An Emergency Action Plan (EAP) for each practice and competition site, used by the school, shall be completed annually by each member school. The EAP must be kept on file at the school and shared with the appropriate coaches and staff. The emergency plan should be comprehensive and practical, yet flexible enough to adapt to any emergency situation.

41.6.2 The Emergency Action Plan should contain the following information and/or components:

- Emergency plans must be written documents and should be developed in concert with the member schools' certified athletic trainer(s).
- Emergency plans must be written documents and should be distributed to team and attending physicians, athletic training students, institutional and organizational safety personnel, institutional and organizational administrators, and coaches.
- The emergency plan should be developed in consultation with local emergency medical services personnel.
- An emergency plan for athletics identifies the personnel involved in carrying out the emergency plan and outlines the qualifications of those executing the plan.
- Sports medicine professionals, officials, and coaches should be trained in automatic external defibrillation, cardiopulmonary resuscitation, first aid, and prevention of disease transmission.
- The emergency plan should specify the equipment needed to carry out the tasks required in the event of an emergency. In addition, the emergency plan should outline the location of the emergency equipment. Further, the equipment available should be appropriate to the level of training of the personnel involved.
- Establishment of a clear mechanism for communication to appropriate emergency care service providers and identification of the mode of transportation for the injured participant are critical elements of an emergency plan.
- The emergency plan should be specific to the activity venue. That is, each activity site should have a defined emergency plan that is derived from the overall institutional or organizational policies on emergency planning.
- Emergency plans should incorporate the emergency care facilities to which the injured individual will be taken. Emergency receiving facilities should be notified in advance of scheduled events and contests. Personnel from the emergency receiving facilities should be included in the development of the emergency plan for the institution or organization.
- The emergency plan specifies the necessary documentation supporting the implementation and evaluation of the emergency plan. This documentation should identify responsibility for documenting actions taken during the emergency, evaluation of the emergency response, and institutional personnel training.
- The emergency plan should be reviewed and rehearsed annually, although more frequent review and rehearsal may be necessary. The results of these reviews and rehearsals should be documented and should indicate whether the emergency plan was modified, with further documentation reflecting how the plan was changed.
- All personnel involved with the organization and sponsorship of athletic activities share a professional responsibility to provide for the emergency care of an injured person, including the development, implementation and regular, periodic evaluation of an EAP.