

# 2012 Futures Program Emergency Action Plan

Site: \_\_\_\_\_ Head Coach: \_\_\_\_\_

**Directions:** Head Coach should complete the following form, review its' content with attending staff at each session, and display the Emergency Action Plan in a known area.

**1. Draw a map of your Futures practice area labeling the following.**

- EMS personnel access, entry / exit routes
- Location of rescue and first aid equipment
- Location of telephone (make sure access is available)
- Exits and evacuation routes
- Emergency equipment (flashlights, fire extinguisher, etc.)

**2. The phone numbers for emergencies**

- EMS personnel: ( ) \_\_\_\_\_ - \_\_\_\_\_
- Police ( ) \_\_\_\_\_ - \_\_\_\_\_
- Fire ( ) \_\_\_\_\_ - \_\_\_\_\_
- Hospitals ( ) \_\_\_\_\_ - \_\_\_\_\_
- Power and gas companies ( ) \_\_\_\_\_ - \_\_\_\_\_

**3. In case of emergency the below staff should immediately do the following:**

- Provide care to the injured: \_\_\_\_\_
- Staff who should control bystanders and supervise other athletes:  
\_\_\_\_\_
- Staff who should meet the EMS personnel.  
\_\_\_\_\_
- Staff who should transport injured person when appropriate.  
\_\_\_\_\_

#### 4. Communication

- When to call 9-1-1: \_\_\_\_\_
- Chain of command: **Head Coach > Athletic Trainer > Asst. Coaches**
- Contact family / guardian: If the situation permits, the Athletic Trainer should contact the family. If not, the **Head Coach** should contact the family or guardians.
- Any contact with the media should be done by the National Office.

#### Information for Emergency Call

*(Be prepared to give this information to the EMS dispatcher)*

1. Location: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City or Town: \_\_\_\_\_  
Directions (cross streets, roads, landmarks, etc.): \_\_\_\_\_  
\_\_\_\_\_
2. Telephone number from which the call is being made: \_\_\_\_\_
3. Caller's Name: \_\_\_\_\_
4. What happened: \_\_\_\_\_
5. How many people are injured: \_\_\_\_\_
6. Condition of injured: \_\_\_\_\_
7. Help (care) being provided: \_\_\_\_\_

**\*Note: Do not hang up first. Let the EMS dispatcher hang up first.**

#### 5. Follow Up

- Athletic Trainer should complete an incident report sending copies to the Head Coach / Site Director and Regional Administrative and Coaching Directors. Incident reports should be completed anytime a follow-up is required or insurance may be involved.
- The Athletic Trainer should replace any supplies used to care for the injured athlete
- The Athletic Trainer and Head Coach should call and follow up on the status of the injured person as appropriate.

## **USA FIELD HOCKEY Emergency Action Plan**

An Emergency Action Plan is a written plan that every program and facility should have to prepare for potential emergencies. The Facility's Emergency Action Plan should address all relevant categories of emergencies. Such plans should define the responsibility of everyone who may be involved, covering areas such as the following.

### **Layout**

- EMS personnel access and entry/exit routes
- Location of rescue and first aid equipment
- Location of telephone with emergency telephone numbers posted
- Location of keys to reach telephones or equipment
- Exits and evacuation routes

### **Equipment**

- Rescue equipment
- First aid supplies
- Emergency equipment (flashlights, fire extinguisher, etc.)

### **Support Personnel**

#### **Within facility -**

- Coaches
- Athletic trainers
- Athletic officials and referees
- Facility administrators
- Athletic director
- Maintenance personnel

#### **External (provide telephone numbers) -**

- EMS Personnel
- Police
- Fire
- Hospitals
- Power and gas companies

### **Staff Responsibilities**

- Assign each staff member a duty
- Person(s) to provide care
- Person(s) to control bystanders and supervise other athletes
- Person(s) to meet EMS personnel
- Person(s) to transport injured athlete when appropriate

## **Communication**

- How and when to call 9-1-1 or the local emergency number
- Chain of command
- Person to contact family/guardian
- Person to deal with media (National Office)

## **Follow-up**

- Complete appropriate documentation (incident report, accident report, etc.)
- Replace equipment and supplies
- Check on condition of injured athlete