

Futures Program Emergency Action Plan

Site: _____ Head Coach: _____ Site Director:

Directions: Site Director 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: _____ Athletic
Trainer _____
- 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: As advised by the Athletic Trainer
- Chain of command: **Head Coach > Site Director > Athletic Trainer > Asst. Coaches**
- Contact family / guardian: If the situation permits, the Athletic Trainer should contact the family. If not, the **Head Coach** or **Site Director** should contact the family or guardians.
- Any contact with the media should be done by the National Office.

Information for Emergency Call	
<i>(Be prepared to give this information to the EMS dispatcher)</i>	
1. Location:	_____
Street Address:	_____
City or Town:	_____
Directions (cross streets, roads, landmarks, etc.):	_____
2. Telephone number from which the cal 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 Athlete 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

Follow-up

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