

Sample Emergency Action Plan



For Serious Injuries

Serious injuries can include when a person:

- ✓ Is unconscious
- ✓ Has chest pain
- ✓ Has seizures
- ✓ Has possible broken bones
- ✓ Appears to have been poisoned
- ✓ Has trouble breathing
- ✓ Has severe bleeding
- ✓ Has injuries to the head or neck area
- ✓ Is vomiting profusely or is vomiting blood
- ✓ Has a severe headache or slurred speech



Steps to take for serious injuries:

- ✓ Wear gloves.
- ✓ Do not move the person unless necessary to protect from further danger.
- ✓ Do not leave the person alone unless you are the only one able to call 911 and you don't have your cell phone on you.
- ✓ Call 911. Give the dispatcher the exact location of the emergency, including any nearby intersections and landmarks. Give your name, the telephone number from which the call is being made, a description of what happened, the number of people injured, the condition of those injured, and any first aid that is currently being given. Do not hang up until you are instructed to do so by the dispatcher.
- ✓ If instructed by the dispatcher, offer care to the person.
- ✓ Keep any crowds away from the injured person.
- ✓ Have another adult meet the emergency vehicle in front of the facility to direct emergency medical personnel to the scene of the injury.
- ✓ If the injured person is a minor, notify the parent/caregiver.
- ✓ Notify the player agent or other board member.

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For Minor Injuries

Steps to take for minor injuries:

- ✓ Wear gloves.
- ✓ Ask the injured person (or if applicable, the injured person's parent/caregiver) if he/she would like you to call emergency medical services.
- ✓ Offer ice or other first aid.
- ✓ Do not attempt to name or diagnose any medical condition.
- ✓ Clean or remove all blood-contaminated surfaces, including facilities, equipment, and uniforms.



For All Injuries

- ✓ Complete an [incident form](#) after the injured person has been cared for.
- ✓ If medical assistance was refused by the injured person, note it on the incident form.
- ✓ Turn the form in to the player agent or another board member.
- ✓ Do not disclose any information about the incident to persons other than emergency medical personnel, the board of directors, or the parent/caregiver of the injured person.

