

Emergency Action Plan FAQ

How do I start the process? The Sports Medicine Advisory committee has partnered with IGHS AU, IHSAA, IHSMA, and IHSSA to create resources and templates to provide schools with a starting point. Further, the sports medicine advisory committee is available to provide additional information and resources to administrators and staff.

Common Questions	
What is an EAP?	An EAP is a written document indicating the preparations and on-site emergency response for any type of catastrophic injury in the pre-hospital setting. (Scarneo- Miller, 2024)
Where do we find an EAP template?	An EAP template can be found on the IGHS AU and IHSAA Health and Safety Resources pages
Why are EAPs important for athletics?	An EAP provides guidelines and templates for documentation indicating preparations for on-site emergency response for any type of catastrophic injury.
How often do I need to review the EAP?	● The EAP will be Distributed at least annually and if updated during the current year, to all members of the team. ● The EAP will be reviewed, at least, annually and if updated during the current year, to all members of the team. ● The EAP will be rehearsed, at least annually, by all members of the team.
Where should we store the EAP?	An EAP should be posted in a highly visible location and all athletic venues and all stakeholders should be notified of the location of the document. Also, an EAP should be available electronically to all stakeholders. (NATA 2024 Pos. statement)
What is the difference between an EAP and a policy and procedure manual?	An EAP is a specific document outlining actions during an emergency focusing on immediate safety measures, while policy and procedures manuals are guidelines and rules for standard day-to-day operations and injuries.
What are the benefits of an EAP?	● Risk management strategy leads to prevention of an athletic injury ● Readily prepared for emergency situations ● Ensure appropriate care is obtained in a timely manner ● Decrease in chance of legal action taking place ● Protects liability of medical staff and event administration ● Leads to a more effective emergency response (NATA event documentation pdf)
What emergency equipment should be listed on my EAP?	● Some emergency medical equipment, procedures, and medications require physician authorization. ● Only use medical equipment that you are properly trained to use and is permitted within your scope of practice. Verify equipment condition and expiration date (if applicable) before use. ● Coordinate with your local emergency medical services to help determine your emergency medical equipment needs. ● Here is a list of emergency equipment that could be listed on an EAP: AED, cold water immersion tub, splints, rectal thermometer, backboard/stretchers, oxygen, Epipen, stop the bleed kit, and wet bulb globe thermometer.
What is a medical time out?	A medical timeout is a pre-event meeting between medical providers, school administrators, coaches, officials, and any other pertinent stakeholders to review a checklist prior to an event.
If we have multiple events going at the same time, should we have a medical timeout for every event?	Each venue or game site should have a Pre-event Medical Meeting (PEMM). For example, if volleyball and softball are both playing, each site should have a separate meeting. Softball should have a PEMM that is specific to that site and volleyball should have a PEMM specific to their site. There is no need for a meeting prior to all levels of play. The PEMM should happen prior to the first level of play for each sport. For example, if 9th, JV, and Varsity are playing, the PEMM should happen prior to the first level of competition on that day.
What are some great basics to remember in the event of an emergency?	Stay calm. Remember, you have a written, rehearsed, and practiced response. Recognize there is a situation and activate EMS (911) when in doubt. Dispatchers are trained to help guide you through the situation while you are waiting for advance care.
How much should an EAP be rehearsed?	Rehearse the EAP atleast annually and until you feel comfortable that your team can also respond if you are the one in medical need.
Do I need an EAP if my athletics team uses a private facility for a practice or event?	Yes. Reach out to venues and inquire about their current EAPs. They might not have anything, and you can assist in providing them with some resources to help them establish one. You should also establish one that can be shared with your staff during those practices/contests.