

# VENUE SPECIFIC EMERGENCY ACTION PLAN (VEAP) (AFTER SCHOOL) **CHECKLIST**

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**\* THIS CHECKLIST SHOULD BE USED TO CREATE AN EAP FOR EVERY VENUE UTILIZED BY YOUR SCHOOL FOR PRACTICE AND/OR GAMES\***

## **❖ CRITICAL/REQUIRED ELEMENTS**

- Venue specific information**
  - Name
  - Address
  - Phone number
  - Nearest hospital
  
- Event specific information**
  - Date
  - Time
  - Previous issues
  - \*Anticipated attendance\*
    - While not a priority of this EAP checklist, anticipated attendance should be discussed with on-site personnel
  
- Emergency personnel contact information and number of personnel**
  - Ambulance
  - Fire
  - Police
  - Third-party security
  - Supervisors
  - First aid
  - Athletic trainer
  - Physician
  
- Venue specific personnel contact information**
  - Coaches
  - Administrators
  - Facility director(s)
  - Other team staff
  
- Roles of emergency personnel when plan is activated**
  
- Roles of venue specific personnel when plan is activated**
  
- Internal & External site map**
  - Identify:
    - Facility access points for emergency personnel
    - Parking for emergency services

- Medical/first aid center inside facility
  - AED locations
- Chain of command (include at least three personnel)**
- Emergency procedures**
  - Who is responsible for:
    - Assessing the scene?
    - Leading the response?
    - Immediate care?
    - Calling 911?
    - Directing emergency personnel to the scene?
    - Securing the area?
    - Controlling crowd?
    - Retrieving supplies?
- Equipment and supplies**
  - Identify any and all equipment and supplies that may need to be on-site
  - Identify the location within venue of all equipment and supplies
- Designate an individual to complete all post EAP documentation**
- Rehearsal information**
  - Who is responsible?
  - How often?
  - How will it take place?
- Table of contents for plan to ease use during activation**
- Plan log**
  - Document changes
  - Document plan rehearsals