

# Emergency Action Plan

(CHSAA) Colorado High School Activities Assoc

## Major Changes

- A. Every member school is required to create a venue-specific Emergency Action Plan (VEAP) for each site that the member school practices and hosts athletic contest. (Template is being created for consistency). The VEAP must include location, emergency access, emergency contact information and a listing of each member in protocol's duties.
- B. An Annual VEAP training must take place no less than one time a year

**READ:** [📄 Emergency Planning Guide, Emergency Action Plan Checklist](#)

This plan must be completed for all on-site and off-site practice/competition venues.

**Administration designates the following person to notify family in the event this VEAP is acted upon.**

**\* Name**

**\* Administrator Name**

**\* Administrator Cell Phone**

**\* Activity**

**\* Level**

**\* Location**

**911 Team**

**Call 911. Explain emergency. Provide location**

**\* Practice Closest Phone**

**\* Events Closest Phone**

---

**\* Practice EMS Access Point**

**\* Events EMS Access Point**

---

**\* Practice Street Intersection**

**\* Events Street Intersection**

---

**\* Point Person 1**

**\* Point Person 2**

---

**MEET AMBULANCE at EMS Access Point. Take to victim.**

**\* Practice Entry Door/Gate**

**\* Events Entry Door/Gate**

---

**\* Responder 1**

**\* Responder 2**

**CALL CONTACTS. Provide location and victim's name.**

**\* Athletic Trainer Name**

**\* Athletic Trainer Cell**

**\* Athletic AD Name**

**\* Athletic AD Cell**

**\* Responder 1**

**\* Responder 2**

**CPR/AED Team**

**Start CPR**

1. Position person on back.
2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression.
3. Take turns with other responders as needed

**\* Athletic Coach Name**

**\* Coaches Cell Phone**

**\* Responder 1**

**\* Responder 2**

**\* Responder 3**

**When AED arrives, Turn it on and follow voice prompts**

1. Remove clothing from chest.
2. Attach electrode pads as directed by voice prompts.
3. Stand clear while AED analyzes heart rhythm.
4. Keep area clear if AED advises a shock.
5. Follow device prompts for further action.
6. After EMS takes over, give AED to Athletic Administrator for data download.

**AED Team**

**\* Practice Closest AED**

**\* Events Closest AED**

**\* Responder 1**

**\* Responder 2**

**Get The Athletic Trainer**

**\* Typical Location**

**\* Responder 1**

**\* Responder 2**

**CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.**

**Heat Stroke Team**

**\* Practice Tub Location**

**\* Events Tub Location**

---

**\* Practice Water Source Location**

**\* Events Water Source Location**

---

**\* Practice Ice Towel Location**

**\* Events Ice Towel Location**

---

**\* Responder 1**

**\* Responder 2**

---

**\* Responder 1**

**\* Responder 2**

**Prepare Tub Daily**

1. Remove equipment/excess clothing. Move to shade.
2. Immerse athlete into cold ice water tub, stir water. \*If no tub: cold shower or rotating cold, wet towels over the entire body.
3. Monitor vital signs.
4. Cool First, Transport Second.
  - a. Cool until rectal temperature reaches 102°F if ATC or MD is available.
  - b. If no medical staff , cool until EMS arrives.