

## EMERGENCY RESPONSE PLAN

**Sport:** \_\_\_\_\_

Site or Situation: \_\_\_\_\_

Coach in charge: \_\_\_\_\_

Who will call for help? \_\_\_\_\_  
*(Normally the coach in charge is responsible for calling.)*

Number to call for emergency personnel: \_\_\_\_\_  
*(Normally this is 911; however, in certain circumstances, an alternate telephone number for police, fire or EMT's is needed.)*

Where should emergency personnel be directed to go? \_\_\_\_\_  
*(What is the address? To which door or gate should they come? Where will they meet school personnel?)*

Who will stay with the athlete? \_\_\_\_\_  
*(Normally, this is a coach who has first aid training, an athletic trainer, a physician who is a spectator, or a parent/guardian, if present.)*

Who will render emergency first aid until emergency personnel arrive? \_\_\_\_\_  
*(Same as above.)*

Who will meet arriving emergency personnel and direct them to the injured athlete?  
*(This could be a site manager, an athlete, a security person, or a coach.)*

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Who will call parents/guardians to inform them regarding the accident or injury?  
*(This should be the primary coach of the injured athlete.)*

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Who will be riding to the hospital with the injured athlete? \_\_\_\_\_  
*(If the event is still in progress, at least one coach must stay and continue coaching. If an additional coach is available, s/he could ride. If no one is available, and parents/guardians are not in attendance, the injured athlete may have to ride to the hospital alone – not a good idea, especially if the injury is life-threatening.)*

Who will complete the "Accident Report?" \_\_\_\_\_  
*(Normally the primary coach in charge of the team.)*

Who will be responsible for obtaining witness statements, in writing, from individuals who observed the accident or injury as it occurred?

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*(Normally a coach. These statements should be written statements. On the statement, the witness should include full name, date of birth, address, telephone number, cell phone number, what they saw, where they were situated in reference to the area where the accident or injury occurred, date and time of occurrence, any special conditions observed such as water on the floor, lightning, and any other information the witness feels might be relevant.)*