

Emergency Action Plan (EAP) Template

Printable working template | Complete with the school medical team before use.

Site identification

- ☐ School / organization _____
- ☐ Venue address _____
- ☐ Field / access gate _____
- ☐ Primary EMS vehicle access route _____
- ☐ Alternate access route _____
- ☐ Nearest appropriate receiving hospital (confirm with local EMS) _____

Emergency team

- ☐ Event lead / athletic trainer _____
- ☐ Physician (if assigned) _____
- ☐ 911 caller _____
- ☐ AED / equipment runner _____
- ☐ EMS guide / gate access _____
- ☐ School administrator / parent liaison _____

Activation checklist

- ☐ Recognize emergency and activate the school-approved EAP _____
- ☐ Call 911 when indicated; state exact venue and access instructions _____
- ☐ Assign roles; send person to meet arriving EMS _____
- ☐ Provide care within professional training and scope _____
- ☐ Coordinate handoff to EMS; document incident _____

Pre-game review

- ☐ Confirm EAP reviewed with event staff _____
- ☐ Confirm AED location and operational readiness _____
- ☐ Confirm emergency equipment and communications _____
- ☐ Confirm EMS access gate is unlocked / accessible _____
- ☐ Conduct a brief role review or rehearsal _____

Local approvals

- ☐ Athletic director / administrator approval _____
- ☐ Athletic trainer / medical lead review _____

[] Local EMS coordination where appropriate _____

[] Date of next review _____



Review note: Adapt to local school policy, athletic trainer guidance, medical oversight, applicable laws and EMS protocols. This is a planning resource, not medical advice or a substitute for a professionally approved emergency action plan.