



Emergency Contact Checklist

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

Critical contacts

- ☐ Emergency services: 911 _____
- ☐ Athletic director name / phone _____
- ☐ Certified athletic trainer name / phone _____
- ☐ Event physician name / phone (if assigned) _____
- ☐ Head coach name / phone _____
- ☐ School administrator name / phone _____
- ☐ Facility / security contact name / phone _____
- ☐ Local EMS non-emergency coordination number _____

Location details to communicate

- ☐ School and exact field address _____
- ☐ Entry gate and ambulance staging point _____
- ☐ Closest cross street / landmarks _____
- ☐ Who will meet responders _____

Before kickoff

- ☐ Verify contacts and radios / phones _____
- ☐ Confirm charged communication devices _____
- ☐ Identify backup if primary contact unavailable _____
- ☐ Store completed sheet with event medical team _____

Privacy reminder

- ☐ Store student / parent contact records in an access-controlled school system _____
- ☐ Do not publish student medical details or personal contact numbers _____

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.