

**2024 Emergency Action Plan Checklist**  
*Based on the National Athletic Trainers' Association Position Statement: Emergency Action Plan Development and Implementation in Sport*

My institution/organization....	Checklist (yes/no)	Notes
1. Has a written EAP for all sponsored activities (including in-season and out-of-season games, practices, conditioning and skill sessions)		
2(a) Has a written EAP for each venue.		
2(b) Has a written EAP for each sport.		
3. Provides educational resources for lay responders on the management of catastrophic illnesses and injuries most common in sport.		
4. Has a designated EAP coordinator ( <i>facilitates development, implementation, distribution and review of the EAP</i> ).		
5. Evaluates safety considerations for each facility when developing and updating the EAP		
6. Delineates a chain of command with anticipated roles of available personnel.		
7. Develops an EAP involving an interdisciplinary healthcare team.		
8. Distributes the EAP at least annually to all members of the interdisciplinary healthcare team.		
9. Reviews the EAP at least annually, with all members of the interdisciplinary healthcare team.		
10. Rehearses the EAP at least annually with all members of the interdisciplinary healthcare team.		
11. Documents the EAP rehearsal (including when, where, those present).		
12. Coordinates the EAP with local emergency responders and public safety officials		
13. Makes the EAP available (e.g., posted, electronic).		
14. Approved the EAP by organizational leadership and clarified with signatures.		
15. Ensures the EAP is reviewed by new athletic trainers at orientation.		
16. Conducts and documents a debriefing following an emergency event.		
17. Conducts a critical incident stress debriefing after an emergency event.		
18. Documents an incident report following the activation of the EAP.		
19. Discusses the EAP as part of a pre-event medical meeting.		
20. Conducts a readiness checks of the venue- and sport-specific EAP, including emergency equipment and EMS access points.		
21. Ensures availability and accessibility of emergency equipment.		
22. Ensures access to an AED within 3 minutes of all sport venues		
23. Outlines the need for a rapid initial head-to-toe assessment by healthcare professionals.		
24. Ensures the EAP is activated as soon as possible by the first responding individual.		
25. Ensures the EAP activation begins with contacting local emergency responders.		