

## EMERGENCY PLAN INFORMATION SHEET

### NAMES AND PHONE NUMBERS

	<i>Name/Agency</i>	<i>Phone #</i>	<i>Cell or Pager #</i>
All Emergencies	All first responders	Call 911	-
Police Department			
Fire Department			
Ambulance			
Hospital			
School Nurse			
Athletic Trainer			
Team Physician			
Athletic Director			
Principal			
Maintenance			
Other:			
Other:			

### GENERAL INFORMATION

Location of phones	
Location of walkie talkies/cell phones	
Location of pay phones	
Location of emergency vehicle & keys	
Keys for doors and gates	
Location of Local Hospital	

### BASIC PROCEDURES

- Person with highest level of first aid skills stays with the injured person.
- Send someone with information (see below) to call for assistance. (Note: Cell phone in first aid kit eliminates this step).
- Remind caller to stay calm and tell him/her where the best entrance to reach the injured person is.
- This person can also notify school personnel such as the athletic director and principal. He/she can call injured person's parents.
- Send a person to meet the medical emergency care people at predetermined entrance. Obtain necessary keys if required.
- Send school personnel with injured person to hospital.
- Record all information about the incident. (See Student Accident Report Form)