

**Year** ..... (or season) .....

brought to you by AACCA  
American Association of  
Cheerleading Coaches & Administrators  
for more information visit:  
[www.aacca.org](http://www.aacca.org)



In case of ANY injury  
**S.T.O.P**

**S**tay all activity

Require activity be ceased, assign one person to alert First Responder.

**T**alk to the athlete

Say students' name. Ask "Are you okay?". Assure you're there to help.

**O**bserve type of Injury

Relay the type of injury to the First Responder.

**P**revent immediate hazards

Scan for and remove anything that could harm injured athlete.

## Emergency Action Plan



The Controller is in charge of directing anyone away from the injury. While the Supervisor is with the participants the Controller must ensure that access to area is ONLY granted to medical personnel, administration and/or legal guardian of the injured athlete.

*It is very important to be calm. Re-enforce that the EAP (Emergency Action Plan) was practiced and prepared for this situation. Let them know that parents/medical personnel are on their way.*

Controller 1 Initials  
Controller 2 Initials  
Plan Director Initials

- **Immediately scan for any persons in the area and guide to a location away from the injury**
- **Calmly explain that there is an Emergency Action Plan that has been rehearsed**
- **Block off area keeping attention away from injury, allowing access only to proper individuals**

Stay calm and re-enforce the EAP is being handled properly, *this is not a time to explain or blame*

## Controller

Who will control the crowd and guard the area?

Who will assume responsibilities if Controller is unable to perform?

Name

Date

Name

Date



# stay with crowd

The Supervisor will stay with the uninjured athletes/participants and de-brief by immediately stating help is on the way and **there is no one to blame for the injury**.

*It is very important to be calm. Re-enforce that the EAP (Emergency Action Plan) was practiced and prepared for this situation. Let them know that parents/medical personnel are on their way.*

Instruct to be calm, helpful and supportive. Stay with athletes in a group and keep them occupied with a quiet, seated, age-appropriate activity, until action is decided and/or release to parent/legal guardian(s) is available.

Supervisor 1 Initials  
Supervisor 2 Initials  
Plan Director Initials

### Predetermined Meeting Point:

### Diagram:

- Direct athletes to a secluded location, *away from injury*, staying with them until Head Coach /adult supervisor returns

## Supervisor

Who will stay with the athletes/participants?

Who will assume responsibilities if Supervisor is unable to perform?

Name

Date

Name

Date

4

stay with athletes



When at all possible, the Director and alternate Director should be an adult supervisory staff member, the best case scenario places a certified adult available for these two roles at all times.

\* Only the adult/supervisory Director will complete the following:

(Responsibility is deferred to the Head Coach/Administrator if it is not possible to provide an adult director.)

- The Director (and/or First Responder) should be responsible for following through with a Communication Plan after the injury and completing the Incident Report with correct times, action and statement from the First Responder.
- The Director (and/or First Responder) should plan, run, and record a rehearsal of the Emergency Action Plan. When possible the Director should invite local Medical Personnel to the practice/gym location for the rehearsal.

Director 1 Initials  
Director 2 Initials  
Plan Director Initials

- **Place and instruct responsible person(s) to stand near the site of the injury and in direct sight, if possible, to the doorway to wave and direct medical professionals**
- **Place and instruct responsible person(s) to stand outside building at or near road to wave and direct EMTs**
- **Collect a copy of the Medical Release/Consent to Treat Form**
- **Greet EMT at the door, if possible use the nearest emergency exit with drive up access for ambulance**

"The injured athletes condition is.....  
(tell EMT the state of injured athlete i.e. consciousness, breathing and circulation)

"The injury..... "Injured person is.....  
(BRIEFLY describe how injury happened) (state age and sex)

"We have a form with medical history.....  
(state allergies, medical history, consent to treat)

- **Stay with EMT until they relieve the First Responder**

## Director\*

Who will meet and direct the medical personnel ?

Who will assume responsibilities if Director is unable to perform?

Name

Date

Name

Date



# meet and direct EMT

\* The first responder, and if at all possible, the substitute first responder should be an adult supervisory staff member certified in CPR, First Aid, Biohazard and AED if applicable. The First Responder(s) and Director(s) should be a part of the planning and trained in emergency situation management.



- **Determine degree of Injury**
- **Communicate Clearly action needed**

i.e. "This is not a drill, Call 9 - 1 - 1" or "We have a minor injury, clear the floor"

### Health Threatening



- Declare if an injury does not need emergency care
- Provide appropriate First Aid

### Exposure Threatening



- Check for immediate hazards
- Consider Exposure Control and treat

### Life or Limb Threatening



- Immediately check A, B, C's
- If and when injured athlete has a clear airway, is breathing and has a pulse provide further necessary care until EMT has arrived (i.e. Immobilization, AED, any wounds, etc.)

*Stay with injured athlete at all times*

*If any sort of head, neck or spine injury is suspected: DO NOT ATTEMPT TO MOVE him/her (provided the area is free of immediate hazard).*

## First Responder\*

Who will care for the injured athlete?

Who will assume responsibilities if First Responder is unable to perform?

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

2

care for injured athlete



The Caller should know where the closest land line is and understand the script to expedite care.  
If the caller is an adult or supervisor they should call the emergency contact when the paramedics arrive.

## ALL team members should be trained on calling 9 - 1 - 1

Caller 1 Initials
-----
Caller 2 Initials
-----
Plan Director Initials
-----

### Important Local Phone Numbers ( 9 - 1 - 1 in case of emergency)

Police ..... Fire Station .....

Hospital ..... Poison Control.....

Other (i.e. insurance, administration, etc.) .....

#### • Call 9 - 1 - 1

*Use the closest land-line: DO NOT use a cell phone unless absolutely necessary*

**stay calm**

"We have a medical emergency. Our location is .....  
(building # and street)  
-----  
(City, State and Zip Code)

"The nearest intersection is .....  
(roads)

"The injured athlete .....  
(tell operator condition: breathing status, pulse status, injury status)

"The injury occurred .....  
(describe how the injury happened using clear and concise terms)

#### • Stay on the line until the EMT arrives

### Caller

Who will call 9 - 1 - 1?

Who will assume responsibilities if Caller is unable to perform?

Name

Date

Name

Date



**call 9 - 1 - 1**