

# Emergency Plan

(Place in sheet protector and keep in binder at all times)

**Meeting place in case of evacuation:** \_\_\_\_\_

**In case of emergency call 911** - if parent is on site, assist as needed.

“We are located at \_\_\_\_\_, \_\_\_\_\_  
(school name/event location) (address)

One of our squad members has injured their \_\_\_\_\_  
(describe the injury)

and needs an ambulance. Please come to the \_\_\_\_\_  
(location i.e., playground, cafeteria, PE room etc.)

Located at \_\_\_\_\_  
(brief directions – i.e., through the front entrance and down the 1<sup>st</sup> hall to right)

We will have someone there to direct you.”

**Stay on the line until the ambulance dispatcher says you can hang up. Next,  
call the injured team members parent/guardian.**

(unless a 2<sup>nd</sup> phone is available and an adult can call parent/guardian at the same time)

Assign older, reliable team members to be the 911 caller and 2 members to meet the ambulance (in case coach/assistant needs to attend to the injured team member or is the one injured)

911 caller:

Meet Ambulance:

- |          |                  |
|----------|------------------|
| 1) _____ | 1) _____ & _____ |
| 2) _____ | 2) _____ & _____ |
| 3) _____ | 3) _____ & _____ |

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Principal Name: \_\_\_\_\_ School Office Number: \_\_\_\_\_

**\*\*Instructions from School Admin on notifying them of the emergency that happened on school property (list administrator to call & phone number if office is unattended):**

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Principal or Assistant Principal Signature:** \_\_\_\_\_

*Have an Emergency plan form filled out for each area that you might be assigned to practice (ie Mon. in the cafeteria and Wed. on the playground field). Keep a few blank copies in the sheet protector. Fill one out for each performance or event. It may seem like a lot of trouble but it will be worth it in the event of emergency!*