

About the EAP Debrief Note

How to conduct and document a post-emergency incident debrief meeting

'After an emergency event, the individuals involved in the emergency response and organizational leadership should conduct and document a debriefing, which may identify strategies to improve the Emergency Action Plan.'

-- Scarneo-Miller et al, NATA Position Statement: Emergency Action Plan Development and Implementation in Sport.

- **Conduct the debriefing meeting promptly** after the incident, ideally within 24-48 hours, when the details are still fresh in everyone's minds.
- **Invite all individuals** who were involved in the emergency response such as personnel, key witnesses and stakeholders.
- **Ideally, a neutral facilitator should guide the discussion.** However, if this is not possible, it should be an individual experienced in leading meetings and group discussion.
- **Review the facts** of the incident including what happened, timeline of events, action taken and the outcome.
- **Identify what went well**, acknowledge successes and the positive aspects of the response, reinforcing what worked effectively.
- **Identify areas of improvement** with an open discussion of what could have been done differently, including communication gaps, procedural issues, actions taken, or training needs.
- **Develop an action plan** based on the discussions to address identified issues and ways to prevent a similar issue in the future if applicable.
- **Document the meeting's key points**, identified issues and action plan, as well as who was in attendance.
- **Encourage participants to share their personal experience, emotional reactions and observations** of the incident. Schedule a critical incident stress debriefing with a trained facilitator if applicable. Offer support resources for mental health, stress management, and other related services.

EAP Prep Checklist

Splints and slings
Emergency oxygen
Pulse oximeter
AED
Blood pressure cuff
Glucometer
Glucose gel and snacks
Gauze
Tourniquet
CPR barrier
Equipment removal tools
Backboard
Cervical collar
Rectal thermometer
Cold immersion tub
Epipen
Narcan
Spare quick relief asthma inhaler
Dental injury storage device

Emergency Action Plan rehearsed and communicated to all parties

Pre-Event Medical Time Out

To document your debriefing, click the More tab on a signed and locked SOAP note, then select EAP Debrief Note from the side pop-out menu.