

**Identify the
Emergency:**

Assess the Team (Who needs to do what? Who will lead? Outside people needed?)

Build the timeline (When do things need to be done?)

Create Communication (How will people know what to do and who to contact?)

Determine needs and supplies (What will we need in the event of this emergency? Do we have it and where is it located- in the event of an AED, etc. who is qualified to use it?)

Establish Environment- Where will people go? Where would parents pick children up?

Follow up – What needs to be done at the end or after the emergency? Incident report? Notify AYSO? Mental Health Supports? How did everything go and are changes needed to this process?