

Emergency Action Plan - Directions

1. Go to www.wvssac.org – In the middle of page click on Emergency Action Plan.
2. Click on “enable editing”
3. Completely fill out form
4. When completed, click file, save as and then name the file by sport and year (ex. Varsity Football 2017)
5. Go back to main page of the WVSSAC and use Admin Login. At the bottom of the page is “submit Emergency Action Plan”. Attach sport specific file to each sport.
6. At the bottom of the page, click “Save Plans”.
7. A pop-up window will appear saying “Your submission has been received”.
8. If you have “review” button under sport, that means action plan has been submitted.