

Dale County High School Athletic Emergency Action Plan

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, and prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be

maintained with the athletic director. **All coaches are required to have CPR, First Aid, AED, and concussion management training certifications.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The four basic roles within the emergency team are:

1. Establish scene safety and immediate care of the athlete:

- a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).

2. Activation of Emergency Medical Services:

- a. This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team.

3. Equipment Retrieval:

- a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.

4. Direction of EMS to the scene:

- a. One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Activating Emergency Medical Services

Call 9-1-1

Provide information

- Name, address, telephone number of caller
- Nature of the emergency (medical or non-medical)*
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (i.e. "use the south entrance to the school off Asylum St.")
- Other information requested by the dispatcher
- DO NOT HANG UP FIRST

*if non-medical, refer to the specified checklist of the school's non-athletics emergency action plan

Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page 5-7 for emergency communication guidelines for Dale County High School.

Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experiences doubt in their mind regarding the severity of the situation should consider a “load and go” situation and transport the individual.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions.

Post EAP Activation Procedures:

Documentation

Documentation must be done by ATC (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing

A team comprising of the ATC, AD, coaches, nurse and one or two other school district employees not involved with the situation must discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to EAP should be made for promptness.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department “ownership” in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Dale County High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the relevant EAP will be in each medical kit which is to be kept with the coach at every practice/event
3. A copy of the EAP will be posted on the wall in the athletic training room.

Chain of Command

The athletic training should always act as primary care-givers at the site of the injury or accident (when on-site) and would manage the situation according to the following rank:

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

DALE COUNTY CHAIN OF COMMAND (Most medically qualified)

1. CERTIFIED ATHLETIC TRAINER-HANNAH WHIGHAM
2. ADMINISTOR-MATT HUMPHREY
3. ATHLETIC DIRECTOR-WILL GARNER
4. HEAD COACH
5. ASSISTANT COACH
6. OTHER ATHLETES

**this chain of command would be completed per team in the event that the chain is different per team*

The highest person in the chain of command who is present at the scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

EMS PROTOCOL

When you call EMS, provide your name and title or position, current address, telephone number, number of individuals injured, condition of injured, first aid treatment already administered, specific directions, and other information as requested.

Emergency Telephone Numbers

This list is only to be used in case of an emergency.

Off Campus Contacts	Phone Number
Emergency	911
Police department	334-983-1944
Fire and Ambulance	334-726-7011
[Nearest] Hospital	Flowers Hospital
[Second Nearest] Hospital	Dale Medical
Hazardous Materials	800-467-4922
Poison Control Center	800-222-1222

IMPORTANT PHONE NUMBERS:

Athletic Trainer: Hannah Whigham (334) 790-5067

Main Office: (334) 983-3541

Athletic Director's: Will Garner's Cell: (334) 740-1279

Principal: Matt Humphrey Cell: (334) 726-5524 Office: (334) 983-3541 ext. 20130

Assistant Principal: Ben McNeal Cell: (334) 701-2989 Office: (334) 983-3541 ext. 20140

Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit on site for events covered by ATC
 - First Aid Kit located with coach
1. AED
 - a. Located with ATC for all covered events
 - b. Located with coach of highest need, determined by athletic trainer, athletic director and coach prior to season
 - c. Additional AED located outside Dale County High School Gymnasium in lobby, main office of school, and football assistant coach's office, short hall exit door (ATC will have their own AED as well)
 2. Nearest phone
 - a. Athletic Trainer's personal cell phone when covering events
 - b. Coaches' personal cell phones
 3. Rescue Inhaler
 - a. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
 - b. Inhaler must be left with coach (labeled with name) during practices and games (not left in personal bag)
 - c. Athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.
 4. Epi Pen
 - a. Coaches are responsible for each student who has an epi pen and is responsible for bringing their epi pen with them to all practices/games
 - b. Epi pen must be left with coach (labeled with name) during practices and games (not left in personal bag)
 - c. Athletic trainer may be given a backup Epi pen by the parent or child to keep as a backup in the med kit.
 5. Splints
 - a. With ATC during events or in ATR (Health Science Class Room)
 6. Spine boards/Cervical Collar
 - a. Will be provided by EMS upon arrival
 - b. Additional Spine Board is located in Wet Room of Football Field House should it be necessary
 7. Bio-hazard Materials
 - a. Red bags – in each med kit
 - b. Disposal Bin – in ATR (Health Science Class Room)

General Plan of Action

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
 - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!
 - b. Check card for 911 call instructions for your location
4. Perform emergency CPR/First Aid
 - a. If severe bleeding – instruct individual to assist with bleeding control
5. Instruct coach or bystander to get AED
 - a. **Location of AEDs:**
Main Office Lobby
Gymnasium Lobby
Football Assistant Coach's Office-Field House
End of 100 and 200 Hall (Closest Location for Practice Field/Softball Field)
Additional with Athletic Trainer (or in Health Science Classroom)
6. Instruct coach or bystander to control crowd
7. Contact the Athletic Trainer of Dale County High School if they are present at the school but not on scene
 - a. There are multiple phones located at Dale County High School.
 - b. They are located: Main office, Basketball office, Softball office, Guidance Counselors office, Athletic Directors office, Business Tech classroom, AG office, and At Risk Counselors office.
8. Contact parents
 - a. **Emergency contact information can be found in the Main Office Storage Closet and/or the Athletic Directors Office. Emergency contact information is also located on DCHS Powerschool system.**
 - b. If a parent is not present, the form should accompany the athlete to the hospital.
9. Contact Athletic Director
10. Contact Principal/Vice Principal
11. Instruct individual to meet ambulance to direct to appropriate site
 - a. **Venue is located at: 11740 South County Road 59 Midland City, AL 36350.**
 - b. The closest intersection to the venue is Hinton Waters Ave and County Road 59.
 - c. Pertinent landmarks include: Railroad tracks and Water Tower.
12. Assist with care as necessary
13. Assistant coach must accompany athlete to hospital – either in ambulance or follow by car
 - a. If transport is deemed necessary by EMS, the athlete will be taken to the closest emergency room, unless the parent requests otherwise.
14. Document the event

Emergency Action Procedures

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Dale County Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

- 1) Check the scene
 - a) Is it safe for you to help?
 - b) What happened?
 - c) How many victims are there?
 - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **11740 South County Road 59 Midland City, AL 36350**
 - d) Any additional information
 - e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Dale County High School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief
- 10) Documentation of Seasonal Coaches Educational Meeting

Lock Down Procedures:

- 1) Evacuate all athletes to safe location
 - a) Football/Soccer to Field House
 - i. This includes band members during home football games or band practices
 - b) Basketball/Volleyball to Home Locker Rooms
 - c) Baseball to Field House
 - d) Softball/Track (Practice) to Short Hall or Locker Room
- 2) After evacuation and all clear from police department, check the scene
 - a) Is it safe for you to help?
 - b) What happened?
 - c) How many victims are there?
 - d) Can bystanders help?
- 3) Instruct coach or bystander to call 911