



EMERGENCY ACTION PLAN

for

SELAH HIGH SCHOOL

Selah, WA

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Planning For and Dealing With Emergencies

Organizations that sponsor athletic events have a duty to develop a plan for emergencies that can be implemented immediately, and to provide appropriate care to all participants and spectators. Injuries and illnesses can occur at any time and during any activity. Preparation by the sports medicine team and other involved staff is essential to providing safe facilities.

Roles of First Responder

The first responder is the first person who comes upon the scene of an injury or illness. The first responder should:

1. Quickly assess the situation to determine the needed actions.
2. If necessary, activate EMS / Call 911. (See: When To Call 911) – The first responder should designate a coach, assistant coach, certified athletic trainer, or administrator to call 911, so they are free to provide care.
3. If it is not already on site, retrieve necessary emergency equipment, or have an assistant coach or student athlete do so.
4. Provide immediate care to the injured or ill person. – Administer first aid based on level of knowledge and training.
5. Notify the certified athletic trainer or student athletic trainer on duty as soon as it is safe to do so. Preferably, send another individual (student athlete, coach) to do so. If required care is beyond the ability of the first responder, notify them immediately.
6. Send an assistant coach or student-athlete to notify the administrator on duty.
7. Ensure the scene is controlled. Have an administrator, assistant coach, or student athletic trainer (in that order) limit the scene to first aid providers and move bystanders away from the area.
8. Have an administrator, certified athletic trainer, or head coach notify the parents of any students that may be injured or seriously ill.

When to Call 911

Emergency Medical Services (EMS) can be activated by calling 911 (or 9-911 from a school telephone). Situations that warrant the activation of EMS include unconsciousness lasting more than 1 minute, breathing emergencies (choking, severe asthma attack, allergic reactions, not breathing), cardiac emergencies (heart attack, cardiac arrest, no pulse, persistent chest pain/pressure), possible spinal injury (See: Spine Injury Management), severe bleeding or vomiting blood, fractures that penetrate the skin, dislocations (exception: fingers and toes), natural disasters (fire, severe flooding), seizures lasting more than 5 minutes or to someone not known to have a seizure disorder, or extreme pain with no known cause.

Activating EMS

When activating EMS (calling 911, or 9-911 from a school telephone), you will need to listen and respond to the questions asked by the dispatcher. Information needed includes:

1. Your name and title
2. Where you are calling from, both location and phone number
3. The nature of the emergency (why are you calling)
4. The number of persons involved, and their approximate ages
5. The treatment that is being administered at that time, and by whom

6. The best place for the ambulance to come (See: Venue Directions for specific facility)
If instructed to do so, wait on the phone line. If told by the operator to hang up, do so last.

After hanging up, designate and instruct an individual (student athletic trainer, student athlete) to flag down and direct the ambulance and EMS crew from the main road to your location.

Student Emergency Information

Emergency information for each student athlete is kept on file in the athletic training room, the athletic director's office and with each individual coach. At the beginning of each season, the athletic department will provide the coaches with pertinent medical information and emergency contacts for each student athlete.

Transportation of Athletes with Injuries

Minor and moderate injuries that are not life-threatening or emergent but need transportation for additional medical care should be transported by a parent or guardian. EMS will transport any severe injuries and when parents or emergency contacts are not available. Selah High School staff should not transport student athletes. Unless with expressed, written consent of the student athlete's parent or guardian.

Medications

The certified athletic trainer and Selah High School staff will never dispense any medications of any kind, including over-the-counter medications, to students or student athletes. Student athletes must be responsible for their own medications.

Spine Injury Management

Any athlete suspected of having a spinal injury **should not be moved** and should be treated as if a spinal injury exists. Also, treat any unconscious person as if a spinal injury exists.

Signs and symptoms of spinal injuries include pain in the neck or back along the spine, numbness or tingling, weakness, inability to move the arms or legs, and loss of bladder/bowel control.

If a spinal injury is suspected, send someone to notify the head athletic trainer immediately. One person should maintain neck stabilization and not release until the athletic trainer or EMS arrives and takes over.

If the athlete's basic life support functions are also compromised (See: Initial Assessment), activate EMS immediately. Otherwise, the athletic trainer will make an assessment on spinal injury and activate EMS if necessary.

On-field Management / Immediate Care

Initial Assessment

Assess the situation and form a general impression of the athlete's overall condition, including airway, breathing, and circulation, based on level of knowledge. Activate EMS *immediately* if there are any concerns regarding basic life support.

Assessing the "ABCs"

Airway – Is the athlete’s airway open? For suspected spinal injury, use the jaw thrust technique to maintain an open airway.

Breathing – Is the athlete breathing on their own?

Circulation – Does the athlete have a pulse? Check at the carotid or radial artery.

If the athlete is talking, screaming, crying, etc., your ABCs are complete and normal. If they are compromised or not normal, call 911 immediately. If an athlete must be moved to maintain airway, breathing, or circulation, they should be placed on their back while maintaining spine immobilization.

Consciousness

Assess athlete’s level of consciousness. Manage an unconscious athlete as though a spinal injury exists until proven otherwise.

Neurological Screening

- Assess motor (movement) and sensory (feeling) function in both arms and both legs.
- Have the athlete “press the gas pedal” with both feet, wiggle toes on both feet, squeeze your hands with theirs, and wiggle fingers on both hands. Also touch their arms, legs, fingers, and toes to see if they can feel the sensation. Any pain or abnormal sensation indicates a positive neurological screening and possible spinal injury.

Emergency Plan Activation

If a spinal injury is suspected, activate EMS by calling 911.

Immobilization and Transportation

One person should maintain neck stabilization and not release until the certified athletic trainer or EMS arrives and takes over. Cervical collars may also be used with direction of the certified athletic trainer or EMS.

If moving the injured athlete to a spine board is necessary, maintain stabilization of the head and neck. When rolling the individual, move the head and trunk as one unit. All athletes suspected of having a spinal injury should be transported via ambulance to the nearest hospital.

Spine boarding will **only** occur if the athlete cannot feel his/his hands or legs or cannot move their limbs. This will be a joint decision between the certified athletic trainer and EMS.

Equipment Removal Management of Athletes with Spine Injury

Sports helmets and other protective equipment should, in most cases, be left in place. If equipment needs to be removed it should be done by the certified athletic trainer or medical personnel. Helmets and shoulder pads can help in stabilization of the head, neck, and spine. Any facemasks should be removed, while maintaining stabilization, in order to have access to the airway, regardless of current respiratory status. Facemasks can be removed by the certified athletic trainer or anyone with knowledge of how to do so. Proper tools should be kept readily available in order to remove the facemask quickly and efficiently.

Emergency Action Plan – Location: SHS Main Gymnasium

Facilities include: Main gymnasium

Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: Landline telephone in either athletic training room, or cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (cervical collars, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located near the gymnasium and in the main office. In addition the certified athletic trainer will have an AED with him/her at all times.

Venue Directions: Entrance for main gyms will be at the main entrance of the school North 1st street & Palmer Drive. Emergency medical vehicles can park out in front of the school and go through the main entrance to access the facilities.

Venue Map:



Emergency Action Plan – Location: Lower Fields

Facilities include: Lower football/soccer practice fields

Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: No landline telephone immediately available. Closest landline telephone is in the athletic training room. Use cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (cervical collars, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located outside of the athletic training room in the gym. An additional AED is located in the main office of the school.

Venue Directions: Fields are located at the central part of the Selah High school campus. To enter the fields, travel north on 1st street, turn east onto Goodlander Road and enter the field parking lots (on the right side of the road) near Lancaster Road.

Venue Map:



Emergency Action Plan – Location: Football/Soccer Stadium

Facilities include: Football & soccer stadium

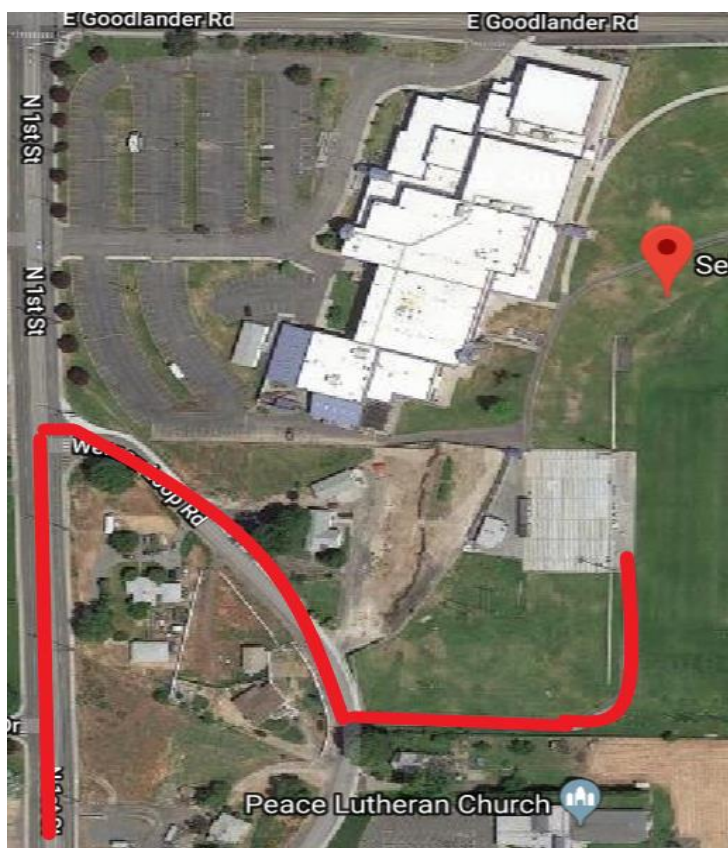
Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: No landline telephone immediately available. Closest landline telephone is in the athletic training room. Use cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (crutches, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located outside of the athletic training room in the gym. An additional AED is located in the main office of the school. An additional AED is kept with the certified athletic trainer at all times.

Venue Directions: To access the stadium field, EMS would travel north on 1st Ave and turn down Wernick's Loop (just past the middle school) to access the paved road that will lead to the stadium field.

Venue Map:



Emergency Action Plan – Location: Tennis Courts

Facilities include: Tennis Courts

Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: No landline telephone immediately available. Closest landline telephone is in the athletic training room. Use cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (crutches, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located outside of the athletic training room in the gym. An additional AED is located in the main office of the school. An additional AED is kept with the certified athletic trainer at all times.

Venue Directions: Go North on 1st street, turn right onto Goodlander RD and then another right onto Lancaster Road. Follow all the way down past baseball/fastpitch fields until the tennis courts are in site.

Venue Map:



Emergency Action Plan – Location: Fastpitch Field

Facilities include: Fastpitch fields

Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: No landline telephone immediately available. Closest landline telephone is in the athletic training room. Use cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (crutches, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located outside of the athletic training room in the gym. An additional AED is located in the main office of the school. An additional AED is kept with the certified athletic trainer at all times.

Venue Directions: Fields are located at the central part of the Selah High school campus. To enter the fields, travel north on 1st street, turn down Wernex Loop and go to the paved road, drive straight to the fastpitch fields.

Venue Map:



Emergency Action Plan – Location: Baseball Fields

Facilities include: Baseball fields

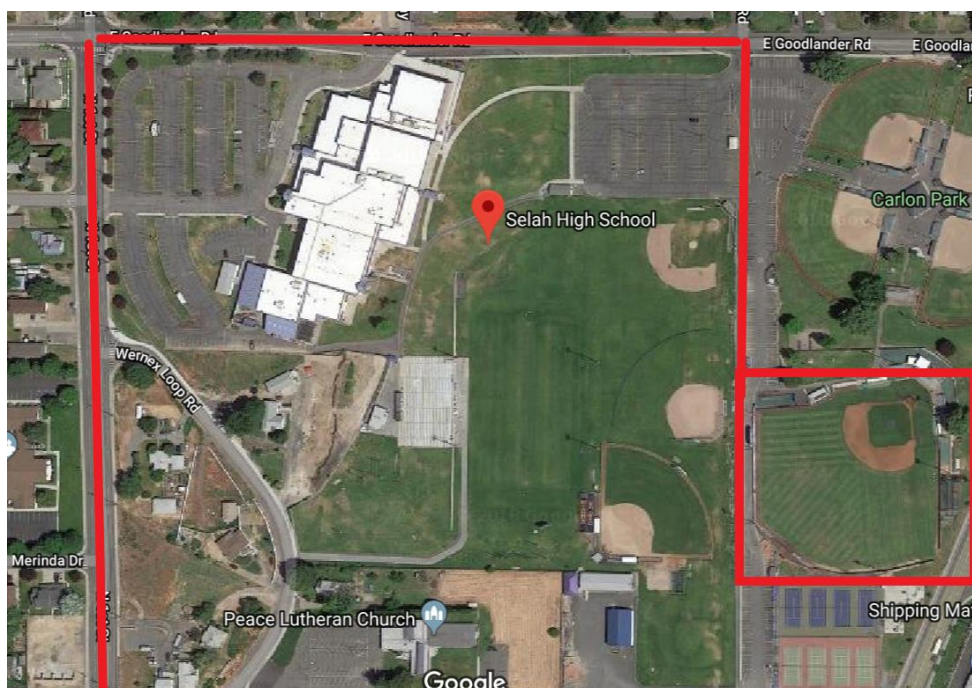
Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: No landline telephone immediately available. Closest landline telephone is in the athletic training room. Use cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (crutches, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located outside of the athletic training room in the gym. An additional AED is located in the main office of the school. An additional AED is kept with the certified athletic trainer at all times.

Venue Directions: Go North on 1st street, turn right onto Goodlander RD and then another right onto Lancaster Road. The main baseball field are the second set of fields on the left side.

Venue Map:



Emergency Action Plan – Location: Wrestling Mat Room

Facilities include: Wrestling mat room

Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: No landline telephone immediately available. Closest landline telephone is in the athletic training room. Use cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (crutches, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located outside of the athletic training room in the gym. An additional AED is located in the main office of the school. An additional AED is kept with the certified athletic trainer at all times.

Venue Directions: Enter the main parking lot of the high school, turn right down the first row of parking spots. Go straight past the greenhouse and ticket booth and park on the lower concrete slab. There will be personnel waiting for you at the doors.

Venue Map:



Emergency Action Plan – Location: SHS Auxiliary Gym

Facilities include: Aux Gym

Emergency Personnel: Certified athletic trainer on site for practices and competitions, student athletic trainers, coaching staff with first aid and CPR certifications

Emergency Communication: No landline telephone immediately available. Closest landline telephone is in the athletic training room. Use cellular telephones as available.

Emergency Equipment: Team medical kit on site for events. Additional first aid supplies (tape, gauze, bandages, crutches, splints, ice, etc.) and emergency equipment (crutches, vacuum splints, etc.) are available in athletic training room. An Automated External Defibrillator (AED) is located outside of the athletic training room in the gym. An additional AED is located in the main office of the school. An additional AED is kept with the certified athletic trainer at all times.

Venue Directions: Entrance for main gyms will be at the main entrance of the school North 1st street & Palmer Drive. Emergency medical vehicles can park out in front of the school and go through the main entrance to access the facilities.

Venue Map:



Approval and Acceptance of Emergency Action Plan

Selah High School Athletic Director

Date

Selah High School Principal

Date

Selah High School Athletic Trainer

Date