

Duchesne Academy of the Sacred Heart Athletics Emergency Action Plans



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Emergency Action Plan for Athletics

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken to provide the best possible care to the sports participant in emergency and/or life-threatening conditions. The development and implementation of an emergency 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 staff and contracted providers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. Preparation involves formulation of an emergency plan, proper coverage of events, maintenance of emergency equipment and supplies, utilization of emergency medical personnel, and continuing education in 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 to be managed appropriately.

Components of the Emergency Plan

These are the basic components of every emergency action plan for all athletic function:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Venue Directions

An **emergency is the need for Emergency Medical Services (EMS)** to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators, and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Examples of situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- A suspected neck or back injury
- An athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be controlled

Post EAPs in:

- Athletic Training Room
- Coaches Office
- Locker Room
- Next to AED box in gym foyer
- Concession Stand
- Health Clinic

Emergency Plan Personnel

The type and degree of sports medicine coverage for an athletic event may vary widely, based on the sport or activity, the setting, and the type of training or competition. Certification in cardiopulmonary resuscitation (CPR) & automated external defibrillator (AED) application, athletic safety, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without an emergency team. The emergency team may consist of several healthcare providers including physicians, emergency medical technicians, licensed/certified athletic trainers (LAT/ATC) as well as student athletic trainers, coaches, parents, and possibly other athletes and bystanders. Roles of these individuals may vary depending on factors such as the number of members of the team, the athletic venue itself, qualifications/certifications, or the preference of the head coach or athletic trainer.

Roles within the Emergency Team

1. **First Responder** Establish scene safety and immediate care of the athlete: acute care should be provided by the most qualified individual on the scene. If an Athletic Trainer is available, this role will be assumed by the Athletic Trainer (AT)
2. **Activator** initiates EMS (dials 9-1-1 and relays information: the person chosen for this duty should be calm under pressure and communicate well over the telephone. This person should also be familiar with the location and address of the sporting event.
3. **Retriever** collects AED/supplies as directed by first responder: someone familiar with the types and location of the specific equipment needed (i.e., student athletic trainers, coaches, and athletes)
4. **Receiver** Direction of EMS to scene and ensures access: one person responsible for meeting emergency medical personnel as they arrive at the site of the emergency. This person should have keys to any locked gates or doors that may slow the arrival of medical personnel.

Activating the EMS System

Calling 911

Providing Information:

- name, address, telephone number of caller
- nature of emergency, whether medical or non-medical *
- number of athletes
- condition of athlete(s)
- first aid treatment initiated
- specific directions to locate the emergency scene
- other information as requested by dispatcher

Chain of Command:

The athletic trainer oversees the emergency until EMS arrives. Doctors will assist if summoned by the Athletic Trainer (AT). Coaches and student AT aides are also available to assist the AT but only if asked. Exceptions include the visiting Athletic Trainer, and when the Athletic Trainer is not at games or practices the head coach is in charge until the AT or EMS arrive.



Emergency Qualifications:

It is required that AT and coaches are all certified in CPR/AED and basic first aid as the AT may have coaches assist in providing emergency first aid as necessary. New staff involved in athletic activities should comply with this rule by the beginning of sport/activity. It is recommended that all personnel also be trained in the prevention of disease transmission.

EAP Training and Personnel:

Once the emergency plan has been developed, it must be implemented. Education and rehearsal are necessary for EAP to be successful. Personnel involved in EAP training should include, but are not limited to, AT for school, AT student aides, all coaches, doctor(s), local emergency room doctor(s), paramedics, and other EMS responders. AT will oversee annual training and will meet with coaches before each season begins to rehearse EAP for each sport that season. Training will involve a review of EAP, a presentation of expectations and standards that each person will be held accountable for, assignments of responsibilities, and rehearsal EAP. If applicable, the team physician should be at these meetings otherwise, AT will coordinate with team physician. A thorough understanding of the procedures associated with the emergency care plan is required to ensure quick and successful care.

Responsibilities of Emergency Team Members:

During home games, the home team AT is responsible for both home and visiting teams unless the visiting team’s AT is present. Since there is only one AT on campus, all coaches are responsible for emergencies during practice and games until AT, EMS, or physician arrives on scene. Since insurance coverage varies among athletes, parents may decide how their athlete is cared for and where they are cared for. Parents are the primary person to accompany student to hospital. If parents are not around, assistant coach will accompany athlete to hospital.

Emergency Communication

Communication is the key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response and should have contact information established as a part of pre-planning for emergency situations. Communication prior to the event is an effective way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system.

Emergency Equipment

All necessary emergency equipment should be at the site of activity/event and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked and maintained on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. An equipment inspection log for continued inspection is strongly recommended. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise

Medical Emergency Transportation

There should be a designated location with rapid access to the site and a clear route for EMS to enter/exit the venue. If an ambulance is not present at an event, entrance to the facility should be clearly marked and accessible.

In a medical emergency evaluation, the emergency care provider identifies emergencies requiring critical intervention and makes transport decisions. In an emergency, the athlete should be transported by ambulance, where the necessary staff and equipment are available to deliver care. Emergency team should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness, airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a "load and go" situation and emphasis placed on rapid evaluation, treatment, and transportation.

Environmental Conditions:

In case of lightning, the AT will alert the referee or athletic director to stop the game according to the school's adopted lightning policy. The AT will be the advisor role, assisting in monitoring weather conditions and advising when to evacuate and seeking shelter. If the situation does arise where weather conditions might affect athletes, AT will keep track of weather conditions via the school's weather monitoring system and app. AT Should reference the NATA Position Statement: Lightning Safety for Athletics and Recreation for lightning guidelines. AT should also follow the NATA Position Statement: Exertional Heat Illnesses as a reference for determining extent or modification of practices, signs and symptoms, prevention, and treatment of heat injuries and illnesses.

Non-Medical Emergencies

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the school's emergency action plan.



AED- Automated External Defibrillator

Campus Locations - Athletics

1. **Foyer of Gymnasium:** mounted on wall to the right of the main gym door.
2. **Athletic Training Room:** 2 portable AED's are located in the ATR. These will go out to sidelines/fields during home competitions.
3. **Annex:** mounted on the wall, inside near the door.

EMERGENCY ACTION PLAN FOR ATHLETICS

Agee Family Sports Complex (Field Hockey, Lacrosse, Soccer)

ADDRESS: 10202 Memorial Drive, Houston, TX 77024

DIRECTIONS: Heading west on Memorial Drive, turn right at the Duchesne entrance/security gate. Turn left after the gate and follow the parking lot to the right toward the parking garage. Turn right again toward the circle drive. There is a gate to enter the field at the far corner of the field.



EMERGENCY PERSONNEL: Onsite Athletic Trainer, Coaches, Administrator on Duty

EMERGENCY COMMUNICATION: to activate EMS call 911 first

****A second coach will notify security gate at 281-628-5086 and go to gate to direct EMS to scene****

Cell phone numbers	
Rachel Burgess Athletic Trainer	832-477-7525
Alye Inman Head of Athletics	713-816-7712
Tiffani Echeverria Assistant to Head of Athletics	823-457-4095

EMERGENCY EQUIPMENT:

- **AED:** on sideline with AT for games, in athletic training room for practices
- **Medical kit:** on sideline
- **Splint Bag:** on sideline for games, in athletic training room for practices

ROLES OF FIRST RESPONDERS:

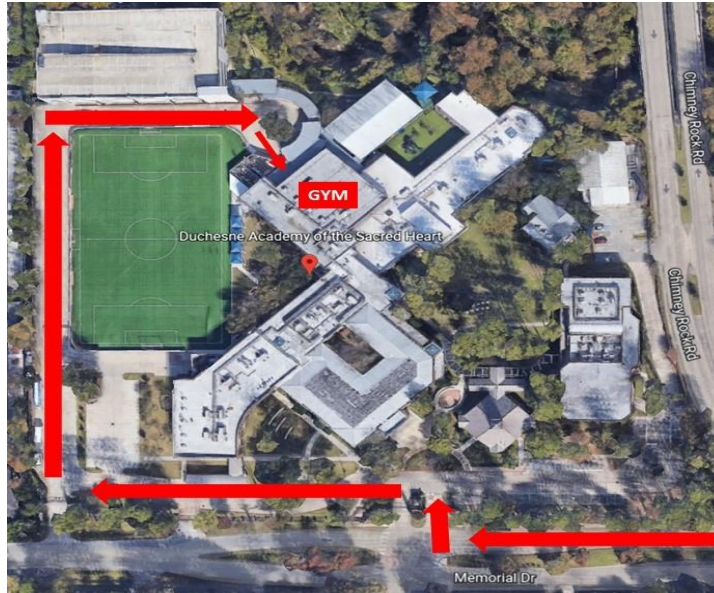
1. Immediate care of the injured or ill person by the most medically trained individual.
2. Activation of emergency medical system (EMS).
 - a. **911 call** (provide name, address, your telephone number, number of individuals injured, condition of injured, first aid treatment currently being done, specific directions, etc.).
 - b. Notify proper emergency personnel if not present. ATC, AD
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to flag down and direct EMS to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from area

EMERGENCY ACTION PLAN FOR ATHLETICS

Gymnasium (Volleyball, Basketball)

ADDRESS: 10202 Memorial Drive, Houston, TX 77024

DIRECTIONS: Heading west on Memorial Drive, turn right at the Duchesne entrance/security gate. Turn left after the gate and follow the parking lot to the right toward the parking garage. Turn right again toward the circle drive. There is a gate to enter the field at the far corner of the field.



EMERGENCY PERSONNEL: Onsite Athletic Trainer, Coaches, Administrator on Duty

EMERGENCY COMMUNICATION: to activate EMS call 911 first

**** A second coach will notify security gate at 281-628-5086 and go to gate to direct EMS to scene ****

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EMERGENCY EQUIPMENT:

- **AED:** on sideline with AT for games, in athletic training room for practices
- **Medical kit:** on sideline
- **Splint Bag:** on sideline for games, in athletic training room for practices

ROLES OF FIRST RESPONDERS:

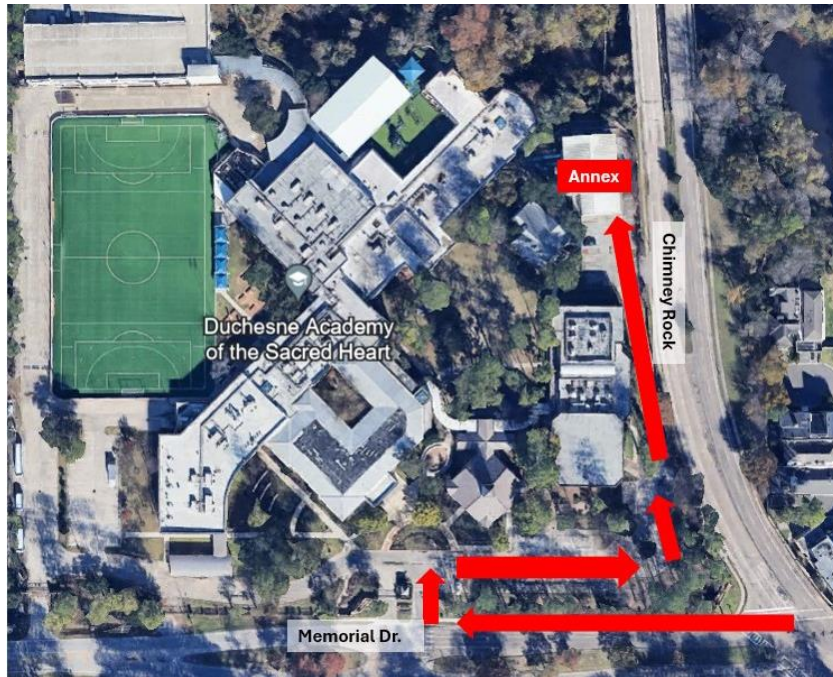
5. Immediate care of the injured or person by the most medically trained individual.
6. Activation of emergency medical system (EMS).
 - a. **911 call** (provide name, address, your telephone number, number of individuals injured, condition of injured, first aid treatment currently being done, specific directions, etc.).
 - b. Notify proper emergency personnel if not present. ATC, AD
7. Emergency equipment retrieval
8. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to flag down and direct EMS to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from area

EMERGENCY ACTION PLAN FOR ATHLETICS

Annex Dance Studio (Charger Girls)

ADDRESS: 10202 Memorial Drive, Houston, TX 77024

DIRECTIONS: Heading west on Memorial Drive, turn right at the Duchesne entrance/security gate. Turn right after the gate and follow the drive until it ends at the Annex



EMERGENCY PERSONNEL: Onsite Athletic Trainer, Coaches, Administrator on Duty

EMERGENCY COMMUNICATION: **to activate EMS call 911 first**

****A second coach will notify security gate at 281-628-5086 and go to gate to direct EMS to scene****

Cell phone numbers	
Rachel Burgess, Athletic Trainer	832-477-7525
Alye Inman, Head of Athletics	713-816-7712
Tiffani Echeverria, Assistant to Head of Athletics	823-457-4095

EMERGENCY EQUIPMENT:

- **AED:** on sideline with AT for games, in athletic training room for practices
- **Medical kit:** on sideline
- **Splint Bag:** on sideline for games, in athletic training room for practices

ROLES OF FIRST RESPONDERS:

9. Immediate care of the injured or person by the most medically trained individual.
10. Activation of emergency medical system (EMS).
 - a. **911 call** (provide name, address, your telephone number, number of individuals injured, condition of injured, first aid treatment currently being done, specific directions, etc.).
 - b. Notify proper emergency personnel if not present. ATC, AD
11. Emergency equipment retrieval
12. Direction of EMS to scene

- a. Open appropriate gates
- b. Designate individual to flag down and direct EMS to scene
- c. Scene control: limit scene to first aid providers and move bystanders away from area

EMERGENCY ACTION PLAN FOR ATHLETICS

Baseball USA (Softball)

ADDRESS: 2626 W Sam Houston Pkwy N, Houston, TX 77043

DIRECTIONS: Heading north on Beltway 8 Frontage Road, turn right into **Gate 4**. A coach will direct EMS to the Baseball USA Pavilion. Turn left into the pavilion parking lot, then pass the pavilion to get to **Field 7**.



EMERGENCY PERSONNEL: Onsite Athletic Trainer, Coaches, Administrator on Duty

EMERGENCY COMMUNICATION: to activate EMS call 911 first

Cell phone numbers	
Rachel Poe, Athletic Trainer	832-477-7525
Alye Inman, Head of Athletics	713-816-7712
Tiffani Echeverria, Assistant to Head of Athletics	823-457-4095

EMERGENCY EQUIPMENT:

- **AED:** on sideline with AT for games, in athletic training room for practices
- **Medical kit:** on sideline
- **Splint Bag:** on sideline for games, in athletic training room for practices

ROLES OF FIRST RESPONDERS:

13. Immediate care of the injured or person by the most medically trained individual.
14. Activation of emergency medical system (EMS).
 - a. **911 call** (provide name, address, your telephone number, number of individuals injured, condition of injured, first aid treatment currently being done, specific directions, etc.).
 - b. Notify proper emergency personnel if not present. ATC, AD
15. Emergency equipment retrieval
16. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to flag down and direct EMS to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from area

EMERGENCY ACTION PLAN FOR ATHLETICS

Lodge 88 Pool

ADDRESS: 1435 Beall St. Houston TX 77008

DIRECTIONS: From Northbound East TC Jester, turn right onto Bevis St, then right onto West 15th St. Turn right onto Beall St. and turn right into the second entrance of Lodge 88. Follow parking lot back past main building to pool.



EMERGENCY PERSONNEL: Onsite Athletic Trainer, Coaches, Administrator on Duty

EMERGENCY COMMUNICATION: **to activate EMS call 911 first**

****A coach or designee should go to parking lot entrance to direct EMS to scene****

Cell phone numbers	
Rachel Burgess, Athletic Trainer	832-477-7525
Alye Inman, Head of Athletics	713-816-7712
Tiffani Echeverria, Assistant to Head of Athletics	832-457-4095

EMERGENCY EQUIPMENT:

- **AED:** on pool deck with AT for meets, inside lifeguard supply room for practices
- **Medical kit:** on pool deck with AT for meets, inside lifeguard supply room for practices
- **Splint Bag:** on pool deck with AT for meets

ROLES OF FIRST RESPONDERS:

13. Immediate care of the injured or person by the most medically trained individual.
14. Activation of emergency medical system (EMS).
 - a. **911 call** (provide name, address, your telephone number, number of individuals injured, condition of injured, first aid treatment currently being done, specific directions, etc.).
 - b. Notify proper emergency personnel if not present. ATC, AD
15. Emergency equipment retrieval
16. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to flag down and direct EMS to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from area

**Approval and acceptance of Duchesne Academy of the Sacred Heart
Emergency Action Plan for Athletics**

Approved by: _____
Hillary Feerick-Hillenbrand
DASH Head of School

Date

Approved by: _____
Tom Womack
DASH Operations Director

Date

Approved by: _____
Alye Inman
DASH Head of Athletics

Date

Approved by: _____
Rachel Burgess (Poe)
Athletic Trainer

Date