

Sycamore Middle School
Athletic Department
Emergency Action Plan:
Master

Please refer to the Sycamore High School/Sycamore Middle School Inclement Weather Plan for specific information on severe weather.

Athletic Trainers

The athletic trainers are available during MS practices and events hosted at Sycamore H.S. An athletic trainer will be available at home MS football games, when possible. The athletic trainers are available by phone and can see MS athletes for injury evaluation by appointment.

Emergency Information

In the event of an emergency, **dial 911**.

It is no longer necessary to dial 8 prior to calling an outside line from a school phone.

AED locations

Sycamore Middle School:

- The commons (116), outside of the main gym
- Outside of the Library by the 8th grade wing, inside of exterior door S-1.
- Nurse has a portable AED
- MS athletics has a portable AED

Sycamore High School

- Next to the Athletic Training Room (Y147)
- Field House Lobby
- Main Entrance, next to the Auditorium (R106)
- 2nd Floor- Blue Hallway adjacent to B226
- Athletic Trainers have 2 portable AEDs

Off-site:

- Sycamore Park District golf course clubhouse
- Maintenance facility at Sycamore Park Sports Complex

Please check with the facility for the location of AEDs when at other sites.

At Sycamore Middle School, the school nurse has a key to turn off and reset the alarm on the AED cabinets. At Sycamore High School, Ms. Swanson has a key to turn off and reset the alarm on the AED cabinets in the field house and near the main gym. A key is also located in the athletic office and in each AED cabinet.

Epi-Pens

Epi-pens for individual students have name/prescribing information on outside of the case. Additional Epi-pens (both stock and for individual students) are located in the nurse's office. The certified athletic trainers (when present) have stock Epi-Pen or AUVI-Q (adult and pediatric doses) in their med kit for severe allergic reaction.

Universal Precautions & Personal Protective Equipment (PPE) Biohazard containers are located in the nurse's office. Personal protective equipment is available in team first aid kits and the nurse's office.

Equipment by Venue

MS Football Field: Nearest AED: The commons (116), outside of the main gym; Portable AED will be available on home sidelines during MS home football games. Ice and team first aid kits will be available.

MS Main Gym: Nearest AED: The commons (116), outside of the main gym; Ice and team first aid kits will be available.

MS Aux. Gym: Nearest AED: Outside of the Library/technology commons (900) by the 8th grade wing, inside of exterior door S-1; Ice and team first aid kits will be available.

Sycamore High School Track (Home MS Track Meets @ SHS)

Nearest AED: Field House Lobby {Enter building at FH E2; MS Athletics Portable AED will be available at home MS track meets. Ice and a team first aid kit will be available during track meets.

Sycamore High School Field House (Middle School Wrestling Practice @ SHS)

Nearest AED: Field House Lobby; Ice is available in ATR (Y147). A 1st aid kit is available in the field house office.

Sycamore High School Balconies (Middle School Wrestling Practice @ SHS)

Nearest AED: Next to Athletic Training Room (Y147); 2nd Floor, Blue Hallway adjacent to B226
First aid kits are located in the weight room (G212) and wrestling room (up blue stairway and turn left, door straight ahead). Ice is available in the athletic training room (Y147).

Middle School Cross country- practice

Ice and team first aid kits are available to take to practice.

Sycamore Park Sports Complex (MS Cross Country Course)

Nearest AED: Park District Maintenance facility. MS portable AED will be available at the start/finish line for home cross country meets. Team first aid kits and ice will be available.

Offsite events and practices

Nearest AED: Check at site for location. Team first aid kits are available to take to offsite events and practices.

Away Games

Team first aid kits and ice are available to take to away games. Host athletic trainer, if present, will manage injuries that occur during away games. If a certified athletic trainer is not present, _____ will manage injuries. Check with the host school for their emergency procedures and assistance in case of emergency. Please call Ms. Swanson or Ms. Bernard (in the event of a concussion), Mr. Carrick, or Mr. Drennan to notify them of the injury.

Spectator Injuries

In the event of spectator injuries, the certified athletic trainer will assist as available as a first responder. EMS will be activated as necessary.

Paper work

An accident report needs to be filled out for all injuries requiring referral and turned into the school nurse by the next school day. Electronic accident reports are available from the school nurse. All injuries, regardless of severity, occurring during practices and games must be reported to the school nurse by the next school day.

Sycamore Middle School Athletics Emergency Action Plan

Sport: _____

Location: _____ (Room # _____) **Address:** _____

Emergency Personnel - Athletic Trainers: Christina Swanson, Shelby Bernard On-call: Sycamore Fire Department EMS

Equipment Location Nearest AED:

Epi-Pens:

First Aid Supplies:

Universal Precautions & BBP Supplies:

Athlete Emergency Contact Info: Head Coach

Communication - Access to 911: Dial 911

Athletic Trainer: Cell phone

In case of medical emergency, the certified athletic trainer or physician when present will manage the injury.
During a medical emergency:

911 Team Members will: ■ Call 911

- will ensure access gates and doors are open

■ Meet Ambulance and direct them to injured person

■ Call Athletic Director & Athletic Trainer

CPR Team Members will:

- will manage the injury* (if athletic trainer is not present)
- Start CPR

AED Team Members will:

- Get AED
- will get the athletic trainer*(if not present)

Coach or Administrator will notify the parent or guardian.
Please see the response team worksheet for further details.

In an emergency:

Call 911

Tell the dispatcher:

My name is _____. The telephone # I am calling from is ____ - ____ - _____. I am calling from Sycamore M.S. We are at the _____ (location). There are _____ (#) people injured. The condition of the injured individual(s) is/are _____. Currently, the first aid treatment performed is _____. Sycamore M.S. is located at 150 Maplewood Drive off of Rt. 23. Come to the _____ (specific directions for each venue) We will have someone waiting for you.

Provide appropriate emergency care until the arrival of EMS personnel; on arrival of EMS personnel, provide pertinent information (how they got hurt, vital signs, treatment given, medical history, allergies) and assist with emergency care as needed.

Note: If a parent is not present, have a coach or administrator go to the hospital. Please call Mr. Drennan or Mr. Carrick to notify them of the injury. Please fill out accident reports and turn into the Dean of Students office or the Nurse's Office by the next school day.

Directions:

Middle School Football Field: The field is directly off of Rt 23.

Middle School Main Gym (218): Enter through the main entrance doors. Go through the commons. The main gym (218) is straight ahead.

Middle School Aux. Gym (550): Enter through the main entrance doors. Go straight through the double doors. Go straight until the first hall and then turn left. The Aux. Gym (550) is down the hall and on your right.

Middle School Fitness Center (335): Enter through the main entrance doors. Take the first intersection and turn left. Take another right through the double doors. At the next intersection, take a right and the fitness center (335) is on your left.

Middle School Commons/Cafeteria (116): Enter through the main entrance doors. The commons/cafeeteria (116) is the first room you come into.

Middle School Room #805: Enter the main entrance doors. Turn left at the first intersection and go straight down this hall until you reach the hall in front of the library. Take a right at this hall and go straight until the next intersection, Turn left. Come to the double doors and take a right. Room #805 is the third classroom on the left.

Sycamore High School Football game field/Track: Follow Spartan Trail all the way around the north end of the football stadium. Turn left into the parking lot adjacent to the field. (Follow Rt. 64 West. Turn right on Johnson Ave. Go straight into the parking lot adjacent to the field) Enter field at double gate.

Sycamore High School Field House: Follow Spartan Trail all the way around the north end of the football stadium. Turn left into the parking lot adjacent to the field. (Follow Rt. 64 west. Turn right on Johnson Ave. Go straight into the parking lot adjacent to the field). The field house is straight ahead. Enter at side doors of field house (FH E4)

Sycamore High School Wrestling Room: Come to the north entrance of high school. Enter the building at athletic entrance (N3). Turn right. At the lobby, take the stairs on the left (blue arrow), turn left at top of stairs, and enter through set of doors straight ahead.

Sycamore High School Athletic Training Room: Come to the north entrance of high school. Enter the building at athletic entrance (N3) or North Lobby Doors (N4). Turn right. Go past gym (Y131). The Athletic Training room (Y147) is on the right.