

Sycamore High School Athletic Department
Emergency Action Plan: Master

Event coverage is prioritized based on risk of injury. In the event of multiple events with a comparable injury risk, the athletic trainer will be at the higher level sport. The athletic trainer and athletic director will make a decision in regards to event coverage involving offsite varsity “home” games, when games of comparable injury risk are hosted at the high school at the same time. The athletic trainer is available by radio (onsite practices and events) and cell phone in the event of an injury. Ice, med kits, and water coolers are available in the athletic training room (Y147) for coaches to use at practices and games.

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

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

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
- Nurse’s Office has a portable AED

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.

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

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

Universal Precautions & Personal Protective Equipment (PPE)

Biohazard containers are located in the athletic training room (Y147) and nurse’s office. Ziploc biohazard bags are available in the athletic trainer’s med kit and in the universal precautions kits on the carts for indoor games/events. Personal protective equipment is available in team med kits, universal precautions kits (boxes w/ red or blue lids), the athletic trainer’s medical kit, and in the athletic training room.

Other Equipment & Supplies

Crutches, SAM splints, slings, and elastic wraps are located in the athletic training room (Y147). First aid supplies and supplies for taping are also available in the athletic training room. Tools for facemask removal (cordless screwdriver, manual screwdrivers, trainer’s angel, etc...) are in the certified athletic trainer’s sling pack and in a fanny pack for sports utilizing protective equipment.

Equipment by Venue

Football game field /Track

Certified athletic trainer will be present at all freshmen/ varsity football games and junior varsity home football games. A physician and ambulance will be at varsity home football games. Stocked medical kit, AED, crutch bag, and ice will be available on the sidelines of all football games. Ice and a med kit will be available during track meets. An AED is also located in the Field House lobby (FH E2).

Field House

AED is located in the Field House lobby. Ice is available in ATR (Y147). A 1st aid kit is available in the field house office. Ice and 1st aid supplies are available in the field house during games and track meets.

Main Gym (Y141)/ Athletic Training Room (Y147)

AED is located on the wall next to the athletic training room (Y147). Ice is available in the athletic training room. During freshmen, sophomore and varsity basketball games, ice and 1st aid supplies are available on the carts behind each bench. During wrestling meets, and volleyball matches, ice and 1st aid supplies are available in the gym.

Soccer fields/ Football practice fields

Ice and medical kits will be available outside at Soccer practices/games and football practices. AED is located in the field house lobby (FH W4). The certified athletic trainer has a portable AED.

Auxiliary gym (Y131)

Ice is available in the athletic training room. AEDs are located along the wall next to the ATR (Y147) and in the field house lobby. First aid supplies are available in the ATR.

Balconies First aid kits are located in the weight room (G212) and wrestling room (up the blue stairway and turn left, door straight ahead). Ice is available in the athletic training room (Y147). AEDs are along the wall next to the athletic training room (Y147) and upstairs in the blue hallway adjacent to B226.

Golf course

First aid kit is available at the club house. AED is located in the club house. Certified athletic trainer is available by cell phone.

Cross country- home meet (Kishwaukee College - tentative course for 2021 season)

2 Certified athletic trainers – 1 at finish line and 1 in gator on the course will be available for invite. 1 athletic trainer will be available for home tri meets. Ice, water, and medical kit will be available for the home team to take to the meet. Ice, medical kit, and AED will be located at the finish line. The gator following the last runner will also have ice and a med kit.

Cross country- practice

Certified athletic trainer will be available by cell phone. Ice, water, and med kit are available to take to practice.

Tennis courts

Certified athletic trainer will be available by cell phone. Ice is available in the athletic training room (Y147). AED is located on the wall next to the athletic training room (Y147) (use EntranceN3). The certified athletic trainer has a portable AED. 1st Aid supplies are available in the athletic training room.

Baseball Diamond (Home)

AED is located in the field house lobby (FH E2). The certified athletic trainer has a portable AED. Ice and med kit will be available in the home dug-out during games.

Softball Fields (Home)

AED is located in the field house lobby (FH W4). The certified athletic trainer has a portable AED. Ice and med kit will be available in the home dug-out during games.

Sycamore Park Sports Complex

Certified athletic trainer will be available by cell phone. Med kit and ice will be available. A portable AED is located in the Park District Maintenance facility. The certified athletic trainer has a portable AED with when present.

Dance Room (T154)

Ice is available in the athletic training room (Y147). AEDs are located in the field house lobby and next to the athletic training room (Y147). 1st aid supplies are available in the athletic training room.

Offsite events and practices

Certified athletic trainer will be available by cell phone. Med kits and ice are available to take to offsite events and practices. Check at site for location of AEDs and 1st aid kits.

Away Games

Med 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. The certified athletic trainer will travel to sophomore/varsity football games. Check with the host school for their emergency procedures and assistance in case of emergency. Please call Ms. Swanson, Ms. Bernard, or Mr. Carrick 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 Ms. Swanson or Ms. Bierman by the next school day. Electronic fillable accident reports are available from Ms. Bierman or the athletic trainers. All injuries, regardless of severity, occurring during practices and games must be reported to Ms. Swanson or Ms. Bernard by the next school day.

Sycamore High School Athletic Department Emergency Action Plan

Sport: _____ **Level:** _____ **Coach/Advisor:** _____
Location: _____ (Room # _____) **Address:** _____

Emergency Personnel - Athletic Trainer: Christina Swanson, Shelby Bernard

On-call: Sycamore Fire Department EMS

Equipment Location Nearest AED:

Epi-Pens: Athletic Trainers has a stock Epi-Pen in medical kit for severe allergic reaction

First Aid Supplies: Athletic Training Room (Y147) **Ice:** Athletic Training Room (Y147)

Universal Precautions & BBP Supplies: Athletic Training Room (Y147)

Additional Supplies: Athletic Training Room (Y147)

Athlete Emergency Contact Info: Head Coach, Athletic Trainer

**During games, ice and 1st aid supplies are available at the field/court.*

Communication - Access to 911: Dial 911

Athletic Trainer: Radio or 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 H.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 H.S. is located at 427 Spartan Trail off of Rt. 23 (across and slightly north of Farm and Fleet). Come to the _____ (specific directions for each venue) We will have someone waiting for you.

Provide appropriate emergency care until 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 Ms. Swanson, Ms. Bernard, or Mr. Carrick to notify them of the injury. Please fill out accident reports and turn in to Ms. Bierman in the athletic office by the next school day.

Directions:

Football practice field/Soccer fields/Softball diamond: Come in on Spartan Trail. Turn left at the 1st street. Follow all the way to the Bus Barn. Continue straight along the Bus Barn towards the softball field. Enter the practice field.

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.

Baseball Diamond (Home): 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) Baseball diamond is on the right.

Main Gym (Y141) – E-3 Entrance (Primary entrance used for EMS): Come to the east entrance of high school. Enter the building at door E-3. Enter the gym through doors on the right. We will have someone waiting for you at the E-3 entrance.

Main Gym (Y141) - North Entrance: Come to the north entrance of high school. Enter the building at the athletic entrance (N3). Enter the gym through the north doors.

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)

Auxiliary Gym (Y131): Come to the north side of high school. Enter the building by the Sycamore Football sign (N6). Take a right, go through the set of double doors on the left. Go down the hallway into the auxiliary gym.

Tennis Courts: Follow Spartan Trail around to the side of the football stadium. Tennis courts are on the right.

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

Weight Room (G212): Come to the north entrance of high school. Enter the building at the athletic entrance (N3). Turn right. At the lobby, take stairs on the right (green arrow), turn right, and enter through doors straight ahead.

North Balcony: Come to the north entrance of high school. Enter the building at the athletic entrance (N3). Turn right. At the lobby, take stairs on the right, turn right, and enter through set of doors on the right.

Dance Room (T154): Come to the north side of the high school. Enter the building by the Sycamore Football sign (N6). Take a right; the dance room is room T154 on the left just before the set of double doors.

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