



# **FOX HIGH SCHOOL**

## **EMERGENCY ACTION PLAN**



### **Goal Statement:**

- The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services, and the Arnold Police in responding to emergency situations when they occur
- It is essential that the Athletic Department has a developed emergency plan that identifies the role of each member of the emergency response team, emergency communications, the necessary emergency equipment/transportation, lightning protocol, and campus directions for each sporting venue

### **Achievement Strategy #1: Emergency Personnel**

- Athletic trainers are employed to provide leadership in the health care of the student-athlete including the emergency management of injuries/illnesses during athletic participation under the direction of the team physician
  - Athletic trainer is on-site for all home events
  - In the case of multiple events, the athletic trainer will be at the event with the greatest risk of injury and be available via radio or cellular telephone

### **Resources:**

- Administrators and coaches should be trained in and maintain certification in CPR, basic first aid, and prevention of disease transmission (blood borne pathogens)
  - There will be an administrator on duty at all home events
- Annual review and update of the EAP will be conducted with athletic personnel and administration so that each member of the team is aware of their respective role in the event of an emergency
- The following roles are included in the EAP:
  - Immediate care of injured/ill athlete(s)
  - Retrieval of emergency equipment
  - Activation of Emergency Medical System (EMS)
  - Directing EMS to the scene
- There shall be at least one trained individual at all practices, competitive events, conditioning, and skill sessions
  - Individuals include the athletic trainer, coaches, and administration present for game management
- Appropriate emergency first aid steps must be taken in accordance with the level of training each member of the emergency care team has received through training and certification
- Appropriate emergency equipment must be retrieved from the designated area at the athletic venue and brought to the scene by a member of the emergency care team

## **Achievement Strategy #2: Emergency Communications**

- It is imperative for all staff to understand emergency communications protocol both on and off the Fox High School Campus

### **Resources:**

- A portable two-way radio, cell phone, or land line should be available at each venue to contact administration or EMS in the event of a life-threatening or catastrophic injury
- If the athletic trainer is not present at the scene, they should be called by radio or cell phone or have an athlete go to the Athletic Office and have them contact the athletic trainer
- If the injury/illness occurs outside of campus, the head coach should call the athletic trainer or administrator and indicate that they have a serious injury and are activating EMS
- The athletic trainer or coach will contact the administrator on duty by two-way radio, cell phone, or land line and request the activation of EMS
- If possible, only the administrator on duty is to call EMS (911), this will prevent multiple calls
- When activating EMS, remain calm, fully describe the emergency, and identify the location
  - Identify yourself and your role in the emergency
  - Specify your location and telephone number
  - Give name(s) of injured or ill athlete(s)
  - Give condition of injured or ill athlete(s)
  - Give time of accident/injury
  - Describe care being given
  - Give specific directions to location of emergency
  - Do not hang up until directed to do so by EMS
- After EMS is notified the administrator, coach, or athletic trainer shall notify the parents or guardians, if they are not in attendance
- Arnold Police will first be dispatched to the location and may direct EMS to the scene
- However, the administrator or an assistant coach should go to the appropriate location and assist in directing EMS

## **Achievement Strategy #3: Emergency Equipment and Transportation**

- Appropriate medical equipment should be located at all practices and competitive events
- Emergency transportation of an injured/ill student-athlete is provided by EMS which has been summoned by the administrator on duty, athletic trainer, or coach

### **Resources:**

- Emergency equipment should include first aid supplies (bandages, gauze pads, disinfectant, tape and pre-wrap) and supplies for prevention of disease transmission (blood borne pathogens) such as gloves and disposal bags
- Events where the athletic trainer is in attendance, an AED (automatic external defibrillator), air splints, an epi-pin, and crutches will be present
- The parents or guardians will be contacted to give consent for transportation to an emergency facility
- A coach should only transport an athlete to an emergency facility if EMS cannot respond in a timely manner, EMS cannot be reached due to the remoteness of the location, or the situation requires immediate transportation to an emergency facility

#### **Achievement Strategy #4: EAP in the Event of Lightning**

- Establish, maintain, and follow a protocol in events of lightning on Fox High School Campus

##### **Resources:**

- The athletic trainer at the event will have a portable lightning monitor with them, and one is also available in the Activities Director's office
- The administrator on duty will monitor the weather radar on the internet to determine the likely direction of the storm will take
- When thunder is heard, scan the sky for lightning
- If lightning is seen, advise the game official or coaches at practice
- The athletes and coaches should be removed from the field and spectators from the stands
- All participants should be relocated to the Main Gym
- For full lightning protocol list:
  - [www.mshsaa.org](http://www.mshsaa.org)
  - [www.nata.org](http://www.nata.org)
  - [www.nfhs.org](http://www.nfhs.org)

#### **Achievement Strategy #5: Fox High School Venue Directions:**

- Designed to provide EMS with specific directions to athletic facilities on campus

##### **Resources:**

- Jerry O'Connor Athletic Field (Stadium)
  - Enter Fox High School Campus from Jeffco Blvd. by turning north at the stop light
  - Turn left (west) and pass in front of the main high school building (south entrance)
  - Pass the front of the school, turn right (north) along west side of the high school
  - At the Y (or triangle area) veer to the right and follow the road as it goes right, around the out building and turn left at the baseball field
  - Go through the gate and proceed on to the track
  - Ambulance over the track and onto the game field or where the injured/ill is located
- West Baseball/Softball Diamond, Football, and Soccer Practice Fields
  - Enter Fox High School Campus from Jeffco Blvd. by turning north at the stop light
  - Turn left (west) and pass in front of the main high school building (south entrance)
  - Pass the front of the school, turn right (north) along west side of the high school
    - Field is located on the left
  - To access the fields, proceed across the walking bridge over the creek, or if necessary ambulance should cross the creek via the driving ramp
  - If necessary our gator will be available to drive up to the soccer practice field
- Baseball/Softball Stadium
  - Enter Fox High School Campus from Jeffco Blvd. by turning north at the stop light
  - Turn left (west) and pass in front of the main high school building (south entrance)
  - Pass the front of the school, turn right (north) along west side of the high school
  - At the Y (or triangle area) veer to the right and follow the road as it goes right, around the out building until you reach the baseball diamond
  - Proceed through the north gate of the stadium which is located to the right of the home team dugout and on to the field or where the injured/ill is located
- Indoor Athletic Facility
  - Enter Fox High School Campus from Jeffco Blvd. by turning north at the stop light
  - Turn left (west) and pass in front of the main high school building (south entrance)
  - Pass the front of the school, turn right (north) along west side of the high school
  - Enter common doors to the right and be directed to the area where the injury/illness has occurred

### **Assessment:**

- Seasonal; Fall, Winter, Spring, Summer Goal Reflection
  - Evaluate and hold administrators and athletic trainer(s) accountable for proper use of EAP
  - Make seasonal adjustments as needed
    - Provide positive/negative solutions to make EAP more successful
  - Provide additional training as needed
- Athletic department evaluation of specific athletic programs use of EAP
  - Evaluate and hold head coaches accountable for proper use of EAP
  - Make program specific adjustments as needed
    - Provide positive/negative solutions to make EAP more successful
  - Provide additional training as needed
- Head coaches evaluate their assistants
  - Evaluate and hold assistant coaches accountable for proper use of EAP
  - Provide additional training as needed
- Retrain all administrators, athletic trainers, coaches every year on proper EAP procedures