

MORTIMER JORDAN HIGH SCHOOL ATHLETICS



EMERGENCY ACTION PLAN (Updated 08-01-2016)

Introduction

Unfortunately there is an inherent risk of medical emergencies in any sport or athletic activity. It is pertinent to have an emergency plan that serves as a guide during these hectic events. Emergency planning is essential for providing fast, efficient, and appropriate care for injured individuals. It is also important that the entire athletic community reads, practices, and is comfortable with the emergency plan. This includes, but is not limited to: athletes, parents/guardians, officials, coaches, school officials, athletic trainers, athletic training students, team physicians, and EMS personnel.

Components of the Emergency Plan

These are the basic components of every emergency action plan for athletics:

1. Emergency Personnel
2. Roles of Emergency Personnel
3. Emergency Communication
4. Emergency Equipment
5. Venue Directions With Map

Emergency Plan Personnel

A member of the sports medicine staff is usually the first responder to an injury during athletic events; ideally the certified athletic trainer. However, due to the multitude of practices/games, number of athletes, and travel; the athletic trainer will not always be able to respond to an emergency. It is in these incidences, other emergency team personnel must be first responders; specifically coaches and student athletic trainers. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, blood borne pathogen, and emergency plan review is strongly recommended for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

Mortimer Jordan Emergency Personnel

1. Certified Athletic Trainer (ATC)/ Team Physician
2. Coaches
3. Student Athletic Trainers (Certified First Responders)
4. Athletic Director
5. School Resource Officer
6. School Administration

Roles of the Emergency Personnel

The most important role of any emergency personnel is to recognize a possible medical emergency. There are several injuries or behaviors that dictate immediate EMS activation. This includes but is not limited to: loss or altered consciousness, breathing difficulties, head or neck injuries, seizures, chest pain, heat related illness, severe allergic reactions, profuse bleeding, severe fractures and dislocations, and shock. Any time an injury, behavior, condition and/or situation is questionable; activate EMS.

When in doubt...ship out: Call 911.

Recognizing an Emergency

1. Loss of Consciousness or Altered State of Consciousness
2. Head or Neck Injury (do not move)
3. Breathing Difficulty
4. Chest Pain
5. Heat Illness
6. Severe Allergic Reactions
7. Seizures, etc.

Roles of emergency personnel can vary due to the type, number, and severity of the injury. It is highly recommended that the **most qualified member of the emergency team take the lead** in delivering acute care; this is usually the athletic trainer or the team physician. There are four basic guidelines to follow when reacting to a medical emergency. First, **make sure the scene is safe** for any emergency personnel to enter. Second, activate the EMS by calling 911. Mortimer Jordan High School does not have onsite EMS personnel present at all games. Depending on the situation, the response time for EMS at MJHS is approximately 15 minutes. Any member of the emergency team can make the call. However, it is suggested that the team member that activates EMS should be someone who is familiar with the local area, can remain **calm**, and communicates well with other individuals. In most instances it is easiest to assign a team member other than the person who is giving acute care. For instance, if an athletic trainer is stabilizing an athlete, a coach or first responder should **call 911 (or local EMS number)** so the athletic trainer can focus on providing appropriate care. In any situation that is considered an emergency it is essential for the 911 call to be made as quickly as possible. The third guideline is to **retrieve any emergency equipment needed**. Examples include, but are not limited to: an Automated External Defibrillator (AED), vacuum splint kit, and CPR Pocket Mask. The fourth role of the emergency team is **directing EMS to the scene**. One person of the team should direct and meet the EMS upon arrival (at the front of campus). This person should be familiar with the facility and should have keys for all doors and gates. This person should give very clear directions of what part of campus the ambulance should drive to. A clear and unobstructed passage way should already have been established by supporting first responders (i.e. doors unlocked and gates opened). Student athletic trainers, resource officers, and coaches are ideal for this role. It is important to note that care should continue until the EMS arrives. This can include, but is not limited to: stabilizing the athlete, CPR, monitoring vital signs, and wound care. Please review the maps included in Appendix B and C to assist with the familiarization of the school's location of emergency equipment and EMS routes. Emergency equipment can be found with the ATC or in the nearest athletic training room. Athletic training rooms are located in the football stadium field house, inside the competition gymnasium, and between the baseball and softball complexes.

Roles within the Emergency Team	
1.	Establish scene safety and immediate care of the athlete
2.	Activation of the Emergency Medical System
3.	Emergency equipment retrieval
4.	Direction of EMS to scene

Activating the EMS System	
Making the Call: 911	
Providing Information:	
<ul style="list-style-type: none"> • name, address, telephone number of caller (1920 Blue Devil Drive, Kimberly, AL 35091) • nature of emergency, whether medical or non-medical • number of athletes (in case multiple ambulances are needed) • condition, age, and sex of athlete(s) • first aid treatment initiated by emergency personnel • specific directions as needed to locate the emergency scene (which athletic venue, etc) • other information as requested by dispatcher (stay on the line) 	

Not all emergency team members will be present during each emergency. In such instances bystanders, athletes or officials might have to assist the first responder. It is important that all instructions given to untrained individuals be clear and concise. When the team is traveling without a certified athletic trainer, coaches should ask the host school if an athletic trainer will be present during the competition. If an emergency occurs at an away location, the emergency plan should be activated with the assistance of the host school's emergency personnel. It is also important for all coaches to have pre-assigned roles within their staff for home or away emergencies. For instance the roles can include: a coach to assist the medical staff on the field, a coach to meet the EMS and direct them to the emergency, a coach that will travel with an athlete to the hospital, and so on. An ideal time to assign various roles is during the emergency plan annual practicing sessions. Any athlete that has to be transported by the EMS must have a member of the emergency team accompany them if a parent or legal guardian is not present. **A legal guardian also must be contacted and informed of the emergency situation, the care provided, and which hospital the athlete will go to.** The preferred hospital and pertinent information can be found on the athlete's EMS form. It is highly suggested that coaches travel with their athlete's emergency contact information and pertinent medical histories. **The coach can obtain a copy of the EMS form for each of their athletes from the ATC prior to the season.** This information can be very helpful in decreasing the time that a physician can provide appropriate care to an injured athlete.

Communication

Communication is essential for a successful emergency response. **All members of the emergency team should know where a fixed or mobile telephone is in relation to their practices and games.** It is important to complete communication planning prior to athletic events as well as developing a telephone tree. **Personnel that decide to use cellular phones should make sure they are charged and that they have a signal at their location; this is especially important when traveling.**

Emergency Equipment

Emergency equipment should be accessible to all practices and games. Emergency equipment should be checked and updated on a regular basis. The Mortimer Jordan athletic training rooms are the central locations for emergency equipment. There are three athletic training rooms located on the campus of MJHS. (Football Stadium Field House, Competition Gymnasium, and Base/Softball Complex)

Conclusion

Preparedness can mean the difference between life and death during an emergency. It is very important for all members of the emergency personnel team to keep up to date in their training for athletic emergencies. Personnel that practices for emergencies will feel more comfortable and ready to act when an emergency occurs. Emergency personnel should practice at least once per year as a team and then again within their coaching staff prior to their athletic season. It is highly suggested that automated external defibrillation (AED), CPR, first aid, and head/neck stabilization techniques be reviewed during practice sessions. It is important to note that documentation such as an incident report must be completed directly after any emergency. **It is the responsibility of all coaches to maintain their CPR/AED/First Aid Training throughout their careers through attending on campus training courses or private courses.**

Mortimer Jordan High School Athletics Emergency Plan

The following emergency plan is a general outline for Mortimer Jordan High School athletics staff:

Recognition of an Emergency: Activate Emergency Plan

1) Establish scene safety and immediate care of the athlete

*Follow CPR & First Aid guidelines: **check, call, care.**

*ABC's - check airway, breathing, and circulation

When in Doubt...Ship out: Call 911

OBTAIN STUDENT/ATHLETE EMS FORM FOR IMPORTANT INFO

2) Activation of the Emergency Medical System: Call 911

*Your Name _____

*Address if at MJHS: 1920 Blue Devil Drive, Kimberly, AL 35091

*Number of phone using to call. (____) ____ - ____

*Nature of emergency, whether medical or non-medical

*Condition, age, sex, and number of athlete(s)

*First aid treatment initiated

*Specific directions as needed to locate the emergency scene (see below)

*Stay online for other information as requested by dispatcher

****Other important Numbers:**

-Certified Athletic Trainer: Chris King ATC: (c) 205-789-9793, Brian Gober ATC (c) 205-383-5383

-Athletic Director: Greg Watts: (c) 205-541-4989

-Kimberly Fire Dept: 205-841-8719 or 911

-Ambulance @ Blount EMS: 205-647-1411 or 911

-remember to contact school administration

*****Provide appropriate care until EMS arrives**

3) Emergency equipment retrieval

*AED's are located in stadium field house, competition gym floor, outside nurse's office, lobby of cafeteria, and with supervising ATC of event. All other equipment will be found in the athletic training rooms on campus.

4) Direction of EMS to scene / athlete

*Football field/track and field events:

-enter the complex from Bone Dry Road onto Blue Devil Drive; someone should meet the EMS there to direct to the scene.

-EMS can access the stadium on foot through the front gate or drive around to enter the field house area from the rear of the campus.

-EMS can enter the complex through a designated open gate although the stadium is unreachable by vehicle.

*Events held at the Baseball/Softball fields:

- enter the complex from Bone Dry Road onto Blue Devil Drive; someone should meet the EMS there to direct to the scene.

- EMS can access the field by driving around behind the school and entering the open gate at the complex where someone will direct further.

*Events held in gymnasium:

- enter the complex from Bone Dry Road onto Blue Devil Drive; someone should meet the EMS there to direct to the scene.

- EMS can access the gymnasium by driving around the school to the rear entrance doors. The gymnasium floor can be accessed by the stairs near entrance or an elevator.

5) Lifesaver helicopter landing zones

***Football stadium field is used as a LZ for in school emergencies, and all athletic emergencies except during football/track and field events in which the practice field behind the field house will then become the LZ.**

Emergencies that occur at away practices, games, or athletic events:

*Activate Emergency Plan (retrieve EMS Form of the injured athlete)

*If possible, enlist a member of the host school's athletic staff to assist with local address, equipment retrieval.

* If athletic staff is unavailable, find someone who is familiar with the area & facility.