

STILWELL HIGH SCHOOL ATHLETICS

EMERGENCY ACTION PLAN

The following is a plan of action to aid in the occurrence of an injury or emergency situation involving SHS athletics. Please read the following suggestions to help aid in an emergency.

The Athletic Trainer is ultimately in charge of overseeing any and all medical problems and emergencies occurring in athletics at Stilwell High School. In the absence of the Athletic Trainer the Head Coach will handle and coordinate the actions taken in an emergency situation. However if neither is available the most trained individual(i.e. Assistant coach or athletic training student) becomes the first responder to the situation and performs the initial assessment of that situation.

The Athletic Trainer or Head Coach in charge should instruct someone, preferably an assistant coach or athletic training student, to immediately do the following:

- A. Get another assistant coach or athletic training student to assist with the injured athlete.
- B. Send a coach or athletic training student, when necessary, to call 911 or 696-2692(ambulance) or 696-2882(police) to dispatch emergency medical personnel(**when calling from an on-campus phone, be sure to dial 9 to get out**).

MAKE SURE THE FOLLOWING INFORMATION IS GIVEN:

1. Your name and title
 2. Nature of the injury to the athlete
 3. Specific location of the injured athlete
 4. Tell the ambulance that someone will meet them at a specified entrance closest to the injured athlete
 5. **Make sure to stay on the phone until the dispatcher hangs up**
- C. Send someone to meet the ambulance at the entrance closest to the injured athlete.

In an injury situation the first responder attending to the athlete should keep the person(s) as comfortable and calm as possible, stabilize the condition and wait for help. Continue to do the following:

CHECK VITAL SIGNS AS OFTEN AS POSSIBLE

- Airway
- Breathing
- Circulation

Keep the ABC's in mind at all times

****IF YOU DO NOT KNOW WHAT TO DO, IMMEDIATELY CALL OR PREFERABLY HAVE SOMEONE CALL 911. THEN GET THE ATHLETIC TRAINER, HEAD COACH, OR SOMEONE WHO DOES. IF THIS IS NOT POSSIBLE, CONTINUE TO ACT WITHIN THE SCOPE OF YOUR KNOWLEDGE, UNTIL HELP ARRIVES!!!**

Make sure that **ALL** phone locations and **EMERGENCY** numbers are known by all; athletic trainers, coaches, assistant coaches, athletic training students, and any other response personnel.

Emergency Plan Personnel

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers, student assistants, coaches, managers, and possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of the members of the team, the athletic venue itself, or the preference of the head athletic trainer. There are four basic roles within the emergency team.

The first and most important role is immediate care of the athlete. The most qualified individual on the scene should provide acute care in an emergency situation. Individuals with lower credentials should yield to those with more appropriate training.

The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student assistants, managers, and coaches are good choices for this role.

The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the phone. This person should also be familiar with the location and address of the sporting event.

After EMS has been activated, the fourth role in the emergency team should be performed, directing EMS to the scene. One member of the team should be responsible for meeting first responders such as firemen or rescue squad personnel as they arrive at the site of the contest and a second person should direct Paramedics. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student assistant, manager, or coach may be appropriate for this role.

Roles Within the Emergency Team

1. Immediate care of the athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

Activating the EMS System

Making the Call:

- 911 (if available)
- Telephone numbers for local police, fire department, and ambulance service

Providing Information:

- Name, address, telephone number of caller
- Number of athletes
- Condition of the athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene ("come to south entrance of stadium")
- Other information as requested by dispatcher

Emergency Communication

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. Prior to the beginning of each fall season Athletic Trainers and EMTs will meet as designated by the Stilwell High School Athletic Director. 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 or other telecommunications device, 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. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Prearranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment should be at the site 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 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. It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

Transportation

Emphasis is placed at having an ambulance on call at high risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. The athletics director coordinates on call ambulances for competition at home football games. Ambulances may be coordinated on call for other special events/sports, such as regional or championship events. Consideration is given to the capabilities of transportation service available (i.e., Basic Life Support or Advanced Life Support) and the equipment and

level of trained personnel on board the ambulance. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers 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.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training. Through development and implementation of the emergency plan, the athletics department helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Reviewed by: _____
Certified Athletic Trainer and or Athletic Director

Approved by: _____
Principal

Received by: _____
EMS personnel

Date: _____

Football Stadium(Game field).

Emergency Personnel

- Athletic trainer, coaches, administrators

Emergency Communication

- Head coach cell number(Don Harrison 870-217-6711)
- Athletic Director cell number (Ron Littlejohn 918-797-8338)
- Principal cell number (Tannen Turman 918-797-0731)
- Asst. Principal (Amanda Long 918-575-4315)
- Supt. cell number (Geri Gilstrap 918-797-0265)
- Asst. Supt. cell number(Matt Brunk 918-575-1075)

Emergency Equipment

- Basic first aid kit including tools for extraction of equipment, AED

Roles of the First Responders

- 1) Immediate care of the injured athlete or ill student(Most qualified at the scene shall assume this role)
- 2) Emergency equipment retrieval - coaches, available personnel.
- 3) Activation of EMS - student, coach, or administrator.
 - a) 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b) Notify parents as soon as possible (Consent papers have parent contact numbers)
- 4) Direction of EMS to scene
 - a. Open appropriate gates
 - b) Designate one to two people to "flag down" EMS and direct to the scene. May be students or coaches
 - c) Scene control: limit scene to first aid providers and move bystanders away from area

Football Stadium(Game field) Address:

5th and Poplar. Located between the Adair County Boys and Girls Club(aka the old National Guard Bldg) and the Stilwell Community Bldg.

OR:

320 N. 6th Street(Located between the Adair County Boys and Girls Club(aka the old National Guard Bldg) and the Stilwell Community Bldg.

Emergency entrance is on the North side of the field next to the Fieldhouse.

Football Stadium(Practice field)/Track

Emergency Personnel

- Athletic trainer, coaches, administrators

Emergency Communication

- Head Coach Football cell number(Don Harrison 870-217-6711)
- Head Coach Track cell number (Nick Davis 918-351-3500)
- Asst. Coach Track cell number (Ryan Smith 479-427-6227)
- Athletic Director cell number (Ron Littlejohn 918-797-8338)
- Principal cell number (Tannen Turman 918-797-0731)
- Asst. Principal (Amanda Long 918-575-4315)
- Supt. cell number (Geri Gilstrap 918-797-0265)
- Asst. Supt. cell number(Matt Brunk 918-575-1075)

Emergency Equipment

- Basic first aid kit including tools for extraction of equipment, AED

Roles of the First Responders

- 1) Immediate care of the injured athlete or ill student(Most qualified at the scene shall assume this role)
- 2) Emergency equipment retrieval - coaches, available personnel.
- 3) Activation of EMS - student, coach, or administrator.
 - c) 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - d) Notify parents as soon as possible (Consent papers have parent contact numbers)
- 4) Direction of EMS to scene
 - a. Open appropriate gates
 - b) Designate one to two people to "flag down" EMS and direct to scene. May be students or coaches
 - c) Scene control: limit scene to first aid providers and move bystanders away from area

Football Practice Field Address:

The football practice field is located on the campus of the Stilwell Middle school. The field is located behind(West) the Stilwell Middle school.

Emergency entrance is on the North side of the field(West Olive Street) or South side of the field located by the Stilwell Bus barn.

Softball Field/Baseball Field(Edna M. Carson Community Park)

Emergency Personnel

- Athletic trainer, coaches, administrators

Emergency Communication

- Head Coach Softball cell number (Kyle Decker 918-575-0017)
- Head Coach Baseball cell number (Derek Kennedy 918-705-0118)
- Athletic Director cell number (Ron Littlejohn 918-797-8338)
- Principal cell number (Tannen Turman 918-797-0731)
- Asst. Principal (Amanda Long 918-575-4315)
- Supt. cell number (Geri Gilstrap 918-797-0265)
- Asst. Supt. cell number(Matt Brunk 918-575-1075)

Emergency Equipment

- Basic first aid kit including tools for extraction of equipment, AED

Roles of the First Responders

- 1) Immediate care of the injured athlete or ill student(Most qualified at the scene shall assume this role)
- 2) Emergency equipment retrieval - coaches, available personnel.
- 3) Activation of EMS - student, coach, or administrator.
 - a) 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b) Notify parents as soon as possible (Consent papers have parent contact numbers)
- 4) Direction of EMS to scene
 - a. Open appropriate gates
 - b) Designate one to two people to "flag down" EMS and direct to the scene. May be students or coaches
 - c) Scene control: limit scene to first aid providers and move bystanders away from are

Softball and Baseball Address:

High School Softball field is located in the Edna M. Carson Community Park on Hickory Street. Softball field will be at NE part of the complex next to the Indoor Hitting Facility and the HS baseball field

Emergency entrance to the **softball field** will be at the SW(left field)corner of the field and also on the NE(right field)corner of the field.

High School Baseball field is located in the Edna M. Carson Community Park on Hickory Street. Baseball field will be at NE part of the complex next to the Indoor Hitting Facility and the HS softball field.

Emergency entrance to the **Baseball field** will be at the NW(left field) corner of the HS baseball field.

Soccer Field/Golf hitting range(Edna M. Carson Community Park)

Emergency Personnel

- Athletic trainer, coaches, administrators

Emergency Communication

- Head Coach Girls Soccer cell number (Andrew Fletcher 918-696-0632)
- Head Coach Boys Soccer cell number (Joe Means 918-507-3054)
- Head Girls Golf (Dylan Leach 918-575-5305)
- Head Boys Golf (Brian Johnson 918-797-8455)
- Athletic Director cell number (Ron Littlejohn 918-797-8338)
- Principal cell number (Tannen Turman 918-797-0731)
- Asst. Principal (Amanda Long 918-575-4315)
- Supt. cell number (Geri Gilstrap 918-797-0265)
- Asst. Supt. cell number(Matt Brunk 918-575-1075)

Emergency Equipment

- Basic first aid kit including tools for extraction of equipment, AED

Roles of the First Responders

- 1) Immediate care of the injured athlete or ill student(Most qualified at the scene shall assume this role)
- 2) Emergency equipment retrieval - coaches, available personnel.
- 3) Activation of EMS - student, coach, or administrator.
 - c) 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - d) Notify parents as soon as possible (Consent papers have parent contact numbers)
- 4) Direction of EMS to scene
 - a. Open appropriate gates
 - b) Designate one to two people to "flag down" EMS and direct to scene. May be students or coaches
 - c) Scene control: limit scene to first aid providers and move bystanders away from are

Soccer Address:

High School Soccer field is located in the Edna M. Carson Community Park on Hickory Street. Softball field will be at the far NW part of the complex

The soccer field is not gated so emergency entrance can be gained from anywhere.

Gymnasium(Basketball, Cheerleading, Track, Cross Country, Wrestling)

Emergency Personnel

- Athletic trainer, coaches, administrators

Emergency Communication

- Head Coach Girls Basketball cell number (Glenn Cone 918-506-7669)
- Head Coach Boys Basketball cell number (Mike George 918-905-1446)
- Head Cheer Coach cell number (Gena Kirk 918-575-3362)
- Head Cross Country cell number (Joe Means 918-507-3054)
- Head Wrestling Coach cell number (Paul Mayfield 405-200-6340)
- Athletic Director cell number (Ron Littlejohn 918-797-8338)
- Principal cell number (Tannen Turman 918-797-0731)
- Asst. Principal (Amanda Long 918-575-4315)
- Supt. cell number (Geri Gilstrap 918-797-0265)
- Asst. Supt. cell number(Matt Brunk 918-575-1075)

Emergency Equipment

- Basic first aid kit. Other equipment maintained in school(splints, spine board, cervical collar, crutches, AED)

Roles of the First Responders

- 1) Immediate care of the injured athlete or ill student(Most qualified at the scene shall assume this role)
- 2) Emergency equipment retrieval - coaches, available personnel.
- 3) Activation of EMS - student, coach, or administrator.
 - e) 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - f) Notify parents as soon as possible (Consent papers have parent contact numbers)
- 4) Direction of EMS to scene
 - a. Open appropriate doors
 - b) Designate one to two people to "flag down" EMS and direct to scene. May be students or coaches
 - c) Scene control: limit scene to first aid providers and move bystanders away from are

Gymnasium Address:

Located on the campus of Stilwell High School, 1801 West Locust just off HWY 100W.

Emergency entrance will be the North front entrance to the gymnasium.