



Jacksonville Sports Medicine Program Promotes Emergency Planning Guidelines

- I. **Purpose:** To provide a set of instructions and guidelines to follow in the event of an emergency situation.
- II. **Background:** The number and variety of settings the SCHOOL SYSTEM utilize for athletic events can provide an equal number of logistical obstacles in the case of an emergency. The emergency action plan is a set of instructions devised to guide coaches, administrators and the sports medicine department.
- III. Use this plan as a procedural resource when you encounter an emergency athletic injury situation within the School System.
- IV. **Procedure :**

General

- A. All Athletic Directors, Administrators, Athletic Trainers, First Responders and **Coaches should review this** procedure prior to the beginning of each sporting season. Sport (venue) specific EAP's should be routinely rehearsed. **Athletic directors should ensure plans are acceptable and have been rehearsed.** The date of any drill or rehearsal of the plan should be noted on the file copy within the AD office.
- B. It is understood that various levels of medical supervision exist within our school system and the coach should at all times be prepared to be the primary care giver to an athlete who has sustained an injury. The coach should be familiar with the level of medical supervision that is readily available within their particular school and should obtain and keep current all contact information associated with the medical supervision.
- C. **Coaches** should, by this Sports Medicine Procedure, complete an emergency action plan prior to their specific sport season consistent with the venue in which their team will participate. A copy of this EAP will remain on file with the Athletic Director throughout the entire sport season and will be available for inspection and review at any given time.

Specific

- D. A licensed athletic trainer may not be present for all athletic events sponsored by the SCHOOL SYSTEM. **Therefore, all coaches should be required to be certified in first aid, CPR and the use of an AED.**
- E. Each head coach has the responsibility to complete an emergency action plan. The format for the plan is attached to this document. Depending on the sport, head coaches may have to complete more than one EAP if they participate in/at more than one venue. While completing the EAP please be thinking of the

- following: Layout of your facility, equipment available, support personnel within the facility, external support personnel, communication and follow up.
- F. Head coaches should review and rehearse their EAP(s) with assistant coaches and others who are involved within the individual plan.

Athletic Director: _____ **Date Received:** _____

EMERGENCY ACTION PLAN
DEPARTMENT OF ATHLETICS

School: _____

Venue Description (Name): _____

Sport: _____

Head Coach: _____

Date Created: _____

Date (s) Rehearsed: _____

Necessary Actions : First Aid, Monitoring Injured Athlete, Supervising Non-injured athletes, Activation of EMS, Directing EMS, Crowd Control, Facility Access

Personnel:

Licensed Athletic Trainer Name: _____

It is the responsibility of the Licensed Athletic Trainer to assess the severity of an injury as well as determine the course of action to be taken. The LAT is SOLELY in charge of the injury and what will occur until EMS arrives. She/He will invoke personnel for assistance as designated below. The LAT will also be responsible for reaching the appropriate emergency medical contact and completing the injury report form(s). If a licensed athletic trainer is unavailable the Head Coach assumes this responsibility. The Licensed Athletic Trainer will yield to a Licensed Medical Doctor as a higher authority provided the physician has properly identified himself as such and is willing to serve as the medical authority for the emergent situation until such time as he is relieved by responding EMS.

NOTES: _____

District Approved First Responder: Name : _____

A district approved first responder must possess current first aid, CPR and AED credentials prior to employment. The role of the first responder in an emergent situation is to render appropriate first aid treatment. In the absence of a Licensed Athletic Trainer, the first responder will collaborate with the head coach to determine the course of action to be taken for the injured athlete. The first responder should remain with the injured athlete and serve as the primary care giver until relieved by any higher ranking medical authority.

NOTES: _____

Athletic Director:

Name: _____

The primary responsibility of the Athletic Director will be crowd control. No person should be allowed near the injured athlete other than the police, EMS or JRFD. All spectators should be kept clear of entrances/exits so that responding personnel are unrestricted. If an athletic director is not present an administrator or the head coach will assume this responsibility. Any personnel indicating they are medically trained should be completely questioned as to their medical credentials. They should remain away from the athlete until such a time as the information can be relayed accurately to the responding staff. It will be the responding staff's decision as to whether or not additional assistance is needed.

NOTES: _____

Head Coach

Name : _____

Pre-event responsibilities include:

Prior to each game / practice / event: all gates / doors leading to your assigned area should be identified. If any of these access points are required to be locked; the key for these locks should be kept on your person at **ALL** times that you are with your team.

Have available a cell phone for emergency calls and the location of the nearest landline phone. Again, if the landline phone is in a location that can be locked, secure a key to this zone and keep on your person at **ALL** times you are with your team.

In the event of an EMERGENCY:

The Head Coach will have the primary responsibility to secure the injury area of all athletes. All athletes should be instructed to return to their team bench areas. It is crucial for the injured athlete to receive prompt and proper medical care. The head coach will be secondarily responsible for crowd control in the absence of an athletic director. Please understand that the uninjured athletes require supervision at all times for their safety. Do not dismiss the athletes to unsupervised areas.

NOTES: _____

Attending to the injured athlete :

A. Conscious Athlete

1. Do **NOT** move athlete unless his/her life is further endangered
2. Remove mouthpiece
3. Stabilize head or neck if injured
4. Calm and reassure athlete
5. Perform head to toe primary assessment: check for bleeding, gross deformity, cerebrospinal fluid.
6. Treat obvious injuries as appropriate. (direct pressure for bleeding, immobilization / stabilization for suspected fractures)

B. Unconscious Athlete

1. Follow Performance Guidelines learned in CPR training
2. If athlete is face down; obtain help to perform log roll with stabilization and follow CPR performance Guidelines.

Reasons for an unconscious episode may be hard to determine but may include:

1. Disease
2. Traumatic Injury
3. Emotions
4. Environment
5. Injected or Ingested agents
6. Neurological

While it is not your job to diagnose the reason for the episode;

*Your care should remain the same for all episodes of unconsciousness. Athletes should **NEVER** be allowed to return to activity following an episode of unconsciousness without a written note of clearance from a Licensed Medical Doctor.

Equipment:

During competition the sideline area should have available emergency response equipment including but not limited to: Splints, Immobilizers, Crutches, Medical Kit and Ice. For projectile sports an AED should be on the sideline. For other sports it is acceptable to have the AED in a centralized **ACCESSABLE** location.

All coaches and administrators must be familiar with the location of the nearest AED.

During a practice or out-of-season event the above equipment should be available in a central accessible location such as the athletic training room.

Assistant Coach or other responsible individual:

Name (s): _____

When instructed by the licensed athletic trainer, the assistant coach *or other responsible individual* will retrieve the emergency equipment and provide it to the licensed athletic trainer or District Approved First Responder.

When instructed by the licensed athletic trainer, head coach or District Approved First Responder; the assistant coach *or other responsible individual* will call EMS (911). The caller must remain calm and relay the following information:

- Callers name, location and phone number
- The type of injury or accident
- The number of people involved
- The status and current aid being rendered
- The exact location of the injured athlete(s)

Be prepared to provide directions :

As an example:

MY NAME IS _____, THERE IS AN EMERGENCY AT _____ HIGH SCHOOL. (DESCRIBE THE EMERGENCY)

WE ARE IN/ON THE _____(FIELD/BUILDING). THE BEST WAY TO GET TO US IS _____. SOMEONE WILL MEET YOU AT THE ENTRANCE TO DIRECT YOU TO THE EMERGENCY SITE.

*** WAIT FOR CONFIRMATION AND ADDITIONAL QUESTIONS.....

*******DO NOT HANG UP UNTIL TOLD TO DO SO** *****

The assistant coach *or other responsible individual* will then await the arrival of the ambulance; and direct them to the injury area

The assistant coach or other responsible individual will be responsible for accompanying the injured athlete to the hospital via ambulance or private car. He/she should be in possession of all emergency authorization forms for the athlete.

Directions for EMS:

Please follow these directions to our location:

Contact List

Licensed Athletic Trainer:

Name: _____

Phone: _____

Other contact information: _____

District Approved First Responder:

Name: _____

Phone: _____

Other contact information: _____

Athletic Director:

Name: _____

Phone: _____

Other contact information: _____

Head Coach:

Name: _____

Phone: _____

Other contact information: _____

Assistant Coach:

Name: _____

Phone: _____

Other contact information: _____

Emergency Phone Numbers :

Fire and Rescue Dept: 911