

Emergency Action Plan

Athletic Training

Weber State University

Club Sports

January 2015

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, sports medicine staff, and emergency medical services in responding to emergency situations when they occur. It is essential that all Campus Recreation workers and the sports medicine team have a developed emergency plan that identifies the role of each member of the activity. Early preparation is necessary and will enable emergency situations to be managed appropriately.

Emergency Personnel

With athletic practice and competition, the first responder to an emergency will typically be the certified athletic trainer (ATC). Student athletic trainers may also be on site. Assigned ATCs are to have cell phones on person. Assigned AT students should also have cell phones on person. A team physician may not always be present at every organized practice or competition. Because the type of training and degree of competition vary widely among all sporting activities, the type or degree of sports medicine personnel present at these activities may also vary. The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is strongly recommended for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning and is required of the certified athletic trainer. Sports medicine related care and treatment must go through the head athletic trainer, Whitney Batchelor.

Emergency Equipment

Emergency care supplies and equipment include first aid supplies (e.g. dressings, bandages, tape, slings, elastic wraps, etc.), body substance isolation (BSI) materials (protective gloves, gauze, neutralizing solution), SAM splints, and crutches. Emergency equipment is located on the sideline with the ATC during high-risk sporting events such as hockey, soccer, rodeo, and rugby games. An AED machine is available on site during the hockey games and will be transported by the head athletic trainer during other events. Equipment is checked prior to practices and competitive events for proper function and availability.

Important Phone Numbers

WSU Police	801-626-6460
Ambulance, Fire	911
McKay-Dee Emergency Room	801-387-7000
Whitney Batchelor, LAT, ATC	801-682-5340
Director of Campus Recreation, Teri Bladen	801-626-8647
Ice Sheet Director, Todd Ferrario	
Ice Sheet Administrative Manager, Mariko Rollins	801-778-6300

Ice Sheet Customer Service Lobby	801-778-6360
Utah Othropaedics	801-917-8000
Dann Byck, M.D. (team physician)	801-388-8016
Brandon Park, NP-C	
Jeffrey Rocco, MD. (orthopedic foot/ankle specialist)	
Alexandra Rocco, PA-C	
Jeffrey Biehn, DO (orthopedic spine specialist)	
Jeremy Kokkonen, DO (physical medicine and rehabilitation)	
Timothy Whitaker, DPT	
Jonathan Wheelwright, DPT	

Role of First Responder

Personnel: Certified Athletic Trainer, athletic training students, coaching staff, campus recreation staff, ice sheet staff

Chain of Command: The Certified Athletic Trainer is responsible for assigning tasks to the athletic training students, any coaching staff, any campus recreation staff, any ice sheet staff and other EMS staff as needed to help the injured athlete.

Role of the first responder:

1. Immediate care of an ill or injured athlete, follow Red Cross Guidelines of Check, Call, Care
2. Assigning tasks to other bystanders for aid
3. Retrieving emergency equipment
4. Activating EMS: give your name, location, give number of people injured, type of injury, your phone number, first aid treatment given and any information requested, make sure you are the last person to hang up.
5. Give EMS directions

Promontory field: Ambulance has access to field via 4100 south and should enter the field at the south east corner, directly north of Promontory Tower Building.

Lower Quad: Ambulance has access to field via 3850 south and should enter the field at the northeast side, via the A1 parking lot.

Wildcat Center for Health Education and Wellness: Ambulance has access to field via 4100 south and should enter the building at the west doors.

Edman Tennis Courts: Ambulance has access to court via 4100 south and should enter the court at the south side parking lot which directly south of Swenson Gymnasium.

Ice Sheet/Field House: Ambulance has access to facility, 4390 Harrison Blvd (the building is not located directly on Harrison Blvd.). Located on the west side of the Dee Events Center parking lot.

Guidelines for Emergency Care to Specific Injuries and Illness

Spinal Injury

1. Check the airway, breathing, and circulation, and administer CPR as needed.
2. Have someone else call 911 (EMS)
3. Support cervical spine by positioning hands on side of head. Do not leave this position until instructed to do so by the EMS crew.
4. Have someone else prevent or treat for shock while you maintain your position at the head.
5. DO NOT ATTEMPT TO MOVE THE ATHLETE unless the athlete is in danger as a result of his/her location. (If the athlete is moved, proper backboard and cervical support must be used)
6. Retrieve oxygen, CPR mask and AED incase needed.
7. Reassure the athlete to stay calm.

Major Fracture

1. Treat the athlete for shock
2. Apply basic first aid
3. DO NOT ATTEMPT TO REDUCE THE FRACTURE
4. Splint, making sure the athlete continues to have a distal pulse and sensation.
5. Transport the athlete to the hospital.

Major Joint Dislocations

1. Treat the athlete for shock
2. Apply basic first aid
3. DO NOT ATTEMPT TO REDUCE THE DISLOCATION
4. Splint, making sure the athlete continues to have a distal pulse and sensation.
5. Transport the athlete to the hospital.

Heat Illness

1. Remove the athlete from the heat.
2. Remove excess clothing
3. Determine severity of the illness
4. Monitor ABC's
5. Attempt to cool the body (ice bath preferred)
6. Stay with the athlete at all times
7. Call 911 if needed

Cardiac Problems

1. Check the airway, breathing, and circulation, and administer CPR as needed
2. Treat for shock
3. Activate EMS
4. Put athlete in a comfortable position
5. Retrieve oxygen, CPR mask and AED incase needed.

Any Other Emergency Situation

1. Check the ABCs
2. Apply basic first aid
3. Prevent and/or treat for shock
4. When in doubt activate EMS
5. Retrieve oxygen, CPR mask and AED incase needed.

Triage - Multiple Victims

1. Move athletes who can walk on their own to a safe area for evaluation.
2. Quickly assess remaining victims – check ABCs
3. Label victims accordingly, before giving care to those who have life-threatening injuries and need immediate care first:
 - a. Immediate care – must be transported immediately in order to sustain life or unconscious.
 - b. Delayed care – is stable however unable to move due to spinal injury or broken bones.
 - c. Minor – non life threatening injuries.
 - d. Dead – for those who are dead.

Environmental Conditions

Lightning/Thunderstorm Conditions

The following steps are modified from those recommended by the NCAA and National Severe Storms Laboratory (NSSL) in the event of lightning or severe storm warning:

1. A member of the emergency care team (ATC, coach, or staff supervisor of event management) is designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic venue or event.
2. Monitoring should include obtaining a weather report prior to a practice or competitive event. Be aware of potential thunderstorms that may form. Be aware of National Weather Service-issued (NWS) thunderstorm “watches” and “warnings” as well as the signs of thunderstorms developing nearby. “Watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.
3. Be aware of how close lightning is occurring. Count the seconds using the flash-to-bang (flash of lightning to clap of thunder) method. Count the seconds and divide by five, which gives you the distance in miles that the lightning strike occurred. By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety. Be alert at the first sign of lightning or thunder and judge the time necessary to evacuate all individuals from the athletic venue. Ideally 30 minutes should pass following the last flash of lightning or clap of thunder before resuming athletic activity.

Fire

If a fire occurs faculty will conduct an evacuation

- a. Exit the building at the closest exit

b. Meeting areas for head counts will be set up at parking lots, at least 50 feet from a burning building

Earthquake

1. Stay indoors until shaking has stopped
2. Find a safe/sturdy place to get under – drop, cover and hold
3. Protect eyes and face by covering with arms and hands
4. If outdoors, find a clear spot away from buildings, trees and power lines – drop to the ground
5. After shaking stops, check yourself and others for injuries
6. Eliminate any small fires, turn off any gas
7. Listen to the radio for instructions
8. Be prepared for aftershocks – drop and cover when one occurs

After the initial shock:

1. Be prepared for aftershocks. Although aftershocks are usually less intense than the main quake, they can cause further structural damage.
2. Take steps to protect yourself from falling debris and other hazards.
3. For emergency assistance, dial 911 or 9-911 from school phone.
4. DO NOT use anything with an open flame, such as cigarette lighters, matches, torches, lanterns, etc., since gas leaks may be present.
5. Open windows and doors to ventilate the building. Watch out for broken glass.
6. Determine whether anyone is trapped under fallen objects. If so, dial 911 or 9-911 from school phone so rescue operations can be initiated.

Guidelines during a Serious/Catastrophic On-Field Player Injury

1. Player and coaches should go to and remain in the bench area once medical assistance arrives. Adequate lines of vision between the medical staffs and all available emergency personnel should be established and maintained.
2. Players, parents and non-authorized personnel should be kept a significant distance away from the seriously injured player or players.
3. Players or non-medical personnel should not touch, move or roll an injured player.
4. Players should not try to assist a teammate who is lying on the field (i.e. removing the helmet or chin strap, or attempting to assist breathing by elevating the waist).
5. Players should not pull on an injured teammate or opponent from a pile-up.
6. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.
7. Players and coaches should avoid dictating medical services to the athletic trainer or team physicians or taking up their time to perform such services.

Training of Emergency Procedures

Training sessions will be conducted by the Head Athletic Trainer at the beginning of each academic year and throughout the year as needed. Emergency procedure training sessions will include: The review of emergency care providers and phone numbers, minimum supplies and personnel for all scheduled practices, strength and conditioning workouts, skill-instruction sessions, and competitions, guidelines for emergency care to specific injuries or illness, and guidelines for emergency care at specific locations on campus at WSU.

Guidelines For Emergency Care to Specific locations at WSU

Promontory Field (Men's Soccer)

Emergency Personnel: Certified athletic trainer (ATC) assisted by athletic training students assigned to ATC. The above mentioned emergency personnel will be on site for practice as well as additional sports medicine staff as needed.

Emergency Communication: Assigned ATCs are to have cell phones on person. Also, there is a fixed telephone line in the Promontory Towers lobby.

Emergency Equipment: Supplies (trauma kit, splint kit, spine board, oxygen, AED) are maintained in the club sports athletic training room and/or on the promontory field as needed.

Roles of First Responder:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. If possible, the ATC directs the athletic training student or an assistant coach present to activate EMS while ATC attends to the collapsed athlete.
 - b. Call 9-911 when using an on-campus phone and 911 when using a cell phone. (Provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - c. Notify campus police at 626-6460
4. Direction for EMS to the Promontory field.
 - a. Ambulance has access to field via 4100 south and should enter the field at the south east corner, directly north of Promontory Tower Building. (refer to map below)
 - b. Personnel will be located at the southeast corner to direct ambulance

Post Event Administration Notification:

1. Head Athletic Trainer

Whitney Batchelor 801-682-5340

2. Team Physician

Dr. Dann Byck, M.D. 801-388-8016

3. Campus Recreation Director

Teri Bladen 801-626-8647

Documentation: It is the responsibility of the first responder to document actions taken during the emergency response. These documents will be used to evaluate the emergency response. This record will aid in decisions made concerning future training and possible improvements in the emergency action plan.

Venue Map: A map of campus is located at the end of this section.

Lower Quad (Rugby)

Emergency Personnel: Certified athletic trainer (ATC) assisted by athletic training students assigned to ATC. The above mentioned emergency personnel will be on site for practice as well as additional sports medicine staff as needed.

Emergency Communication: Assigned ATCs are to have cell phones on person. Also, there is a fixed telephone line in the Social Science Building or Miller Administration building.

Emergency Equipment: Supplies (trauma kit, splint kit, spine board, oxygen, AED) are maintained in the club sports athletic training room and/or on the lower quad as needed.

Roles of First Responder:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. If possible, the ATC directs the athletic training student or an assistant coach present to activate EMS while ATC attends to the collapsed athlete.
 - b. Call 9-911 when using an on-campus phone and 911 when using a cell phone. (Provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - c. Notify campus police at 626-6460
4. Direction for EMS to the Lower Quad.
 - a. Ambulance has access to field via 3850 south and should enter the field at the northeast side, via the A1 parking lot. (refer to map below)
 - b. Personnel will be located at the northeast corner to direct ambulance

Post Event Administration Notification:

1. Head Athletic Trainer

Whitney Batchelor 801-682-5340

2. Team Physician

Dr. Dann Byck, M.D. 801-388-8016

3. Campus Recreation Director

Teri Bladen 801-626-8647

Documentation: It is the responsibility of the first responder to document actions taken during the emergency response. These documents will be used to evaluate the emergency response. This record will aid in decisions made concerning future training and possible improvements in the emergency action plan.

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Wildcat Center for Health Education and Wellness (formerly known as Stromberg Complex/Gym) (Wrestling, Rugby)

Emergency Personnel: Certified athletic trainer (ATC) assisted by athletic training students assigned to ATC. The above mentioned emergency personnel will be on site for practice as well as additional sports medicine staff as needed.

Emergency Communication: Assigned ATCs are to have cell phones on person. Also, there is a fixed telephone line at the issue desk south east of indoor track.

Emergency Equipment: Supplies (trauma kit, splint kit, spine board, oxygen, AED) are maintained in the Wildcat Center for Health Education and Wellness athletic training room and/or the campus recreation office and/or on the indoor track as needed.

Roles of First Responder:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. If possible, the ATC directs the athletic training student or an assistant coach present to activate EMS while ATC attends to the collapsed athlete.
 - b. Call 9-911 when using an on-campus phone and 911 when using a cell phone. (Provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - c. Notify campus police at 626-6460
4. Direction for EMS to the Wildcat Center for Health Education and Wellness.
 - a. Ambulance has access to field via 4100 south and should enter the building at the west doors. (refer to map below)
 - b. Personnel will be located at the southeast corner to direct ambulance.

Post Event Administration Notification:

1. Head Athletic Trainer
Whitney Batchelor 801-682-5340
2. Team Physician
Dr. Dann Byck, M.D. 801-388-8016

3. Campus Recreation Director
Teri Bladen 801-626-8647

Documentation: It is the responsibility of the first responder to document actions taken during the emergency response. These documents will be used to evaluate the emergency response. This record will aid in decisions made concerning future training and possible improvements in the emergency action plan.

Venue Map: A map of campus is located at the end of this section

Edman Tennis Courts (Tennis)

Emergency Personnel: Certified athletic trainer (ATC) assisted by athletic training students assigned to ATC. The above mentioned emergency personnel will be on site for practice and competition as well as additional sports medicine staff as needed.

Emergency Communication: Assigned ATCs are to have cell phones on person. Also, there is a fixed telephone line at the lower entrance to the Swenson Gym.

Emergency Equipment: Supplies (trauma kit, splint kit, spine board, oxygen, AED) are maintained in the Wildcat Center for Health Education and Wellness athletic training room and/or campus recreation office and/or on sidelines during tennis practice/competitions.

Roles of First Responder:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. If possible, the ATC directs the athletic training student or an assistant coach present to activate EMS while ATC attends to the collapsed athlete.
 - b. Call 9-911 when using an on-campus phone and 911 when using a cell phone. (Provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - c. Notify campus police at 626-6460
4. Direction for EMS to the Edman Tennis Courts
 - a. Ambulance has access to court via 4100 south and should enter the court at the south side parking lot which directly south of Swenson Gymnasium. (refer to map below)
 - b. Personnel will be located at the parking lot to direct ambulance.

Post Event Administration Notification:

1. Head Athletic Trainer
Whitney Batchelor 801-682-5340
2. Team Physician
Dr. Dann Byck, M.D. 801-388-8016

3. Campus Recreation Director
Teri Bladen 801-626-8647

Documentation: It is the responsibility of the first responder to document actions taken during the emergency response. These documents will be used to evaluate the emergency response. This record will aid in decisions made concerning future training and possible improvements in the emergency action plan.

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Ice Sheet/Field House (Ice hockey, Rugby, Baseball)

Emergency Personnel: Certified athletic trainer (ATC) assisted by athletic training students assigned to ATC. The above mentioned emergency personnel will be on site for practice as well as additional sports medicine staff as needed.

Emergency Communication: Assigned ATCs are to have cell phones on person. Also, there is a fixed telephone line at the customer service desk on the first floor.

Emergency Equipment: Supplies (trauma kit, splint kit, spine board, oxygen, AED) are maintained in the Ice Sheet (customer service desk on the first floor, athletic training office near the score box) as needed.

Roles of First Responder:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. If possible, the ATC directs the athletic training student or an assistant coach present to activate EMS while ATC attends to the collapsed athlete.
 - b. Call 9-911 when using an on-campus phone and 911 when using a cell phone. (Provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - c. Notify campus police at 626-6460
4. Direction for EMS to the Ice Sheet/Field House.
 - a. Ambulance has access to facility, 4390 Harrison Blvd (the building is not located directly on Harrison Blvd.). Located on the west side of the Dee Events Center parking lot (refer to map below).
 - b. Personnel will be located at the front doors, which face southeast, to direct ambulance.

Post Event Administration Notification:

1. Head Athletic Trainer
Whitney Batchelor 801-682-5340
2. Team Physician
Dr. Dann Byck, M.D. 801-388-8016

3. Campus Recreation Director
Teri Bladen 801-626-8647

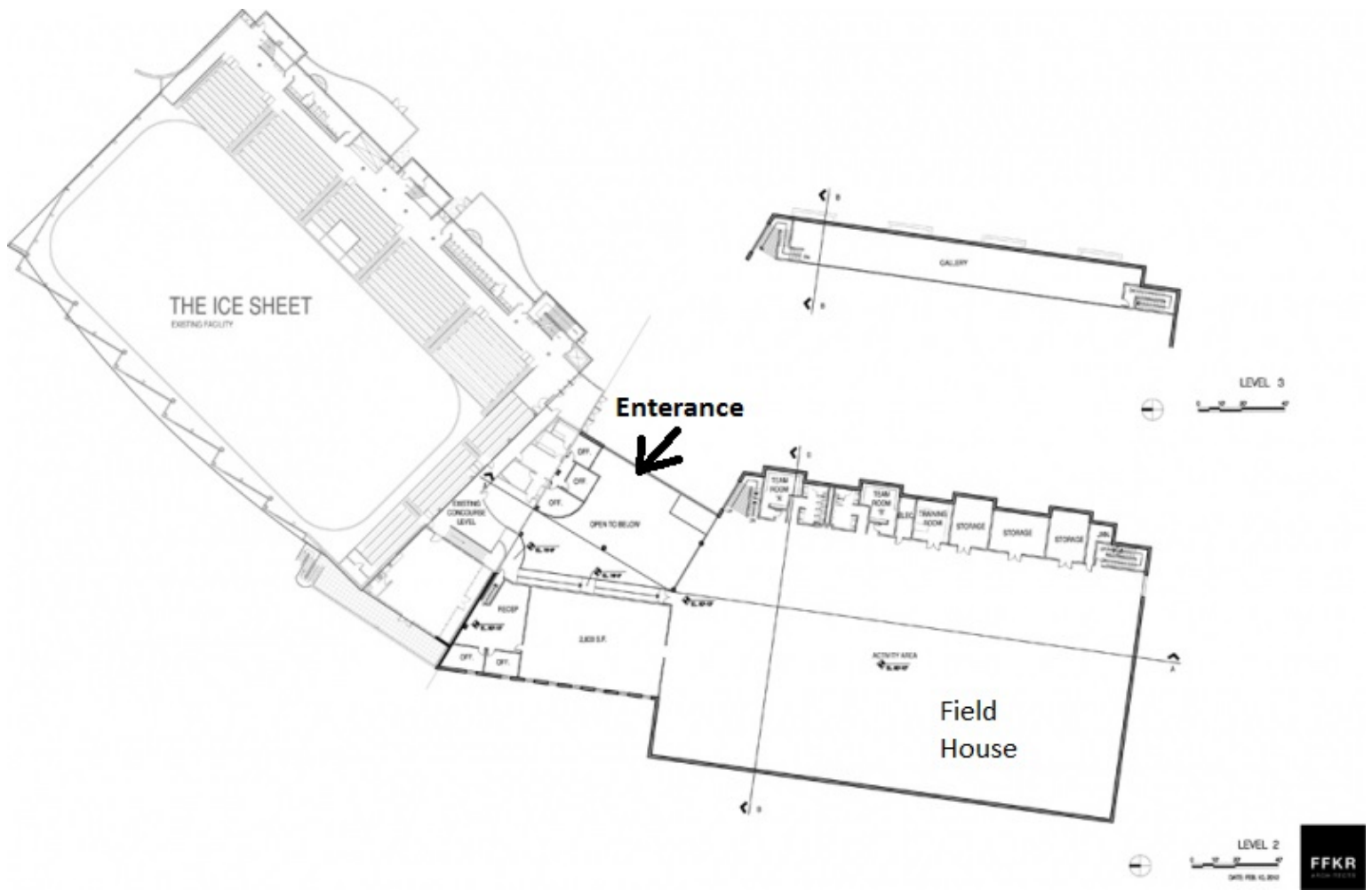
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Critique

Overall this EAP was very well put together. This is probably the best EAP I've been given to work with thus far. Due to the nature of Club Sports, there are multiple sports that are to be covered, so there was a lot of duplicated information as far as Emergency Response for each location where the different sports like soccer and rugby will be. The only thing I had to correct was the year on the top of the EAP, a sentence about communication and on site ATC/ATS cell phones. The only part I added was about the initial shock from an earthquake, otherwise all the other emergencies were adequately covered, along with maps for ambulance direction.

Door Summary

Important Phone Numbers

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Timothy Whitaker, DPT	
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Role of First Responder

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2. Assigning tasks to other bystanders for aid
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Ice Sheet/Field House: Ambulance has access to facility, 4390 Harrison Blvd (the building is not located directly on Harrison Blvd.). Located on the west side of the Dee Events Center parking lot.