

Emergency Action Plan For Grand Saline ISD Athletic Events

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

Table of Contents

Table of Contents

Personnel Involved in Development	3
Documentation of Recent Changes	4
Introduction	5
Staff Education	9
Chain of Command	9
Emergency Telephone Numbers	10
Emergency Situation Contact Tree	11
Emergency Equipment Locations	12
Grand Saline Field House AED Location	13
Grand Saline High School AED Location	14
Grand Saline Middle School AED Location	15
General Plan of Action	16
Emergency Action Procedures	17
Rehearsal Strategy	19
Documentation of Seasonal Coaches Educational Meeting	20
Documentation of Emergency Equipment Maintenance	21
Approval and Verification Page	22

Emergency Action Plan – Grand Saline ISD

Personnel Involved in Development

The following individuals were involved with the creation of this Emergency Action Plan:

Brittany Kiefer, MS, ATC, LAT (Athletic Trainer)

Joe Drennon (Athletic Director)

Leah Melton, RN (High School Nurse)

Debbie Yarbrough, RN (Middle School Nurse)

Van Zandt County EMS

EMERGENCY ACTION PLAN FOR ATHLETICS

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, and prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All coaches are required to have CPR, First Aid, AED, and concussion management training certifications.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The four basic roles within the emergency team are:

- **Establish scene safety and immediate care of the athlete**
 - This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
- **Activation of Emergency Medical Services (EMS)**
 - This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team.
- **Equipment retrieval**
 - May be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed.
- **Direction of EMS to the scene**
 - One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Activating Emergency Medical Services

CALL 9-1-1

Provide information

- Name, address, telephone number of caller
- Nature of the emergency (medical or non-medical)
- Number of athletes injured
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific direction as needed to locate the emergency scene (i.e. “use the East entrance to the football using Stadium Dr”)
- Other information requested by the dispatcher
- **DO NOT HANG UP FIRST**

*if non-medical, refer to the specified checklist of the school’s non-athletics emergency action plan

Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page 11-12 for emergency communication guidelines for Grand Saline ISD.

Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experiences doubt in their mind regarding the severity of the situation should consider a “load and go” situation and transport the individual.

Emergency Action Plan – Grand Saline ISD

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions.

Post EAP Activation Procedures:

Documentation

Documentation must be done by ATC (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing

A team composed of the ATC, AD, coaches, nurse and one or two other school district employees not involved with the situation must discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to EAP should be made for promptness.

Conclusion

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

Emergency Action Plan – Grand Saline ISD

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the relevant EAP will be shared with all coaches on staff via Google Docs so they will have access to it at home or away events via their smartphone.
3. An additional copy of the EAP will be accessible in a binder on the desk in the athletic training room.

Chain of Command

The athletic trainer should always act as primary care-giver at the site of the injury or accident (when on-site) and would manage the situation according to the following rank:

1. Certified Athletic Trainer
2. Athletic Director
3. Administrator on Duty
4. Head Coach
5. Assistant Coaches
6. Student Athletic Trainers

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

1. Athletic Director
2. Administrator on Duty
3. Head Coach
4. Assistant Coaches

Emergency Action Plan – Grand Saline ISD

Emergency Telephone Numbers

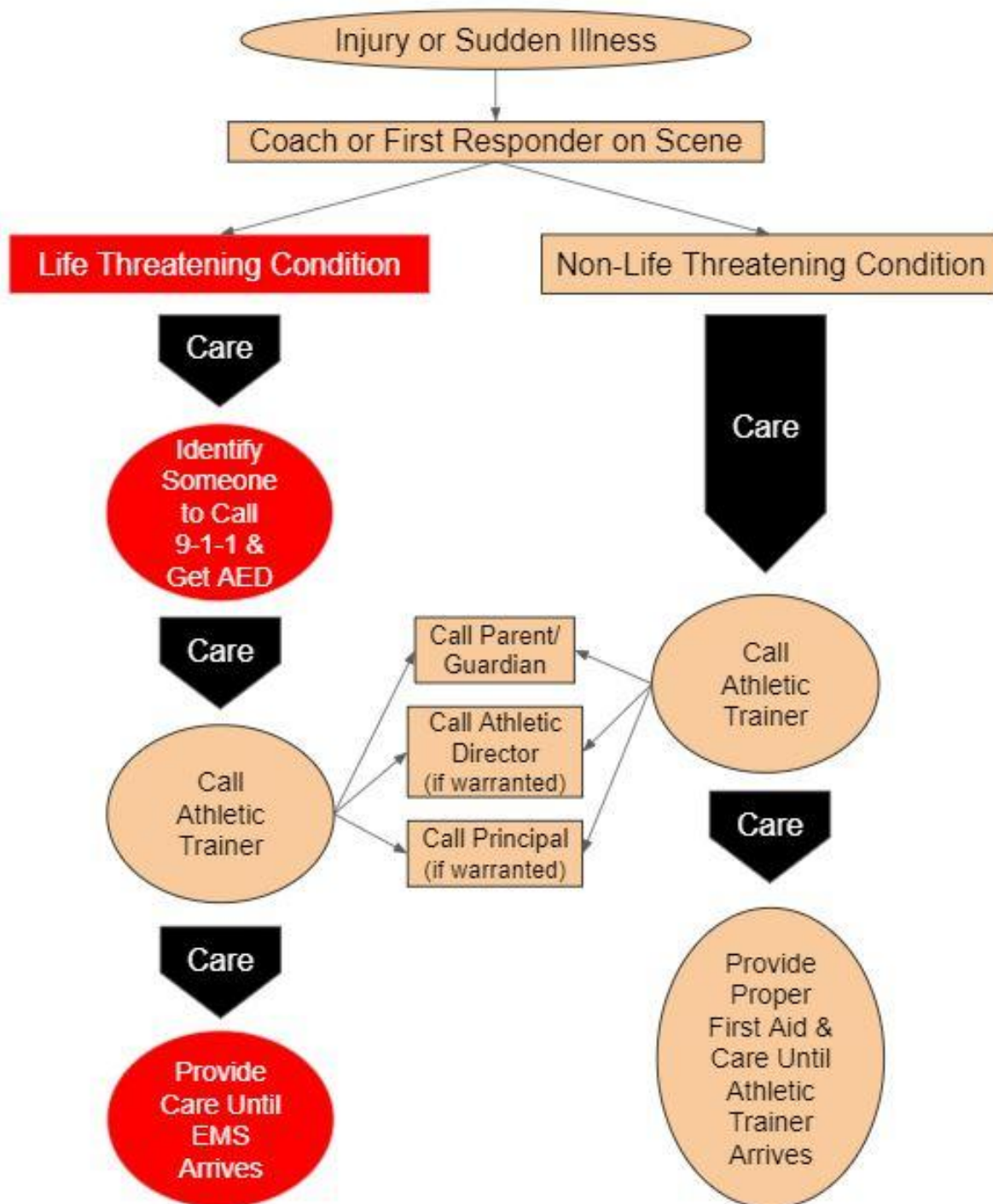
This list is only to be used in case of an emergency.

Off Campus Contacts	Phone Number
Emergency	9-1-1
Police Department	903-962-3145
Fire and Ambulance	903-962-3122 x2211
Canton CHRISTUS Urgent Care	903-567-4841
Tyler CHRISTUS ER	903-606-6500
Hazardous Materials	1-800-467-4922
Poison Control Center	1-800-222-1222

On Campus Offices	Phone Number
Athletic Training Room	903-962-7546
HS Nurse	903-962-7533 x206
MS Nurse	903-962-7537 x304
Athletic Director	903-962-7546 x602
HS Main Office	903-962-7533
MS Main Office	903-962-7537
Administrative Office	903-962-7546
School Counselor Office	903-962-7533 x205

Title	Name	Office
Athletic Trainer	Brittany Kiefer, MS, ATC, LAT	903-962-7546
Athletic Director	Joe Drennon	903-962-7546 x602
HS Principal	Ricky LaPrade	903-962-7533
MS Principal	Ryan Simmons	903-962-7537
Superintendent	Micah Lewis	903-962-7546
HS Nurse	Leah Melton	903-962-7533 x206
MS Nurse	Debbie Yarbrough	903-962-7537 x304

Emergency Situation Contact Tree



Athletic Trainer may at their discretion contact sports medicine physician for guidance

Emergency Action Plan – Grand Saline ISD

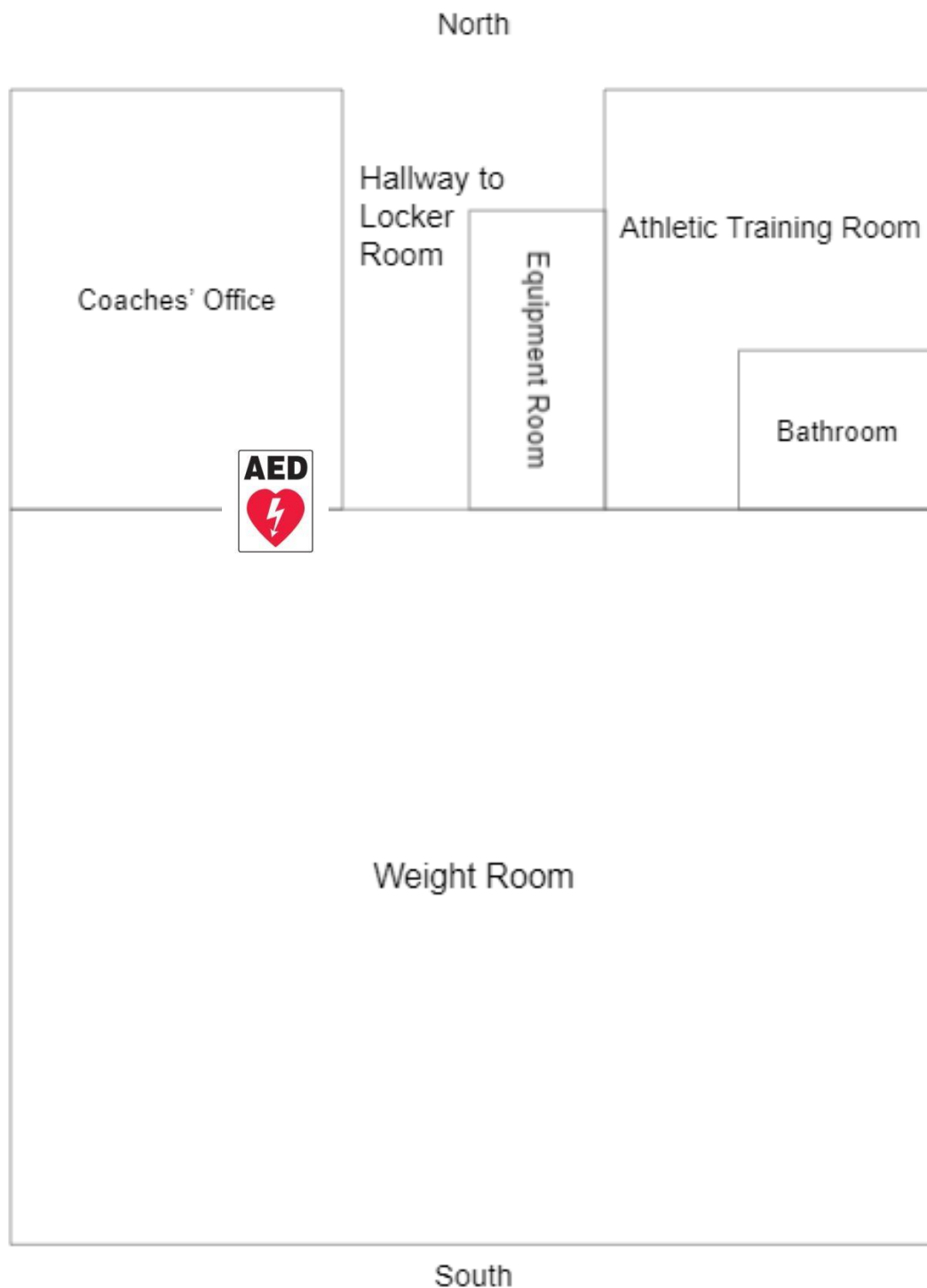
Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit onsite for events covered by ATC
 - First Aid Kit located with coach
1. AED
 - a. Wall mounted AED located inside Grand Saline ISD Field House inside coaches' office
 - b. Wall mounted AED located inside Grand Saline High School Gymnasium by girls coaches' office
 - c. Wall mounted AED located inside Grand Saline Middle School near the Gymnasium across the lobby near the principal's office
 2. Nearest Phone
 - a. Athletic Trainer's personal cell phone when covering events
 - b. Coaches' personal cell phones (with emergency numbers attached here)
 3. Rescue Inhaler
 - a. Athletes are responsible for their own inhalers and are responsible for bringing the inhaler with them to all practices/games
 - b. Inhaler must be left with coach on bench (labeled with name) during practices and games
 - c. Athletic Trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit
 4. EpiPen
 - a. Athletes are responsible for their own EpiPen and is responsible for bringing their EpiPen with them to all practices/games
 - b. EpiPen must be left with coach on bench (labeled with name) during practices and games
 - c. Athletic Trainer may be given a backup EpiPen by the parent or child to keep as a backup in the med kit
 5. Splints
 - a. With ATC during events or in ATR
 6. Spine Boards/Cervical Collar
 - a. Located in Athletic Training Room in far orange locker, top right
 - b. Will be provided by EMS upon arrival
 7. Biohazard Materials
 - a. Red bags – in each med kit and in ATR
 - b. Disposal Bin – in ATR

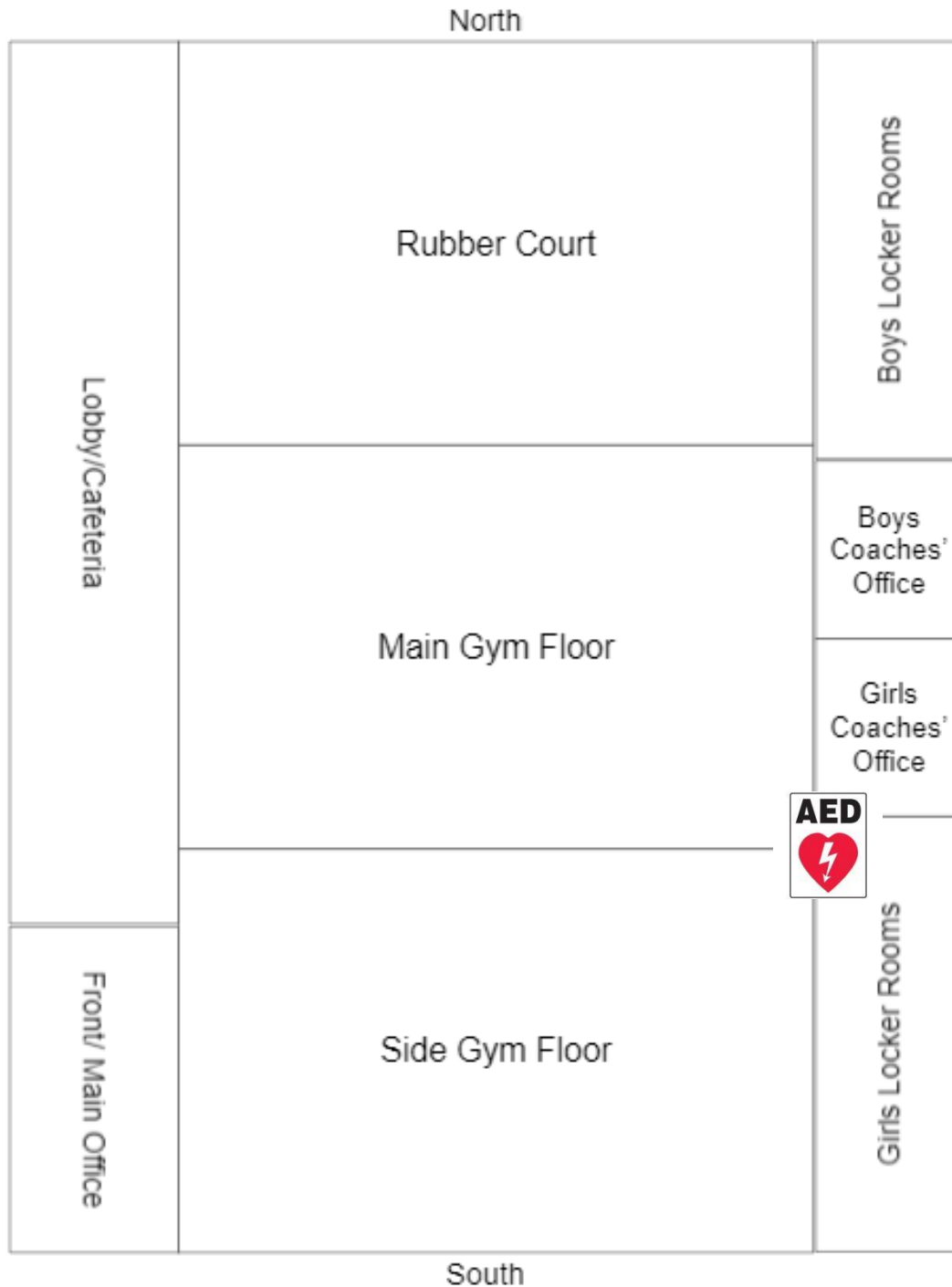
Grand Saline Field House AED Location

The main AED for inside Grand Saline Field House is located in the coaches' office on the right side of the door frame.



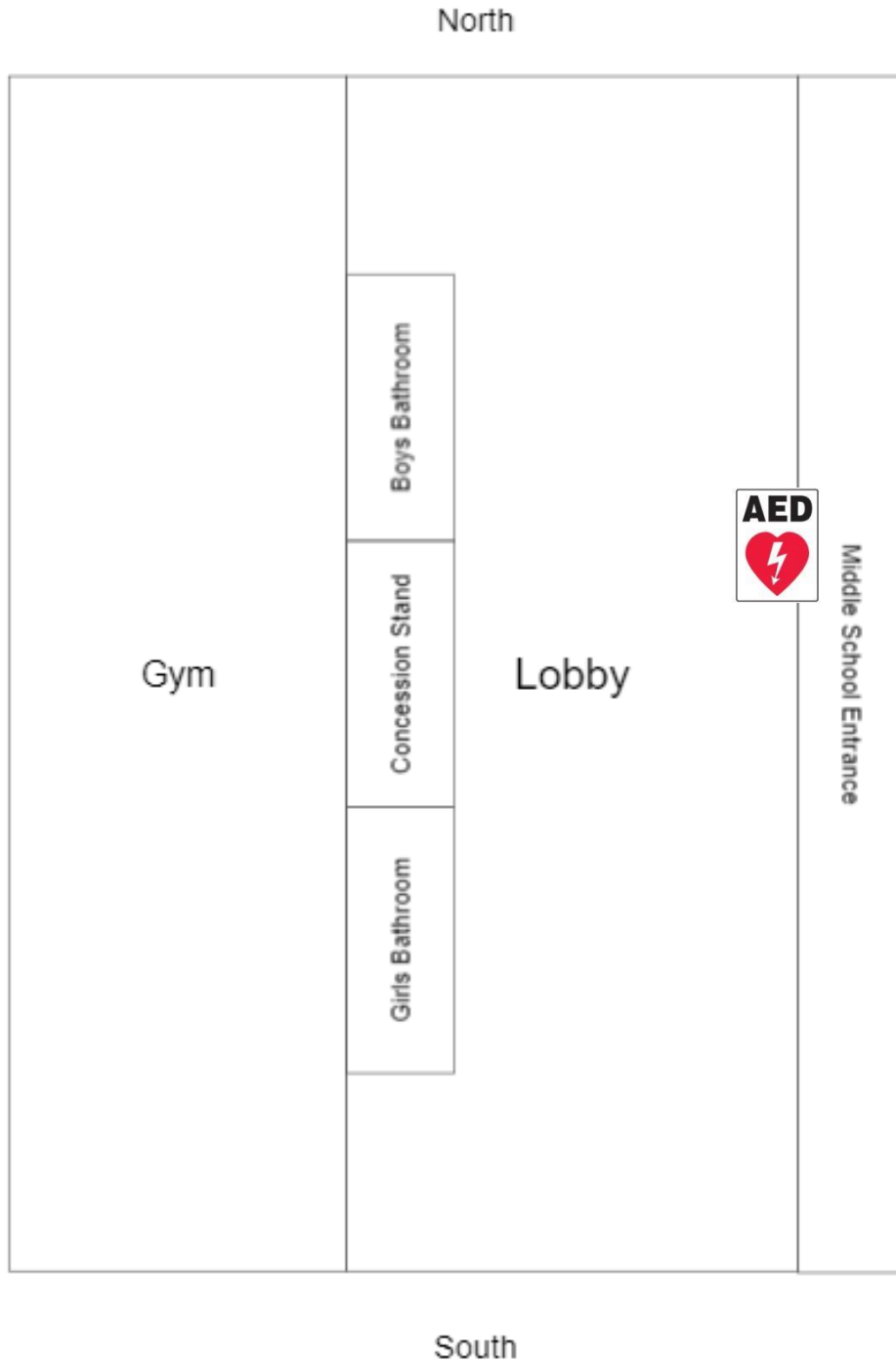
Grand Saline High School AED Location

The main AED for inside Grand Saline High School is located next to the Girls Coaches Office & Locker Rooms.



Grand Saline Middle School AED Location

The main AED for inside Grand Saline Middle School is located near the gym across the lobby, close to the principal's office.



Emergency Action Plan – Grand Saline ISD

General Plan of Action

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
 - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!
 - b. Check card for 911 call instructions for your location
4. Perform emergency CPR/First Aid
 - a. If severe bleeding – instruct individual to assist with bleeding control
5. Instruct coach or bystander to get AED
6. Instruct coach or bystander to control crowd
7. Contact the Athletic Trainer of Grand Saline ISD if they are present at the school but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Assistant Principal
11. Instruct individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. Assistant coach must accompany athlete to hospital – either in ambulance or follow by car
14. Document the event

Grand Saline ISD Emergency Action Procedures

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Grand Saline ISD Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

- 1) Check the scene
 - a) Is it safe for you to help?
 - b) What happened?
 - c) How many victims are there?
 - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions).
 - i. Football & Soccer Field/Tennis Courts/Field House
 1. Address: 500 Stadium Drive, Grand Saline, TX 75140
 2. Directions: From Highway 80 turn onto North Spring Street going north, then turn left onto Riviera Drive going west, then turn left on the first street to the left just before the backside of the field house, enter the gate going towards the football field for the football and soccer fields and field house, continue on the street a little further to the tennis courts
 3. GPS Coordinates: 32.6896234,-95.7194531
 - ii. High School Gymnasium
 1. Address: 500 Stadium Drive, Grand Saline, TX 75140
 2. Directions: From Highway 80 turn onto North Spring Street going north, then turn left onto West Stadium Drive, then turn right onto North Oleander Street which ends in a circle, someone will be there to greet EMS at the front door of the high school and lead them to the gym
 3. GPS Coordinates: 32.6856098,-95.7160573

Emergency Action Plan – Grand Saline ISD

- iii. Middle School Gymnasium
 1. Address: 400 Stadium Drive, Grand Saline, TX 75140
 2. Directions: From Highway 80 turn onto North Spring Street going north, then turn left onto West Stadium Drive, then turn right onto King Street and drive to the end of the Middle School building and there will be someone there to greet EMS at the outermost gym entrance on the west side of the building
 3. GPS Coordinates: 32.6847732,-95.7136773
- iv. Baseball/Softball Complex
 1. Address: 500 Stadium Drive, Grand Saline, TX 75140
 2. Directions: From Highway 80 turn onto North Spring Street going north, then turn left onto West Stadium Drive, then turn right onto King Street and drive to the end of the High School building, then turn right and go back to the softball baseball complex, the baseball field will be on the right and the softball on the left, someone will be there to greet EMS at the opening of the complex near the ticket booth to help get to the appropriate field
 3. GPS Coordinates: 32.6856098,-95.7160573
- d) Any additional information
- e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If an athletic trainer is present he/she will stay with the athlete and provide immediate care.
 - ii. If an athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Grand Saline ISD if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

Rehearsal Strategy

The athletic trainer will be responsible for reviewing the EAP annually and rehearsing it prior to the first/fall sports season.

Coaches at Grand Saline ISD will be educated on the EAP prior to the first two a days practice each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

The meeting will be directed by the athletic trainer and will include a powerpoint presentation for recent updates along with a hands-on portion. The hands-on portion will run through different scenarios to ensure the coaches understand the EAP. All coaches will be provided the opportunity to ask any and all questions and the athletic trainer will be responsible for ensuring a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance, see following page. The documentation of attendance will be stored with the athletic trainer.

The athletic director will be provided with a copy of the EAP and will be required to attend one of the meetings with the coaches. Athletic director must sign in to prove attendance.

Emergency Action Plan – Grand Saline ISD

Documentation of Seasonal Coaches Educational Meeting Topic: EAP Rehearsal

Sign in Sheet

Coach Name (printed)	Sport	HS	MS	Signature

Notes:

Emergency Action Plan – Grand Saline ISD

Approval and Verification Page

This document has been read and revised by the [School Name] athletic trainer, team physician and athletic director.

Athletic Trainer: _____ Date: _____

Athletic Director: _____ Date: _____

I _____ (print name) have read and understand the Emergency Action Plan for Grand Saline Athletics. I understand my roles and responsibility should an emergency occur in my presence. I have also rehearsed this Emergency Action Plan and understand my role in an emergency situation with an athletic trainer present and without. I have been given the opportunity to ask all questions and have received the proper answers to my questions.

I also understand that I must keep my CPR/AED and First Aid Certifications up to date and that it is my responsibility to ensure a lapse does not occur. I am also aware that I must be trained in concussion management and it is my responsibility to ensure a lapse does not occur.

Name (print) _____ Sport _____

Signature _____ Date _____