

# Emergency Action Plan



## **Emergency Action Plan**

Although most injuries occurring in athletics are relatively minor; limb-threatening and life-threatening injuries are unpredictable and **DO OCCUR**. Therefore, the personnel in charge of conducting athletic practices and competitions must **BE PREPARED** to handle emergency medical situations. This emergency action plan (EAP) is intended to provide guidelines for management of medical emergencies. This plan should be reviewed and rehearsed by the sports medicine staff, coaching staff, and athletic administrators. Planning ahead for medical emergencies involves preparation in the following areas: personnel, responsibilities, communication, transportation, supplies, and follow-up.

Responsible personnel include the sports medicine staff (ATC) Athletic Trainer, (PT) Physical Therapist, (MD) Medical Doctor, coaching staff, and athletic administrators. It is strongly recommended by the IHSAA Iowa High School Athletic Association and IGHSAU Iowa Girls High School Athletic Union that coaches and administrators have basic knowledge in first aid and CPR. Whenever a member of the sports medicine staff is not present a member of the coaching staff or athletic administration will be responsible for activating the Emergency Action Plan.

Directions to provide EMS to each athletic venue (Appendix C-M) for Ankeny Hawks and Centennial Jaguars are provided. Additionally, a general EAP flow chart has been created to further illustrate the steps of the EAP (Appendix A) and an incident report (Appendix B) that should be completed for all emergency medical situations. Finally this EAP includes a list of local emergency health care facilities (Appendix N) and a detailed list of responsibilities during the occurrence of a traumatic injury (Appendix O).

## **Personnel**

### *Sports medicine staff*

1. Athletic Trainer
  - a. **Peter Harder, ATC (Centennial Jaguars)**  
Office: 515-965-1422      Cell: 515-520-7997
  - b. **Ellen Sutphen, ATC (Ankeny Hawks)**  
Office: 515-965-1422      Cell: 515-402-5161
  - c. John Flaherty, ATC (PRN)  
Office: 515-965-1422      Cell: 319-750-0699
2. Physical Therapist
  - a. Aaron Christiansen, PT (Ankeny Physical & Sports Therapy)  
Office: 515-965-1422      Cell: 515-250-0990
3. Team Physician
  - a. Dr. Brian Crites (Capital Orthopedics)  
Office: 515-440-2676      Cell: 515-339-2273

### *Support personnel*

- 1.** AHS Athletic and Activities Director
  - a. Andy Umthun  
Office: 515-965-9630      Cell: 712-380-0531
- 2.** AHS Activities Manager
  - a. Tom Day  
Office: 515-963-4335      Cell: 515-554-8918
3. ACHS Athletic and Activities Director
  - a. Scott Garvis  
Office: 515-965-9610      Cell: 641-840-9929
4. ACHS Activities Manager
  - a. Randy Hoeck  
Office: 515-965-9610      Cell: 515-635-2974
- 5.** North View Middle School
  - a. Holly Anderson  
Office: 515-965-9635      Cell: 515-402-1259
- 6.** South View Middle School
  - a. Mike Bakker  
Office: 515-635-2835      Cell: 515-480-8946
- 7.** Coaches
- 8.** Game Officials

### *External support personnel*

1. **Ankeny Emergency Medical Services (EMS)**  
**Emergency: 911**  
**Non-Emergency-Shift Commander 515-965-6479**
2. **Ankeny Police Department**  
**Emergency: 911**  
**Non-emergencies: Polk Co. Dispatch 515-286-3333**

### **Responsibilities**

The sports medicine staff will always act as the primary care givers at the site of injury or accident and will manage the situation according to the following rank:

1. ATC/PT
2. Team physician

In the event that a sports medicine staff member is not present the following chain of command will be used:

1. Head coach
2. Assistant coach (or a coach designated by the head coach with them most health care back ground)
3. Administrator

The welfare of the injured student athlete is always first and foremost. Therefore, immediate care in some form is vital and by no means should care wait to be undertaken until a member of the sports medicine staff or EMS arrives on scene. **Always call 911 in emergency medical situations** and then notify a member of the sports medicine staff.

All personnel are required to provide the following six responsibilities:

1. Provide immediate medical care during practices and games to any high school student athlete and activate the EAP if an emergency medical situation occurs
2. Assist with scene management during an emergency medical situation including coordinating with EMS, fire, and police as appropriate.
3. Direction of EMS to the scene.
4. Serve as liaison between visiting teams traveling without a sports medicine provider (i.e. ATC, PT, MD) and Ankeny's medical resources.
5. The sports medicine staff will provide medical coverage to visiting varsity teams traveling without a sports medicine provider. (i.e. ATC, PT, MD)
6. Make referral suggestions for injured student athletes as appropriate.

### ***Sports medicine staff***

1. Primary care giver for all Ankeny and Centennial High School student athletes.
2. Notify parents or guardians.
3. Fill out incident report if an Ankeny athlete sustains injury.
4. Refer to appropriate medical specialists when needed.



## Traumatic Injury Event Individual Tasks

*When an event occurs that requires the initiation of the emergency medical response system, the following should take place.*

1. Sport Medicine Provider (ATC, PT, MD)
  - a. **Will provide care for the injured person until EMS arrives**
  - b. Instruct administrator and coaches how to help with care given to the injured person
  - c. Will fill out an incident report and other appropriate paperwork
  - d. Will notify parent/guardian
2. Administrator (AD, Activities Manager)
  - a. **Will call and initiate EMS**
  - b. Will meet EMS at the appropriate location indicated by this EAP or otherwise instructed by sports medicine provider
  - c. Will retrieve AED and med-cart if transportation of injured person is warranted
3. Head Coach
  - a. **Assists in providing care to injured person**
  - b. **Maintains student athlete emergency contact cards**
  - c. If administrator and no assistant coach is present, will initiate EMS
  - d. If sports medicine provider is not present, head coach is responsible for basic primary care of the injured person
  - e. If sports medicine provider is not present, head coach is responsible for filling out an incident report and other appropriate paperwork
4. Assistant Coach
  - a. **Will notify parent/guardian**
  - b. Keeps area clear around injured person to provide room for care of the individual
  - c. Assists in providing care to injured person
  - d. If administrator is not present, assistant coach will call and initiate EMS
  - e. If administrator is not present, assistant coach will retrieve AED and med-cart to transport injured person if warranted

- f. If head coach is not present, assistant coach will be responsible for basic primary care of the injured person

### ***Support personnel***

1. Athletics and Activities Director
  - a. Notifies or is notified by the sports medicine staff of an emergency medical situation.
  - b. Unlock any gates or doors for EMS.
  - c. Flag down EMS and direct to scene.
  - d. Assist with notification of the parents of the student athlete.
  - e. Notifies high school administration as appropriate.
2. Activities Manager
  - a. Notifies or is notified by the sports medicine staff of an emergency medical event.
  - b. Unlock any gates or doors for EMS.
  - c. Flag down EMS and direct to scene.
  - d. Assist with notification of the parents of the student athlete.
  - e. Notifies high school administration as appropriate.
3. Game Officials
  - a. Assists in keeping the area around the injured student athlete clear of individuals not directly involved in the injury management process.
4. Coaches
  - a. Retrieves emergency care card to provide to EMS
    1. Ensures emergency contact cards are in medical kits and up to date.
  - b. Unlock any gates or doors for EMS.
  - c. Flag down EMS and direct to scene.
  - d. Assists in keeping the area around the injured student athlete clear of individuals not directly involved in the injury management process
  - e. When a member of the sports medicine staff is not present, the coaches will assume the role of first responder (refer to chain of command).
5. School Nurse
  - a. Notifies or is notified by the sports medicine staff of an emergency.
  - b. Notifies appropriate school district employee for students classroom capabilities and modifications as needed.
    1. Physical Education classes, walking disabilities with crutches or wheelchair for classes, returning to play or learn from a head injury.
  - c. Assist in filling out and filing incident reports. (appendix B)

### ***External support personnel***

1. Ankeny Emergency Medical Services (EMS)
  - a. Assist in the emergency care of the injured student athlete.
  - b. Transportation of injured student athlete to hospital.
2. Ankeny Police Department
  - a. Crowd control
  - b. Assist in transportation of injured student athlete and/or family in special circumstances.

- c. Implement AED use for sudden cardiac arrest emergencies.

### **Communication**

Responsible personnel should be familiar with the method of communication that is most readily available to them and its location at each venue in the event of an emergency.

Types of communication include:

1. Cell phones
2. Landline phones in building locations
  - a. Located in all classrooms

### ***Emergency Phone Numbers***

1. Emergency: 911
2. Poison control: 515-241-6254 or 1-800-222-1222
3. Mercy Urgent Care (Ankeny): 515-643-8100
4. Unity Point Family Medicine-Urgent Care: 515-964-4600
5. Iowa Clinic Urgent Care (Ankeny): 515-875-9000

### ***What to Say***

- 1. Answer Questions of the Dispatcher-This info. could include the following:**
  - a. Identify yourself (i.e. name and affiliation)
  - b. Briefly explain situation (ex: unconscious athlete, breathing)
  - c. Explain purpose of call (ex: ambulance needed)
  - d. Explain location (provide directions) Always Provide Door #
  - e. Answer questions addressed to you
  - f. HANG UP LAST!!

### **Transportation**

1. Emergencies: ambulance
    - i. Parents or coach/designee will accompany athlete
  2. Non-emergencies (athlete must be stable): private vehicle
- \*If a private vehicle is used to transport the injured student athlete, the owner of the private vehicle assumes responsibility for the student athlete.

### **Emergency Supplies**

#### ***Automated External Defibrillators (AED)***

1. Ankeny High School
  - a. Located in main entry lobby (across from administration office)
2. Ankeny Centennial High School
  - a. Located in main entry lobby (across from administration office)
3. North View Middle school
  - a. Located in the concession area between the men's and women's bathroom on the south wall.
4. South View Middle School

- a. Located to the right of the main entrance near administration office
- 5. Outside events locations:
  - a. Ankeny Centennial High School Football/Baseball/Softball
    - i. Located in the concession stands, on both end and Officials Locker room.
  - b. Football Stadium
    - i. AED located in the concession stand on the southwest corner.
    - ii. During games there will be one on the sidelines by the home team.
  - c. North View Middle School Baseball/Softball
    - i. Located in the concession stand
  - d. Ankeny High School Baseball/Softball fields
    - i. Located in the concession stand
  - e. Ankeny High School Football complex
    - i. Located in the official's locker room
  - f. Prairie Ridge Tennis Court
    - i. AED will be placed inside shed located by the courts.
- 6. DMACC Swimming Pool
  - a. Located on the south wall across from the bleacher

\*The on-site ambulance (FB only) has advanced life support.

### ***Immediate Emergency Supplies***

- 1. Portable AED- located on each site for use by all properly trained individuals
- 2. CPR mask – sports medicine staff
- 3. First aid kits – coaches and sports medicine staff
- 4. Fanny packs – sports medicine staff

### ***Biohazard Clean-up***

- 1. The training room has supplies for the absorption and disposal of small amounts of potentially harmful blood and body fluids
- 2. The high school custodial staff should be contacted in the event of a significant spill of blood and body fluids
- 3. Must use one of the following disinfectants:
  - a. EPA registered “hospital disinfectant” chemical germicides
  - b. EPA registered as effective against HIV
  - c. A fresh solution of 1:10 household bleach

### **Follow-up**

- 1. Appropriate documentation must be completed (injury assessment form and incident report (Appendix B))
- 2. A member of the sports medicine staff should check with the parents and student athlete if further assistance is needed.
- 3. Contact appropriate school administration and nurses' office to file incident report.

### **Miscellaneous**

All providers of emergency medical care should practice and be competent in the skills identified in these EAP guidelines for implementation in an emergency situation.

The minimum that everyone in the chain of command needs to know:

1. CPR
2. Basic first aid
3. Emergency action plan

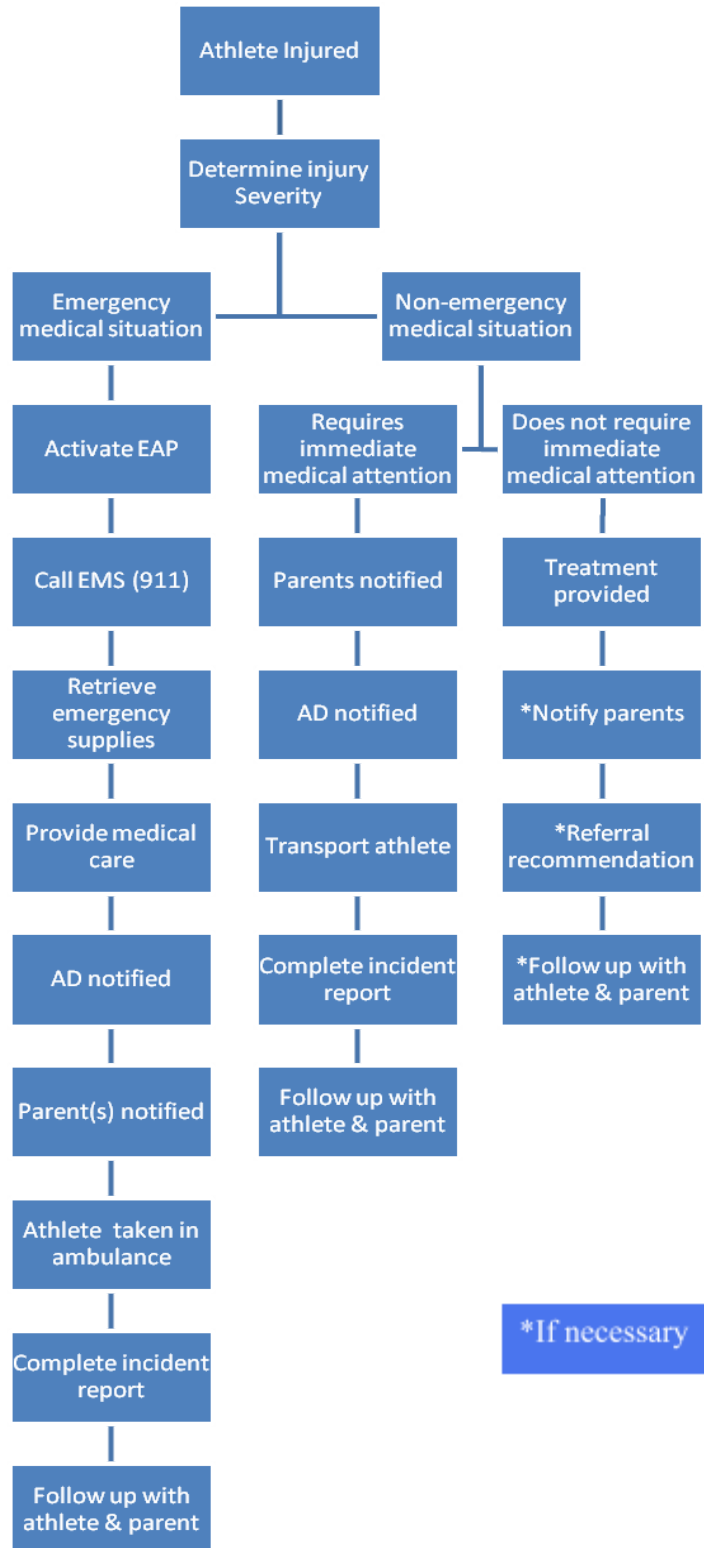
Do's and Don'ts:

1. Do
  - a. Take the situation into hand with confidence
  - b. Remain calm and in control
  - c. Be prepared for the worst
  - d. Stay within your knowledge base
2. Don't
  - a. Straddle the student athlete
  - b. Step over the student athlete
  - c. Carry equipment over the student athlete
  - d. Panic at any time during care

### **Coaches Med Kits**

- It is the responsibility of the head coach of the sport to make sure the med kits are stocked at prior to the season and during the season.
- Please return the med kits to the athletic training room at ACHS to get restocked and this will be done by the athletic trainer.
- All kits should include:
  - EAP Plan
  - Emergency cards for all participants on the team (updated early)
  - CPR mask
  - Ice packs
  - Basic first aid supplies
  - Taping and bandaging supplies
- Med kit is to travel with the team to all practices and event

**Appendix A**  
**EAP Flow Chart**



**Ankeny Hawks Athletic Venue Reference**

- Ankeny High School Gym  
1155 SW Cherry Street  
Ankeny, Iowa 50023
- Ankeny High School Football Field



**Centennial Jaguars Athletic Venue Reference**

- Centennial High School Gym  
2220 NW State Street  
Ankeny, IA 50023
- Northview Football Field  
1302 North Ankeny Blvd  
Ankeny, IA 50023
- Norththview Softball Field  
1302 North Ankeny Blvd (games)  
(or) 2220 NW State Street (Practice)  
Ankeny, IA 50023
- Northview Baseball Field  
1302 North Ankeny Blvd (games)  
(or) 2220 NW State Street(Practice)  
Ankeny, IA 50023
- DMACC Cross Country Course  
2006 South Ankeny Blvd  
Ankeny, IA 50023
- Ankeny Tennis Complex (Prairie Ridge  
Sports Complex)  
1010 NW Prairie Ridge Drive  
Ankeny, IA 50023
- DMACC – Trail Point Aquatic Center  
1102 North Ankeny Blvd  
Ankeny, IA 50023
- Northview Middle School  
1302 North Ankeny Blvd  
Ankeny, IA 50023
- 9. Northview Pool  
1102 N Ankeny Blvd  
Ankeny, IA 50023

<b>Ankeny Community School District Student Injury Report</b>			
Report all injuries that require doctor's care or cause student to be sent home      Date of Report _____			
Name _____ Male _____ Female (check one)			
Address _____			
School _____		Grade _____ Time Injury Occurred: Hour _____ AM/PM (circle one)	
Parent/Guardian _____		Date of Injury _____	
Place Injury Occurred _____			
Person in charge when injury occurred _____			
Was the person in charge at the scene of injury: _____ Yes _____ No _____ Unknown (check one)			
Name of person completing report _____			
<b>Part of Body Injured (Check One)</b> <input type="checkbox"/> Abdomen <input type="checkbox"/> Elbow <input type="checkbox"/> Head <input type="checkbox"/> Rib <input type="checkbox"/> Ankle <input type="checkbox"/> Eye <input type="checkbox"/> Knee <input type="checkbox"/> Sculp <input type="checkbox"/> Arm <input type="checkbox"/> Face <input type="checkbox"/> Leg <input type="checkbox"/> Shoulder <input type="checkbox"/> Back <input type="checkbox"/> Finger <input type="checkbox"/> Mouth <input type="checkbox"/> Toe <input type="checkbox"/> Chest <input type="checkbox"/> Foot <input type="checkbox"/> Neck <input type="checkbox"/> Tooth <input type="checkbox"/> Ear <input type="checkbox"/> Hand <input type="checkbox"/> Nose Other (specify) _____		<b>Type of Injury (Check One)</b> <input type="checkbox"/> Abrasion (diameter) _____ <input type="checkbox"/> Bite _____ <input type="checkbox"/> Bruise _____ <input type="checkbox"/> Burn _____ <input type="checkbox"/> Concussion _____ <input type="checkbox"/> Cut (length) _____ <input type="checkbox"/> Broken Teeth _____ <input type="checkbox"/> Dislocation _____ <input type="checkbox"/> Scratches _____ <input type="checkbox"/> Sprain/Strain _____ <input type="checkbox"/> Puncture _____ <input type="checkbox"/> Poisoning _____ <input type="checkbox"/> Fracture (possible) _____ Other (specify) _____	
<b>Description of Injury</b> How did the injury happen? What was student doing? Where was the student? Specify any tool, machine or equipment involved. _____ _____ _____			
Was injury caused by failure of injured to observe regulations or use of safety equipment? If yes, briefly explain below. _____ _____			
<b>Immediate Action Taken</b> Was first aid treatment given at time of injury? _____ Yes _____ No (check one) What treatment was administered? _____ Who administered the first aid? _____ Was the student sent home? _____ Yes _____ No (check one) Was the student sent to a doctor? _____ Yes _____ No (check one) Was an ambulance called? _____ Yes _____ No (check one) Student was transported to the hospital by: _____ Ambulance _____ Parent _____ Other (check one) What hospital was student transported to? _____ Was parent/guardian notified? _____ Yes _____ No (check one) When and how was this person notified? _____ Who notified this person? _____			
<b>Nurse's Follow Up - Must be completed by nurse</b> Total numbers of days lost from school _____ Check one if necessary: _____ Sutures Necessary    _____ Tetanus Given    _____ Hospitalized Physician's Report: _____ _____ _____			
<b>Signatures:</b> Principal _____ Nurse _____, R.N.			

Original Copy - Central Office - HR      Principal/Nurse - Copies of Original      Revised 10/5/12 LD

## Appendix C

### **Ankeny Stadium @ Northview Football Field/Track/Soccer**

1. Ambulance is located on-site in the northeast corner of the end zone during varsity events.
2. Enter main entrance to the Northview football stadium from North Ankeny Blvd.
3. A coach/AD will guide EMS onto the track/football field on the North East side of the stadium.



★ = Location of ambulance

★ = AED Location

----- = Ambulance entrance at stadium

## Appendix D

### Ankeny High School Football Field/Track/Soccer Fields

1. Football field and track are located north of Ankeny High School
2. Enter main entrance to the Ankeny High School from SW Cherry Street
3. Turn left to enter parking lot
4. There will be an opening that will allow ambulance to drive on the sidewalk that will lead to the football field & track
5. A coach/AD will meet EMS here to assist in directing to the field & track
6. The gate to the fence surrounding the field will be unlocked allowing access to the field & track



- ★ = Location of entrance to be met by coach/AD
- ★ = AED Location
- = Ambulance route to building



## Appendix E

### Ankeny High School Gym

1. Enter main entrance to the school from SW Cherry Street
2. Continue down the road to the main entrance of the school
3. A coach/AD will meet EMS at the doors of the main entrance to assist with directing to the gym
4. From the main entrance of the building the gym is to the left

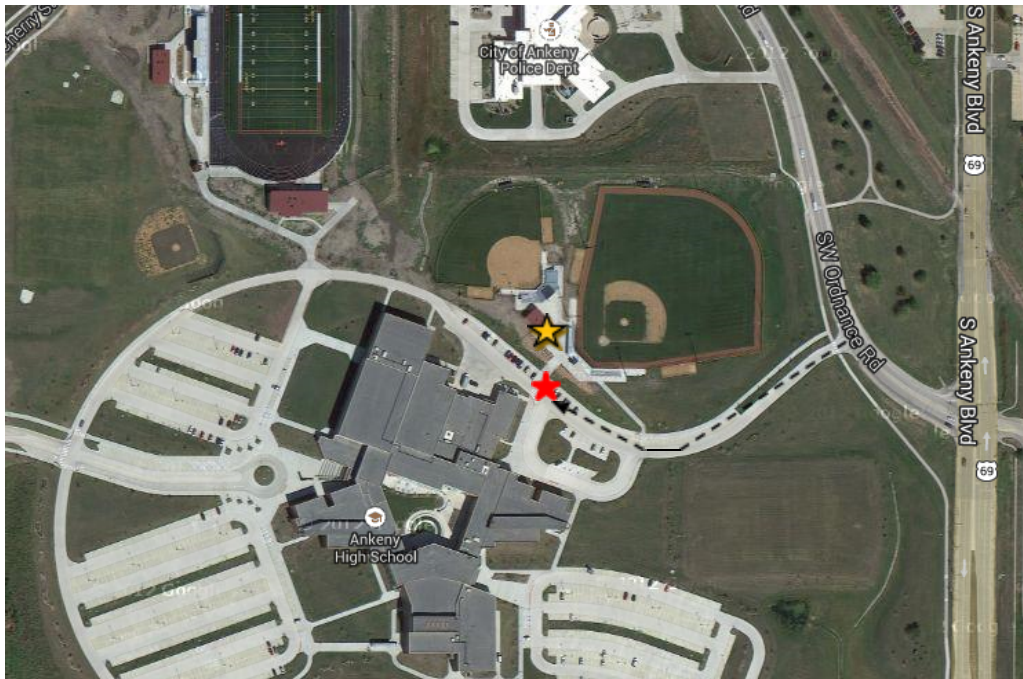


- ★ = Location of entrance to be met by coach/AD
- ★ = AED Location
- > = Ambulance route to building

## Appendix F

### Ankeny High School Baseball/Softball Field

1. Baseball field is located northeast of the Ankeny High School
2. Enter from SW Ordnance Road
3. Gate to access field is located between the softball and baseball field, a coach/AD will meet EMS at the gate to assist with directing to appropriate location.
4. Either go up several steps to reach the baseball field through ticket gate or may use handicap ramp to the east of ticket gate

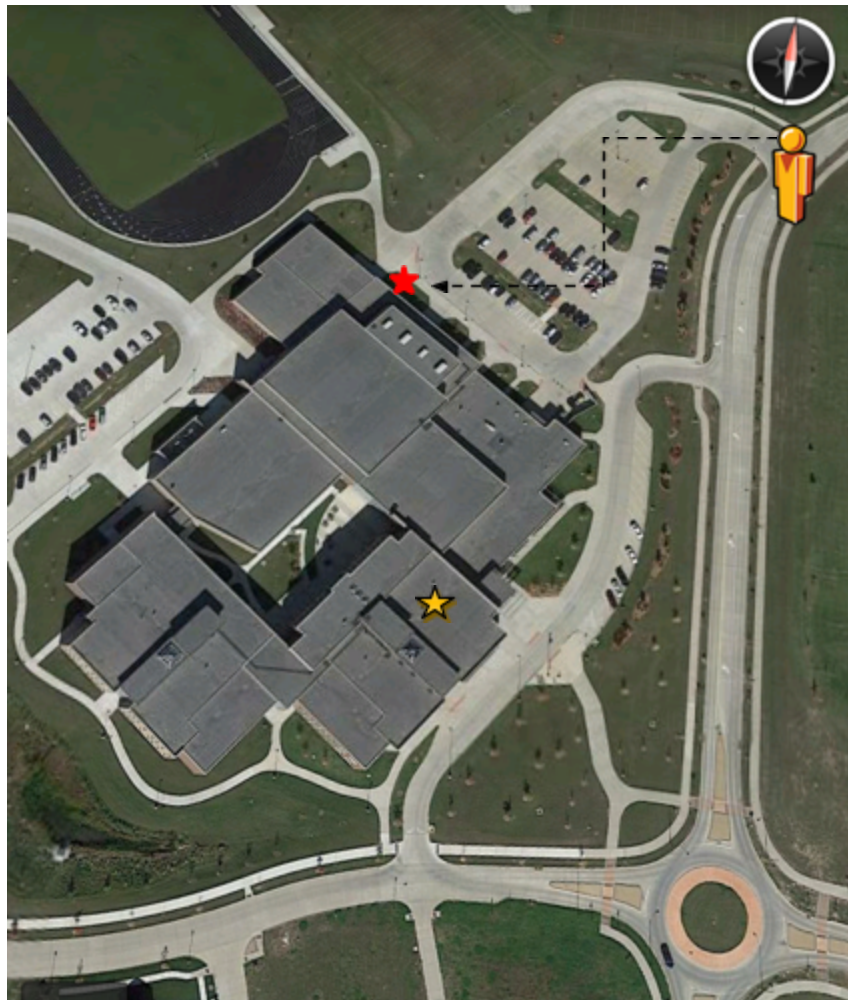


- ★ = Location of gate entrance to be met by coach/AD
- ★ = AED Location
- = Ambulance route to fields

## Appendix G

### Southview Middle School

1. Enter parking lot to east of the school from SW Cherry Street
2. Continue down the road to the back door entrance near the track
3. A coach/AD will meet EMS at the doors of the back entrance to assist with directing to the gym
4. As you enter the building the gym is down the hall and to the left



- ★ = Location of entrance to be met by coach/AD  
★ = AED Location  
----- = Ambulance route to building



## Appendix H Ankeny Orbis

1. Orbis is located on the south side of the Northview Middle School
2. Enter Orbis through the main door
3. A coach/AD will meet EMS at the main door to assist with directing to the swimming pool
4. There are several flights of stairs to reach the swimming pool.



★ = Location of entrance to Orbis to be met by coach/AD

★ = AED Location

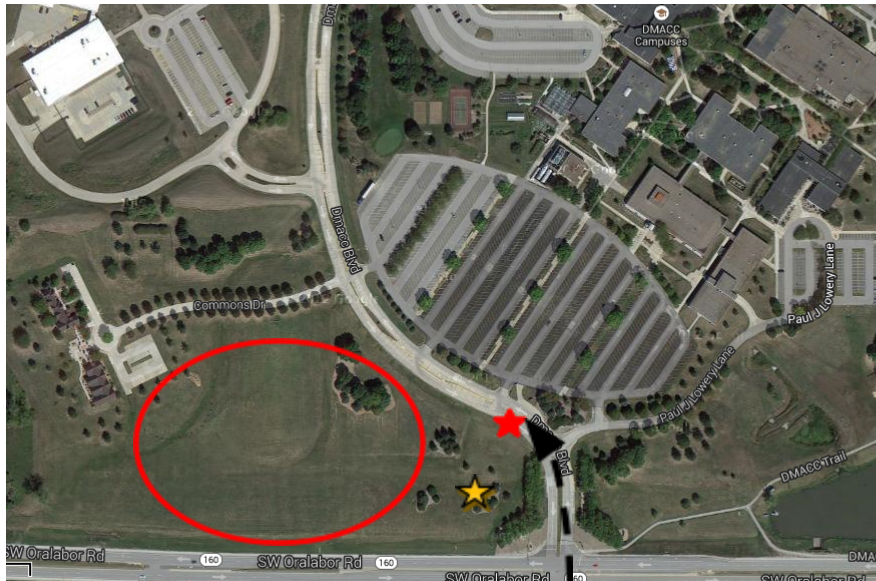
----- = Ambulance route to main door of building



## Appendix I

### Ankeny DMACC Cross Country Course

1. The cross country course is located on the southwest portion of the DMACC campus between DMACC Blvd and Oralabor Road
2. As you enter DMACC Blvd a coach/AD will meet EMS here to assist with directing to the cross country course
3. There is access to the cross country course from the road



- = Indicates location of cross country course
- ★ = Entrance from road to cross country course
- ★ = AED Location/Medical tent site
- > = Ambulance route to main door of building

## Appendix J Prairie Ridge Tennis Complex

1. Tennis courts are located northeast of the Prairie Ridge Middle School
2. Enter the parking lot from NW Ash Drive
3. Tennis courts will be on the right side of the road
4. A coach/AD will meet EMS in the parking lot to assist with directing to the tennis court
5. There is access to drive on the sidewalk to reach the tennis courts



★ = Location of gate entrance to be met by AD  
-----> = Ambulance route to facility

## Appendix K Centennial High School Gym

1. Use the main entrance to the school from NW State Street
2. Continue to the main entrance of the school
3. A coach/AD will meet EMS at the main entrance to direct to the gym
4. From the main entrance of the building the gym will be to right





- ★ = Indicates main entrance to gym to be met by coach/AD  
★ = AED Location in main cafeteria just past main offices  
----- = Ambulance route to main door of building

**Appendix L**  
**Northview Middle School**

1. Enter parking lot on South side of building from North Ankeny Blvd.
2. Main entrance is located south side of building.
3. A coach/AD will meet EMS at the entrance assist to the main gym.



-  = Indicates main entrance to gym to be met by coach/AD
-  = AED is located next to bathrooms on south wall near the concession stand between main and auxiliary gyms
- = Ambulance route to main door of building

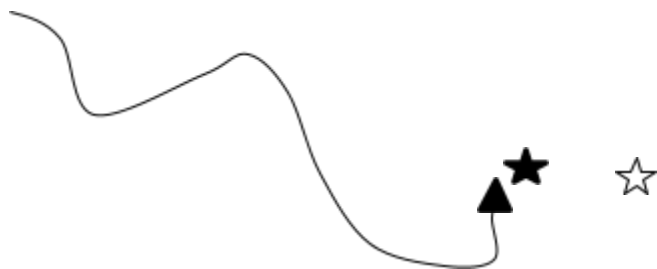


## Appendix M

### Northview Baseball/Softball Fields



- ★ = Primary location of entrance to fields to be met by coach/AD
- ★ = Secondary location of entrance to fields to be met by coach/AD
- ★ = AED Location
- = Ambulance route to the fields



## Appendix N

### DMACC – Trail Point Aquatics Center



★ = Location of door entrance to be met by coach/AD

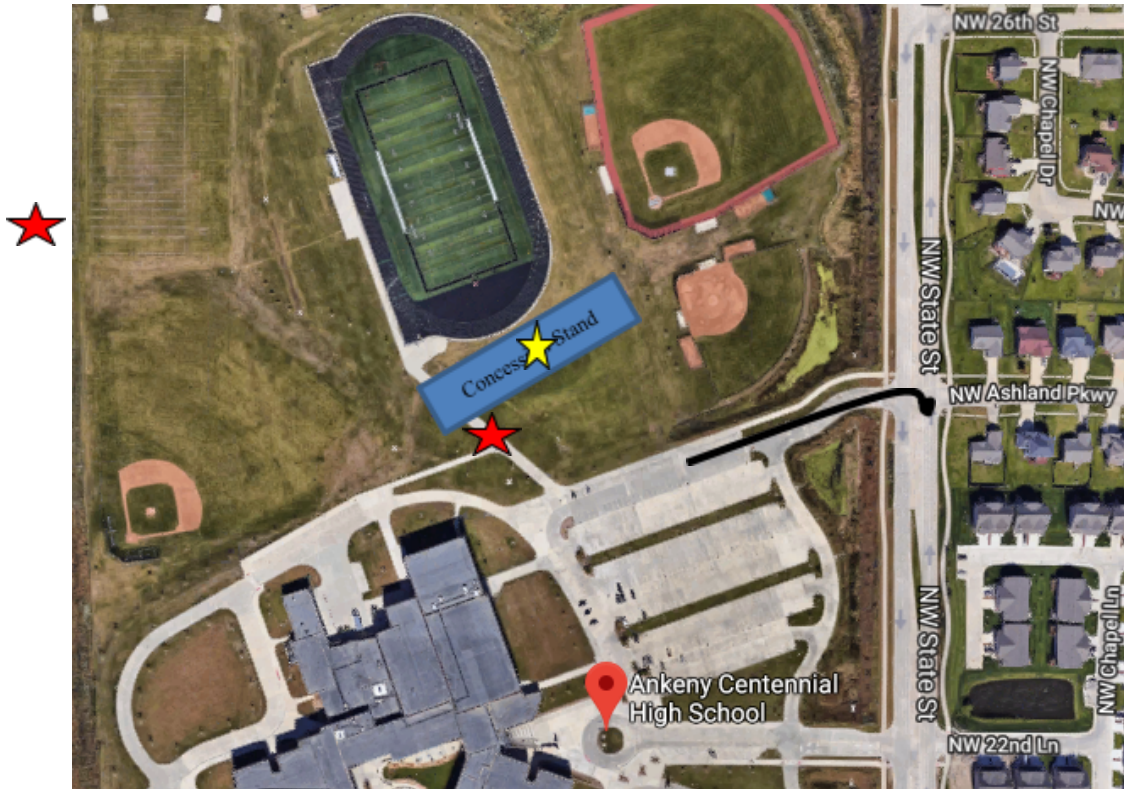
☆ = AED Location

→ = Ambulance route to entrance

1. DMACC – Trail Point Aquatics Center is located on the southwest side of the Ankeny DMACC Campus
2. Enter the DMACC – Trail Point Aquatics Center through side door located on the west side of the building by the parking lot
3. A coach/AD will meet EMS at the side door to assist with directing to the swimming pool

**Appendix O**  
**Ankeny Centennial High School Football/Softball/Baseball Complex**

1. Use the entrance from the NW State Street. (3 driveways, use the farthest north one)
2. Baseball and softball will be the first side walk on the north side
3. Football is the second side walk on the north side.



Indicates main entrance to football/baseball

★ Indicates Primary AED Location (there are also 1 in each concession stand)

## Emergency Service Locations

1. Hospitals
  - a. Iowa Lutheran Hospital  
700 E. University Ave



- Des Moines, IA 50316  
515-263-5612
- b. Iowa Methodist Medical Center  
1200 Pleasant St  
Des Moines, IA 50309  
515-241-6212
- c. Methodist West Hospital  
1660 60<sup>th</sup> St  
West Des Moines, IA 50266  
515-343-1000
- d. Broadlawns Medical Center  
1801 Hickman Road  
Des Moines, IA 50314  
515-282-2200
- e. Mercy One Medical Center  
1111 6<sup>th</sup> Ave  
Des Moines, IA 50314  
515-247-3121
- f. Mercy One Medical Center – West Lakes  
1755 59<sup>th</sup> Place  
West Des Moines, IA 50266  
515-358-8000

## 2. Urgent Care

Mercy One North Urgent Care 800 E. 1 <sup>st</sup> Ankeny, IA 50021 515-643-8100	Hours: Monday-Friday 7am-9pm Saturday-Sunday 9am-4pm
Unity Point Family Medicine 3625 N Ankeny Blvd Ankeny, IA 50023 515-965-4664	Hours: Monday-Friday 7:30am-8pm Saturday-Sunday 8am-3pm
Iowa Clinic 1410 SW Tradition Dr. Ankeny, IA 50023 515-875-9000	Hours: Monday-Friday 7am-7pm Saturday-Sunday 8am-3pm

## Vehicle Accident EAP

Emergency Communication: Call 911 first; after emergency care is provided and scene is stabilized then call Head Athletic Trainer (if not present)

Emergency Equipment: Medical/First Aid kit, flashers and fire extinguishers

### Assess Vehicle Condition

- Vehicle **cannot** be moved - call 911 and wait for assistance
- Vehicle **can** be moved (without creating further hazard) - move it to a safe location adjacent to the accident site
  - If possible, remain in the vehicle with seatbelts fastened until help arrives

### When to Evacuate the Vehicle

- \_\_\_ Vehicle is on fire
- \_\_\_ Vehicle is stopped in unsafe location (i.e. Vehicle is stopped in the path of a train, potential for collision after the vehicle is stopped)
  - \_\_\_ **Safe location** consists of full vehicle visibility for 300 feet or more
- \_\_\_ Vehicle could change position and increase the risk of danger (i.e. potential to roll into water or over a cliff)

### Evacuating the Vehicle

- Apply emergency brakes
- Ensure transmission in appropriate gear
- Ensure ignition is turned off
- Turn hazard lights turned on
- Be aware of any extra equipment needed to help evacuate passengers with disabilities
- Instruct passengers to leave all belongings, except those needed for safety (coats, etc.)
- Exit vehicle through the side door that is opposite of the roadway
- Direct passengers to a safe location at least 100 feet away from the vehicle

### After Evacuation

- First Responder Roles
  - Immediate care of injured or ill student-athlete – **ATC/ Head Coach**
  - Emergency Equipment retrieval – **Coach/Administrator**
  - Activation of EMS - **Coach/Administrator/Driver**
    - Notify Head Athletic Trainer – **Coach/Administrator**
  - Direction of EMS to scene – **Coach/Administrator/Driver**
    - Designate individual to “flag down” EMS and direct to scene
    - Attempt to crowd control/scene control - move athletes and bystanders away from the area
- Damage Report
  - Exchange name, address, phone number, insurance company, policy number, driver’s license number, and license plate number for the driver and the owner of each vehicle
  - Take note of damages, vehicles involved, and how the accident occurred

## Weather Management

### Hot Weather Management, Prevention Guidelines and Recommendations

- Measure Wet-bulb Globe Temperature (WBGT) onsite if possible.
  - If not possible, determine temperature in F/C and relative humidity and refer to the heat index chart.
- As temperature increases, minimize clothing and equipment
- Provide unlimited drinking breaks. **NEVER** withhold water from athletes.

WBGT (F)	Heat Index	Activity Guidelines
Under 82	Under 80	Normal activity: Provide at least 3 separate rest breaks each hour for minimum of 3 minutes each.
82.0-86.9	80-90	<b>Use discretion for intense or prolonged exercise;</b> watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of 4-minute duration each
87.0-89.9	91-103	<b>Maximum practice time is two hours.</b> For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of 4 minutes each
90.0-92.0	104-124	<b>Maximum length of practice is one hour, no protective equipment</b> may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice
Over 92.1	125 and over	<b>No outdoor workouts;</b> Cancel exercise; delay practices until a cooler WBGT reading
NWS Heat Index	Temperature (°F)	

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										



Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

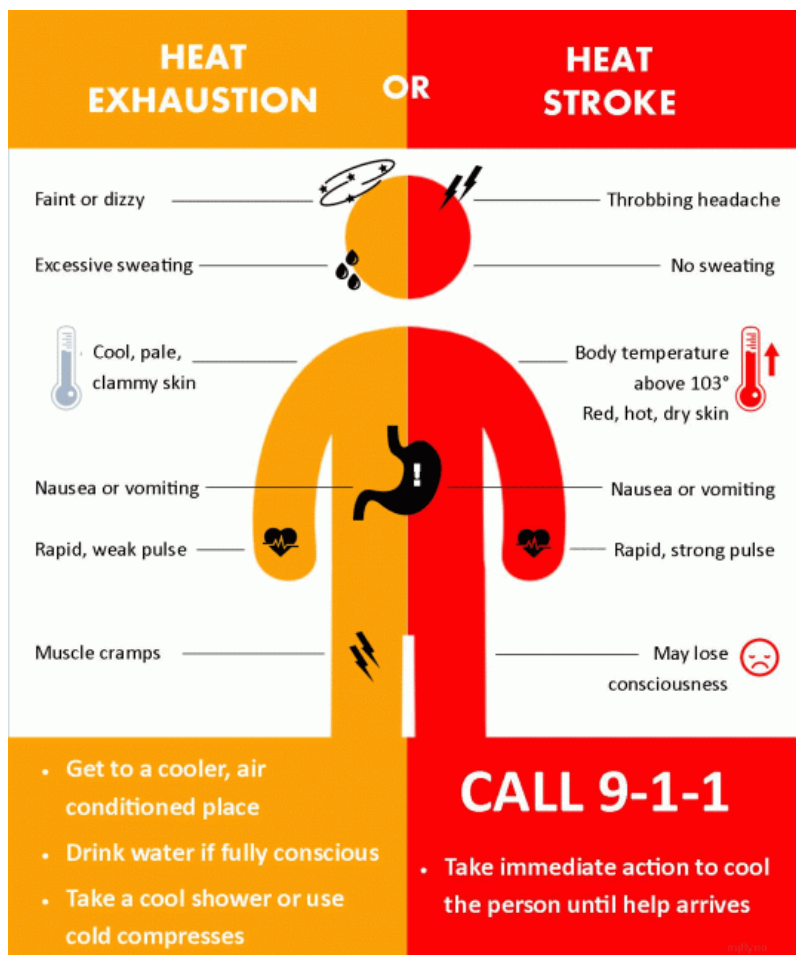
## Heat Illnesses:

### Heat exhaustion:

- Athlete has obvious difficulty continuing with exercise
- Body temperature is usually 101 to 104 °F
- No significant dysfunction of central nervous system (no seizure, altered consciousness, confusion?)
- Tachycardia (fast heart rate)
- Extreme Weakness
- Ataxia and coordination problems, (light headedness, fainting feeling, coordination issues)
- Profuse sweating, pallor and “prickly heat” sensations
- Headache
- Cramping in abdominal cramps, nausea, vomiting
- Muscle cramps

### Heat Stroke:

- Rectal temperature above 104 °F
- Central Nervous System dysfunction: S/S include disorientation, irrational behavior, irritability, confusion, altered consciousness, coma, seizures.
- Ataxia (loss of muscle coordination)
- Review heat exhaustion S/S.



**Heat Illness Treatment:**

1. Remove from activity
2. Find shade (air-conditioning if possible)
3. Remove all equipment and excess clothing
  - a. Remove shoes
  - b. Loosen up clothing
4. Immerse athlete in tub of cold water (colder the better).
  - a. If you cannot immerse use the following:
    - i. Place icepacks at head, neck, arm pits, groin
    - ii. Bath face and trunk with ice or cold water
    - iii. Fan athlete
5. Activate EMS if warranted
6. Notify parents ASAP
7. Monitor vital signs (temperature, heart rate, respiratory rate, blood pressure)
  - a. Mental status
8. Maintain patient safety
9. Cease cooling only when rectal temperature reaches 101°F.

**Lightning Guidelines:**

The NFHS (National Federation of State High School Associations) recommends following the 30-minutes rule when making return-to-play decision. This means after the last flash of lightning is witnessed or the last thunderclap is heard, it is recommended to wait at least 30 minutes before resuming practice or competition. (The average rate of thunderstorm travel move around 10-12mph.

## 6.302 Spinal Immobilization

### Indications

- 1) All patients with potential spinal trauma

### Equipment

- 1) Adjustable cervical collar (appropriate for patient size)
- 2) Long back board and straps
- 3) Headbed or towel rolls and tape

### Basic Procedure

- 1) Immediately maintain manual, in-line cervical spine stabilization.
  - a) Place an appropriately sized cervical collar while maintaining manual spinal stabilization.
  - b) The rescuer holding manual spine stabilization should continue to providing manual stabilization with the cervical collar in place until the head is secured to the long back board.
- 2) Position patient on the long back board using the safest method possible. Consider log roll, standing take down, KED, or other appropriate technique.
- 3) Secure the torso first with at least two straps in an "X" pattern followed by at least one strap securing the legs. A fourth strap is preferred to secure the pelvis.
  - a) Consider padding any voids with towels.
  - b) Assess pulse, motor, and sensation in all extremities before and after spinal immobilization.
- 4) Secure the patient's head to the long back board using a headbed or towel rolls with tape. Once the head has been secured to the long back board, manual spinal stabilization may be discontinued.
- 5) If the patient is too large to secure the head in an in-line position, a second rescuer may need to hold manual spinal stabilization throughout transport.

### Advanced Procedure

- 1) Assessment of the spine will not be used to withhold spinal immobilization from any patient.



# Diabetes Emergency Action Plan

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Sport(s): \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_  
 Check Blood Glucose Level: \_\_\_\_\_

Never send an athlete with suspected low blood glucose anywhere alone.  
 Severe symptoms are a life-threatening emergency.

Level:	Below 70 (or _____) Hypoglycemia *NO PRACTICE *EMERGENCY	70-90 *NO PRACTICE	91-125 *LIMITED PRACTICE (or _____)	126-220 *FULL PRACTICE (or _____)	Above 250 (or _____) Hyperglycemia
Signs & Symptoms	<b>Severe Hypoglycemia</b> <ul style="list-style-type: none"><li>• Loss of Consciousness</li><li>• unresponsive</li><li>• Comatose</li><li>• Seizure</li><li>• Unable to Swallow</li></ul>	<b>Moderate Hypoglycemia</b> <ul style="list-style-type: none"><li>• Blurry vision</li><li>• Weakness</li><li>• Sleepiness</li><li>• Confusion</li><li>• Headache</li><li>• Poor Coordination</li><li>• Slurred Speech</li><li>• <b>Is still alert and responsive</b></li></ul>	<b>LOW</b> <ul style="list-style-type: none"><li>• If Exercise is planned, a snack or meal must be taken by athlete before participation.</li><li>• Limited practice to walking/light jog.</li><li>• No conditioning</li><li>• Recheck blood sugar before full practice</li></ul>	<b>Student is fine</b> <ul style="list-style-type: none"><li>• All students have different levels of optimal sugar levels.</li><li>• Levels should be at MD prescribed levels for full participation</li></ul>	<b>Mild/Moderate Hyperglycemia</b> <ul style="list-style-type: none"><li>• Thirst</li><li>• Stomach pain</li><li>• Fatigue</li><li>• Flushing of skin</li><li>• Hunger</li><li>• Blurred vision</li><li>• Sweet, fruity breath</li><li>• Lack of concentration</li></ul>
	<b>Treatment &amp; Plan of Action</b>	<b>Severe Hypoglycemia</b> <ul style="list-style-type: none"><li>• Don't give anything by mouth</li><li>• Position on side (if possible)</li><li>• Disconnect insulin pump (if attached)</li><li>• <b>CALL 911</b></li><li>• Check breathing(CPR if needed)</li><li>• Check pulse (attach AED if needed)</li><li>• Call parents/guardian</li><li>• Stay with athlete</li><li>• Watch for vomiting and note changes of consciousness</li></ul>	<b>Mild Hypoglycemia</b> <ol style="list-style-type: none"><li>1. Give 15grams fast-acting sugar source.<ul style="list-style-type: none"><li>➢ 3-4 glucose tablets</li><li>➢ 4 oz of juice</li><li>➢ 6 oz of regular soda</li><li>➢ 3 glucose gel</li><li>➢ Sugar water</li><li>➢ Sports Drinks</li></ul></li><li>2. Wait 10-15 minutes</li><li>3. Recheck blood glucose</li><li>4. Repeat 15grams of carb if needed</li><li>5. Recheck and monitor S/S</li><li>6. If not improving, call 911 and contact parents</li></ol>		
	<b>Causes:</b> Too much insulin, missed food, extraneous exercises				<b>Causes:</b> Too much food, too little insulin, sick, stress, inactivity

Resources/References:

All resources and references were found on the web. Primary sites used for EAP include: <http://www.iahsaa.org> and [www.nata.org](http://www.nata.org). Images from google searches.

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