

# Emergency Action Plan For Knox Community Schools Athletics Program



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.

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## 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.

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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.

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:

- 1. Establish scene safety and immediate care of the athlete:**
  - a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
- 2. Activation of Emergency Medical Services:**
  - a. 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.
- 3. Equipment Retrieval:**
  - a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
- 4. Direction of EMS to the scene:**
  - a. 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.

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## 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
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (i.e. “use the south entrance to the school off Asylum St.”)
- 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.

## 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.

## Non-Medical Emergencies

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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 comprising 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 Knox Community Schools helps ensure that the athlete will have the best care provided when an emergency situation does arise.

# Emergency Action Plan – Knox Community Schools

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## Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
2. A copy of the relevant EAP will be in each medical kit which is to be kept with the coach at every practice/event
3. A copy of the EAP will be posted on the wall in the athletic training room.

## Chain of Command

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

1. Athletic Trainer
2. Athletic Director
3. Head Coach
4. Assistant Coach
5. Nurse

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. Head Coach
3. Assistant Coach
4. Nurse

### REDSKINS CHAIN OF COMMAND Most medically qualified

1. Athletic Trainer
2. Head Coach
3. Assistant Coach

*\*this chain of command would be completed per team in the event that the chain is different per team*

# Emergency Action Plan – Knox Community Schools

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## Emergency Telephone Numbers

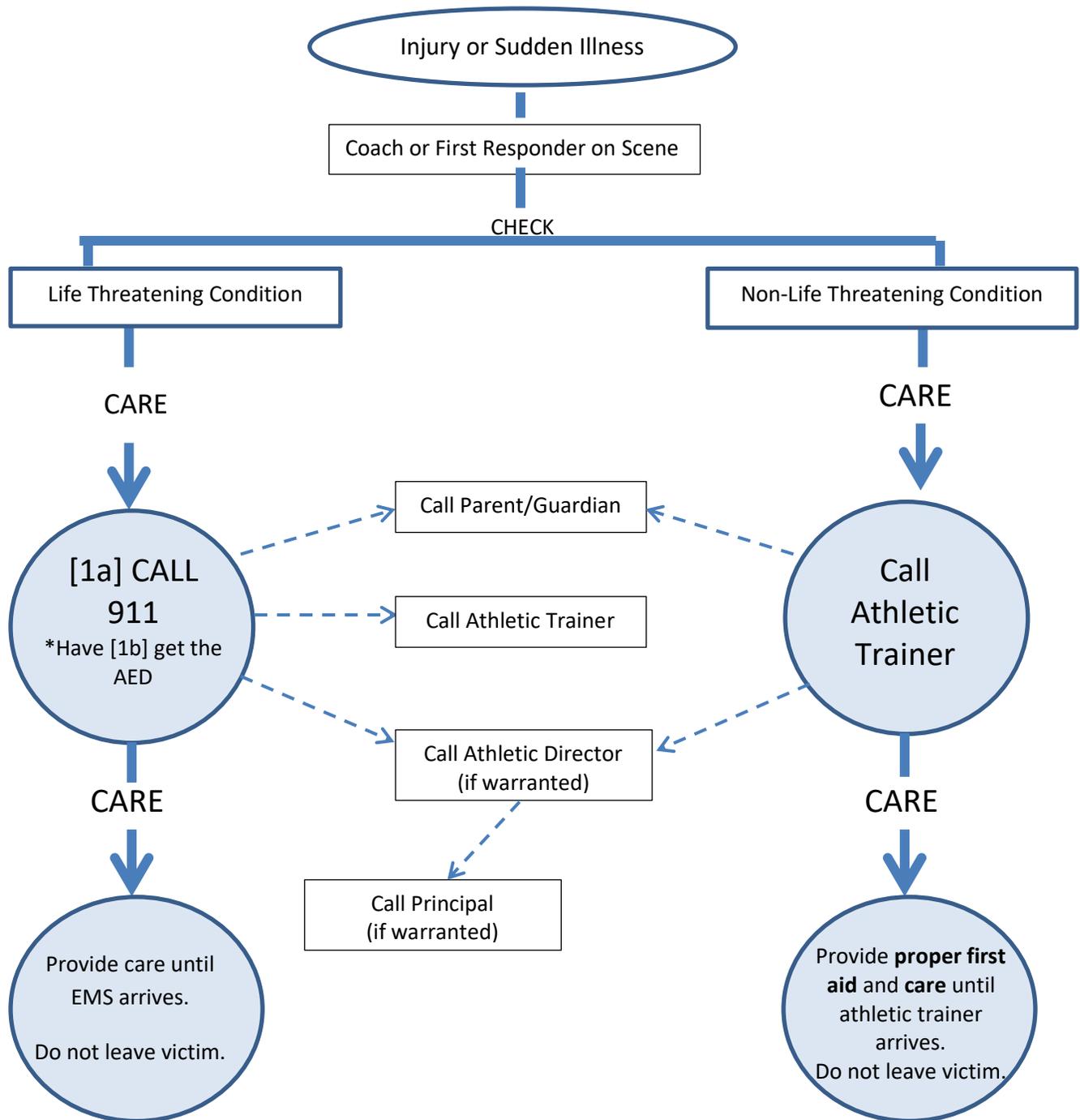
This list is only to be used in case of an emergency.

<b>Off Campus Contacts</b>	<b>Phone Number</b>
<b>Emergency</b>	911
<b>Police department</b>	(574) 772-4122
<b>Fire and Ambulance</b>	911
<b>Starke Hospital</b>	(574) 772-6231
<b>LaPorte Hospital</b>	(219) 326-1234
<b>Poison Control Center</b>	(800) 222-1222

<b>On Campus Offices</b>	<b>Phone Number</b>
<b>Athletic Trainer</b>	(219) 810-7935
<b>Nurse</b>	(574) 772-1677
<b>Athletic Director</b>	(574) 772- 1624
<b>Main Office</b>	(574) 772-1670

# Emergency Action Plan – Knox Community Schools

## Emergency Situation Contact Tree



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

## Emergency Equipment Locations

### ***Emergency Equipment:***

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit on site for events covered by ATC
  - First Aid Kit located with coach
1. AED
    - a. Located with ATC for all covered events
    - b. AED located outside each indoor area
    - c. Outdoor practice facilities do not have AED; MUST call ATC
  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. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
    - b. Athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.
  4. Epi Pen
    - a. Coaches are responsible for each student who has an epi pen and is responsible for bringing their epi pen with them to all practices/games
    - b. Athletic trainer may be given a backup Epi pen 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. Will be provided by EMS upon arrival
  7. Bio-hazard Materials
    - a. Red bags – in each med kit and in ATR
    - b. Disposal Bin – in Weinburg ATR

## **Knox Community Schools AED Location**

The main AED for athletics is located with athletic trainer.

Weight Room= Next to main entrance door

High School= Next to bathrooms on the east side of school in between entrances of swimming pool and gym

Middle School= Located outside gym by cafeteria

All Sport Fields= The athletic trainer will have the AED in the gator. Please call immediately.

## 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 Knox Community Schools if they are present at the school but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Vice Principal
11. Instruct individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. School representative (i.e. assistant coach, AD, principal) must accompany athlete to hospital – either in ambulance or follow by car
14. Document the event

## Knox Community Schools Emergency Action Procedures

### Weinberg Gymnasium

#### 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:

Knox 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\*).
- 901 S. Main St. Knox IN: Enter through door 2 on Main Street**
- 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 athletic trainer is present he/she will stay with athlete and provide immediate care.
      - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with 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 Knox 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) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance
  - 9) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Softball Field

#### 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:

Knox 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:

10) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

11) Instruct coach or bystander to call 911

-Provide the following information

- f) Who you are
- g) General information about the injury or situation
- h) 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\*).

**1 Redskin Tr. Knox IN: Drive to the back of school by the football field. The softball field is located next to bus barn. An administrator will open gate to softball field. Drive through and park next to dugout for access to field.**

- i) Any additional information
- j) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

12) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

13) Designate coach or bystander to control crowd

14) Contact the Athletic Trainer for Knox if not present on scene

15) 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.

16) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

17) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

18) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Baseball Field

#### 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:

Knox 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:

19) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

20) Instruct coach or bystander to call 911

-Provide the following information

- k) Who you are
- l) General information about the injury or situation
- m) 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\*).

**1 Redskin Tr. Knox IN: Drive to the back of school by the football field. The baseball field is located behind the football field. An administrator will open gate to baseball field. Drive through and park next to dugout for access to field.**

- n) Any additional information
- o) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

21) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

22) Designate coach or bystander to control crowd

23) Contact the Athletic Trainer for Knox if not present on scene

24) 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.

25) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

26) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

27) Document event and debrief

## Knox Community Schools Emergency Action Plan

### High School Gymnasium

#### 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:

Knox 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:

28) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

29) Instruct coach or bystander to call 911

-Provide the following information

- p) Who you are
- q) General information about the injury or situation
- r) 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\*).

**1 Redskin Tr. Knox IN:** To enter the high school gym, you should enter the high school through door #5. Door #5 is on the east end of the building. After entering door #5, turn to your right and go through the double doors to enter the gym.

- s) Any additional information
- t) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

30) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

31) Designate coach or bystander to control crowd

32) Contact the Athletic Trainer for Knox if not present on scene

33) 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.

34) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

35) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

36) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Swimming Pool

#### 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:

Knox 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:

37) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

38) Instruct coach or bystander to call 911

-Provide the following information

- u) Who you are
- v) General information about the injury or situation
- w) 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\*).

**1 Redskin Tr. Knox IN:** To enter the high school gym, you should enter the high school through door #5. Door #5 is on the east end of the building. After entering door #5, turn to your left and go through the double doors to enter the swimming pool.

- x) Any additional information
- y) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

39) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

40) Designate coach or bystander to control crowd

41) Contact the Athletic Trainer for Knox if not present on scene

42) 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.

43) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

44) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

45) Document event and debrief

## Knox Community Schools Emergency Action Plan

### High School Mezzanine

#### 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:

Knox 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:

46) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

47) Instruct coach or bystander to call 911

-Provide the following information

- z) Who you are
- aa) General information about the injury or situation
- bb) 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\*).**

**1 Redskin Tr. Knox IN:** To enter the high school gym, you should enter the high school through door #5. Door #5 is on the east end of the building. After entering door #5, turn to your right and go up the stairs and go through the door to the right to get to mezzanine.

cc) Any additional information

dd) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

48) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

49) Designate coach or bystander to control crowd

50) Contact the Athletic Trainer for Knox if not present on scene

51) 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.

52) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

53) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

54) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Community Football Field

#### 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:

Knox 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:

55) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

56) Instruct coach or bystander to call 911

-Provide the following information

- ee) Who you are
- ff) General information about the injury or situation
- gg) 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\*).

**1 Redskin Tr. Knox IN:** Access the football field through the parking lots of high school; enter through gates at north side of football field. Gate will be opened by athletic director.

hh) Any additional information

ii) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

57) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

58) Designate coach or bystander to control crowd

59) Contact the Athletic Trainer for Knox if not present on scene

60) 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.

61) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

62) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

63) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Practice Football Field

#### 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:

Knox 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:

64) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

65) Instruct coach or bystander to call 911

-Provide the following information

- jj) Who you are
- kk) General information about the injury or situation
- ll) 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\*).

**1 Redskin Tr. Knox IN:** Access the football field through the parking lots of high school; enter through gates at north side of football field. Gate will be opened by athletic director.

mm) Any additional information

nn) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

66) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

67) Designate coach or bystander to control crowd

68) Contact the Athletic Trainer for Knox if not present on scene

69) 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.

70) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

71) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

72) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Tennis Courts

#### 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:

Knox 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:

73) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

74) Instruct coach or bystander to call 911

-Provide the following information

- oo) Who you are
- pp) General information about the injury or situation
- qq) 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\*).**

**1 Redskin Tr. Knox IN:** Access the tennis courts through gate located on parking lot side of tennis courts.

- rr) Any additional information
- ss) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

75) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

76) Designate coach or bystander to control crowd

77) Contact the Athletic Trainer for Knox if not present on scene

78) 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.

79) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

80) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

81) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Middle School Gymnasium

#### 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:

Knox 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:

82) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

83) Instruct coach or bystander to call 911

-Provide the following information

- tt) Who you are
- uu) General information about the injury or situation
- vv) 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\*).

**901 S. Main St. Knox IN:** Enter through door 8 for the Middle School Gymnasium.

ww) Any additional information

xx) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

84) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

85) Designate coach or bystander to control crowd

86) Contact the Athletic Trainer for Knox if not present on scene

87) 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.

88) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

89) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

90) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Middle School Football Field

#### 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:

Knox 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:

91) Check the scene

- a) Is it safe for you to help?
- b) What happened?
- c) How many victims are there?
- d) Can bystanders help?

92) Instruct coach or bystander to call 911

-Provide the following information

yy) Who you are

zz) General information about the injury or situation

**aaa)** 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\*).

**1 Redskin Tr. Knox IN:** Access the football field through the parking lots of high school; enter through gates at north side of football field. Gate will be opened by athletic director.

bbb) Any additional information

ccc) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***

93) Perform emergency CPR/First Aid

- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
  - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
  - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
- b) **Instruct coach or bystander to GET AED!!**

94) Designate coach or bystander to control crowd

95) Contact the Athletic Trainer for Knox if not present on scene

96) 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.

97) Assist ATC and/or EMS with care as directed

- a) Retrieve Necessary Supplies/Equipment

98) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance

99) Document event and debrief

## Knox Community Schools Emergency Action Plan

### Middle School Practice Football Field

#### 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:

Knox 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:

- 100) Check the scene
- a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 101) Instruct coach or bystander to call 911
- Provide the following information
- ddd) Who you are
  - eee) General information about the injury or situation
  - fff) 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\*).
- Corner of Culver Rd. and S Roosevelt Rd.:** Drive directly onto field
- ggg) Any additional information
- hhh) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 102) Perform emergency CPR/First Aid
- a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 103) Designate coach or bystander to control crowd
- 104) Contact the Athletic Trainer for Knox if not present on scene
- 105) 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.
- 106) Assist ATC and/or EMS with care as directed
- a) Retrieve Necessary Supplies/Equipment
- 107) A school representative (i.e. assistant coach, AD, principal) must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 108) Document event and debrief

## **Spine Boarding Procedures**

*The athletic trainer remains head on the field until transferred to EMS care. Visiting athletic trainers may be present during football games where they may maintain head of their athlete.*

*Different situations may call for different procedures to be used.*

### **C-Spine Emergency w/ no suspected airway/cardiac injury (Football)**

- Equipment remains on until athlete is at hospital
- Facemask will be removed (AT will have equipment to remove)
- Lift technique for athletes < 200 lbs
- Log Roll technique for athletes > 200 lbs

### **C-Spine Emergency w/ suspected airway/cardiac injury (Football)**

- Equipment is to be removed immediately
- Helmet is to be removed first
- While helmet is being removed, the jersey is to be removed and the strings on the shoulder pads cut
- Once helmet is removed, we will begin log roll technique
- When athlete is on their side, the shoulder pads will be removed when the spine board is being positioned.
- All life-saving procedures (AED, CPR) will take precedence over spine boarding

### **C-Spine Emergency (Other sports)**

- Lift technique for athletes < 200 lbs
- Log Roll technique for athletes > 200 lbs
- AED and CPR will be administered if needed
- Baseball/Softball if c-spine injury occurs while athlete has batting helmet on procedure will be same as football for helmet.

# Emergency Action Plan – Knox Community Schools

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## Concussion Procedure

1. Athlete is suspected of concussion:
  - a. Home- Athlete is pulled out of activity and needs to be assessed by athletic trainer
    - i. If athletic trainer is not available immediately; call for their attention
  - b. Away- Always text/call athletic trainer to inform them of injury
    - i. Pull athlete from activity and have them assessed by that school's athletic trainer
    - ii. No athletic trainer present= Athlete is pulled from activity for the night until they are seen by a physician or Maggie.
  - c. When athlete is suspected of concussion, whether they are cleared or diagnosed, they are to sit out activity for at least 24 hours.
2. Athlete is evaluated for a concussion
  - a. Athlete can be evaluated by an individual who has training in the evaluation and management of concussions and head injuries and who is either an Indiana athletic trainer ATC/L, Indiana medical doctor (MD), Doctor of Osteopathic Medicine (DO), physician's assistant, or nurse practitioner (NP) holding an unlimited license to practice medicine in the state of Indiana
  - b. The individual evaluating the athlete must have been assigned to a contest to provide medical services or has been assigned to provide medical services to students at a school's athletic practice
  - c. If the athlete is determined to NOT HAVE a concussion, the athlete may return to normal activity the next day.
  - d. If the athlete is determined to HAVE a concussion then that athlete is removed until they can be cleared by an Indiana medical doctor (MD), Doctor of Osteopathic Medicine (DO), physician's assistant, or nurse practitioner (NP), and they have completed the five-day return to play procedure.
3. ImpACT testing
  - a. All athletes (Middle School and High School) will be baselined tested at the beginning of the season.
  - b. When the athlete has a concussion, they will take the ImpACT test once they are symptom free to take the report with them to their doctor appt. to be cleared:
  - c. ImpACT tests will be retaken:
    - i. If they are not cleared and need a new report to take with them
    - ii. At the request of the healthcare provider
4. If the athlete is not cleared, they are not to participate until they are!!!
5. The athlete must provide the athletic trainer with the state provided concussion clearance form which can be obtained from the athletic trainer, IHSAA website, or Indiana state concussion law website. (NO OTHER DOCUMENTS OR DOCTORS NOTES ARE ALLOWED!!!)
6. When the athlete is cleared, they are to complete the five-day return to play procedure (All return to play procedures are individually altered based on sport)
  - a. Step 1: Light Activity (10 minutes on exercise bike)
  - b. Step 2: Moderate Activity (Light Jogging/Running, Core workout)
  - c. Step 3: Non-contact practice (May participate in non-contact sport specific drills, running, and sprinting)
  - d. Step 4: May return to full contact practice
  - e. Step 5: Full game play
7. The athlete must complete the entire five-day procedure symptom-free. If they experience any symptoms, they are to regress one step back. If they are experiencing symptoms for more than five days after originally cleared, they will be sent back to doctor for reevaluation.

# Emergency Action Plan – Knox Community Schools

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## Mental Health Procedure

### Emergency Situation – Potential Violence

#### Recognition

Any 'yes' answer should be considered an emergency:

- Am I concerned the student-athlete may harm himself/herself?
- Am I concerned the student-athlete may harm others?
- Am I concerned the student-athlete is being harmed by someone else?
- Did the student-athlete make verbal or physical threats?
- Is the student-athlete exhibiting unusual ideation or thought disturbance that may or may not be due to substance use?
- Does the student-athlete have access to a weapon?
- Is there a potential for danger or harm in the future?

#### Management

If immediate risk to safety:

- Remain calm – maintain calm body language and tone of voice.
- Listen to the student-athlete. Allow him/her to express his/her thought. Provide them an opportunity to be heard. It's OK to have a moment of silence between you and the student-athlete.
- Avoid judging the student-athlete: provide positive support.
- Keep yourself safe – do not attempt to intervene if there is eminent threat of harm or violence.
- Keep others safe – try to keep a safe distance between the student-athlete in distress and others in the area.
- Alert designated school officials and/or colleagues such as school counselor, nurse, and/or administrator. Have the school contact the student-athlete's parent or emergency contact.
- If the student-athlete seems volatile or disruptive, get help from a co-worker or other adult. Do not leave the student-athlete alone, but do not put yourself in harm's way if he/she tries to leave.
- If you call 911, provide the following information:
  - Student-athlete's name and contact information.
  - Physical description of the student-athlete (i.e. height, weight, hair and eye color, clothing, etc.)
  - Description of the situation and assistance needed.
  - Exact location of the student-athlete.
  - If student-athlete leaves the area or refuses assistance, note direction in which he/she leaves.

### Emergency Contact Numbers

School Counselors: 574-772-1670 Ext. 1675

Child Welfare: (574) 772-3411

School Nurse: 574-772-1670 Ext. 1672

Crisis Hotline: 1-800-800-5556

Principal: 574-772-1670 Ext. 1624

Athletic Director: 574-772-1670 Ext. 1627

# Emergency Action Plan – Knox Community Schools

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## Emergency Situation – Non-Violent

### Management:

- Offer a quiet and secure a place to talk.
- Show your genuine concern.
- Avoid judging the student-athlete; Provide positive support.
- Do not offer advice or try to solve their problem. It's not in the scope of athletic trainers or coaches.
- Help the student-athlete understand that he or she is not alone – other have been there too.
- Listen to the student-athlete and allow them to express their thoughts. Provide them an opportunity to be heard. It's OK to have a moment of silence between you and the student-athlete.
- Ask questions that encourage conversation. Asking these important questions will NOT plant the idea in their head:
  - Can you tell me what's troubling you?
  - Are you thinking of hurting yourself?
  - Is someone hurting you?
  - Have you thought about suicide?
- If the student-athlete is expressing suicidal ideation:
  - Determine if he or she has formulated a plane
  - Emphasize ensuring the athlete's safety while being aware of your own
  - Do NOT leave this person alone
- Alert designated school officials. Have the school call the student-athlete's parents or emergency contact.
- You may offer a positive reinforcement, such as: "It took courage for you to disclose this information to me. And, by telling me, it says you want to do something about what is going on. Let's get you in contact with someone who specializes in this type of situation, so you can get the care you need."
- Document and communicate your concerns and refer to the school counselor. School staff may be aware of past or current circumstances that you are not privy to, including abusive home environment, emerging psychological condition/mental illness, etc.

# Emergency Action Plan – Knox Community Schools

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## Severe Weather Procedure

### Tornado Emergencies

**Tornado Watch:** A tornado watch is to let others know that weather conditions are favorable for a tornado to occur. If the current area is in a “Tornado Watch”, outdoor athletic events may continue. However, the licensed athletic trainer and coach must closely observe the surrounding area for approaching thunderstorms, or possible tornados. If a thunderstorm or tornado is suspected then all outdoor athletic events should be suspended, and all participants should be moved indoors.

**Tornado Warning:** A tornado warning lets others know that a tornado has been sighted. If the current area is in a “Tornado Warning”, all outdoor athletic events will be suspended, and all participants will be moved indoors. Athletes should not be allowed to leave the facility until the weather forecast indicates that it is safe to leave.

### Lightning and Thunder

- Severe weather will be monitored through a TEAM effort that consists of all athletic department personnel.
- The Knox High School Licensed Athletic Trainer will obtain a weather report at the beginning of each day to check for severe weather that may develop during practice or competition. If there are signs that a thunderstorm may develop during a scheduled practice or competition, the head coach will be notified and alternate plans will be recommended.
- During practice the athletic training and/or coaching staff will monitor the surrounding area for any signs of thunder or lightning. The Flash to Bang Method will no longer be used.
- In the event that cloud to ground lightning is seen and/or thunder is heard, the athletic department designee will notify the coach (practice), or official (competition), and all personnel will be directed to proceed to their assigned locker rooms or pre-determined safe locations.
- The practice or competition will be suspended until 30 minutes after the last sight of lightning, or sound of thunder.

The following first aid will be observed for lightning strike victims:

1. Survey the scene for safety
2. Activate EMS
3. If necessary, move lightning victims to a safe shelter
4. Evaluate airway, breathing, and circulation, and begin CPR if necessary
5. Evaluate and treat for hypothermia, shock, fractures, and/or burns

# Emergency Action Plan – Knox Community Schools

## Hot Weather

Dehydration can compromise athletic performance and increase the risk of exertional heat injury. Athletes do not voluntarily drink sufficient water to prevent dehydration during physical activity. Drinking behavior can be modified by education, increasing fluid accessibility, and optimizing palatability. However, excessive overdrinking should be avoided because it can also compromise physical performance and health. We will provide practical guidelines regarding fluid replacement for athletes.

- Unlimited amounts of water will be made readily available and for events lasting > 90 continuous minutes a sports drink will be made available to help replace electrolytes.
- It is recommended that 6-10 oz. of water be consumed every 20 minutes.
- Heat Index app (OSHA) on phone along with the following chart will be used to determine modifications to practice.

Temperature	Humidity	Procedure
80-90	< 70	Watch Obese athletes, provide unlimited water
80-90	> 70	Breaks recommended every half hour
90-100	< 70	All athletes should be under careful supervision
90-100	> 70	Modified practice w/ light equipment or suspended practice
> 100		No outdoor practices

- Above 80 degrees, cold tubs will be available when activities are occurring and athletic trainer will carry cold towels.
- Athletes showing signs or symptoms of heat illness should be immediately removed from participation and be treated with ice bags to the armpits, groin, neck, hands and feet.
- The coach will summon the AT who can then transport the athlete to the athletic training office for cold water immersion.
- In cases of suspected heat stroke (altered mental status, vomiting, loss of consciousness), the coach shall summon the AT to allow cold water immersion to begin as soon as possible and then activate EMS.

## Cold Weather

- Athletes suspected of hypothermia or frostbite should immediately be removed from the cold environment. The AT, assistant coach, or responsible student should accompany the injured athlete indoors.
- The AT, if not present, shall be summoned to meet the athlete indoors for further evaluation.