

Bexley Schools Athletic Department

Emergency Action Plan

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 sport participant in emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activity workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sport participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency 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.

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Components of the Emergency Plan

These are the basic components of every emergency action plan for athletics:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles Of First Responder
5. Venue Directions with a Map

Emergency Training & Documentation

Training in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency action plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning. Copies of associated certifications and training are kept on file with the Bexley Schools Athletic Office. All coaches should carry their team's "Athletic Emergency Medical Authorization" forms and have them present and accessible at all practices and contests. High school student aides will be trained by the AT in their role during emergency response as part of orientation to the Bexley Schools Sports Medicine program.

Emergency Plan Personnel

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

It is strongly recommended that a team physician be on-site for all varsity football games. This team physician will assist visiting team, if needed. It is also recommended that an ambulance be present for all varsity football games.

Roles within the Emergency Team

1. Establish scene safety and immediate care of the athlete

The first responder in an emergency situation during an athletic practice or competition is typically the certified athletic trainer (AT). The team physician will also be involved, if he/she is available at time of need. However, in the event that the AT is not on site at time of injury, the following personnel should take over the role of first responder, in order of priority:

1. Head Coach
2. Assistant Coach
3. Volunteer Coach
4. Student-Athlete or bystander

2. Activation of emergency medical services

EMS activation may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Activating the EMS system may be done by anyone. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. Typically, a coach or present school administrator are the best personnel to fulfill this role.

Activating the EMS System

Making the Call:

911

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical *
- Number of victims
- Condition of victims(s)
- First aid treatment initiated by First Responders at the time of the call
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher
- Always wait for the operator to hang up first!

3. Equipment retrieval

The third role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Eligible personnel are those knowledgeable about the location of the equipment and who are capable of transporting it. Such personnel include coaches, staff, and student aides.

4. Direction of EMS to the scene

The fourth role of the emergency team is that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. An athletic training student aide, administrator, or coach may be appropriate for this role.

Emergency Communication

Communication is the key to quick emergency response. Communication prior to the event is a good way to establish boundaries and to build rapport and trust between both groups of professionals, including opposing teams. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured and checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there

be failure of the primary communication system. A cellular phone is usually the preferred method of communication.

The AT carries a cell phone and coaches should have direct contact information. A fixed telephone line is accessible from Bexley Athletic Office (614-231-4309) or the Athletic Training Room (614-231-4309 x4163). Because some practices and games occur away from Bexley's main athletic facilities, it is highly recommended that the head coach of each team carries a fully charged cellular phone.

Emergency Equipment

Supplies stored in athletic training rooms include medical kit, splint kit, c-collars, crutches, various wound care necessities, AED, and any other items deemed necessary by the team physician. Equipment brought to all varsity football games includes medical kit, wound care necessities, crutches, various taping supplies, and any other items requested by the team physician. Equipment brought to all other games, meets, and practices include general athletic training and wound care kits carried by each team, and other supplies deemed necessary by the athletic trainer.

AEDs are located in the following areas:

- Cassingham Office – In Hallway
- Cassingham Gym

- MS Clinic – In Hallway
- MS Gym

- HS Gym
- HS Athletic Training Room (Portable for event and practice coverage)
- HS Basement Weight Room
- HS Lion Lobby
- HS Stadium Concession Building

- Art Wing
- Cassingham/Middle School Second Floor
- High School Auditorium Vicinity
- High School Second Floor
- Centab

Roles of the First Responder

In the medical emergency evaluation, the primary survey assists the care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in

inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete.

Any emergency situation where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment, and transportation.

Role of Certified Athletic Trainer (AT)

- Preventative care for all student-athletes (includes evaluation, consultation, taping, and the use of therapeutic modalities such as whirlpools, electronic stimulation, therapeutic ultrasound, intermittent compression, and hot and cold therapy;
- Immediate evaluation and care of the more seriously injured or ill student-athlete;
 - Activation of Emergency Medical System (EMS)
- Return-to-play decision making on the injured student-athlete;
- Physician referral of the student-athlete;
- Contacting the parent(s) of the injured student-athlete;
- Rehabilitative care for student-athletes (includes evaluation, consultation, taping, and the use of therapeutic modalities such as whirlpools, electronic stimulation, therapeutic ultrasound, intermittent compression, and hot and cold therapy). Rehabilitation per physician protocols.

Roles of Coaches and Administrative Staff

- If AT is not onsite/available, the following personnel should take over as first responder, in order of priority:
 - 1) Head Coach
 - 2) Assistant Coach
 - 3) Volunteer Coach
 - 4) Student-Athlete or bystander
- Immediate assessment and care of the more seriously injured or ill student-athlete;
 - Activation of Emergency Medical System (EMS)
- Ensure parking lot is clear and accessible to emergency personnel;
- Ensure emergency entrance is clear and accessible;
- Unlock and open gates for ambulance entry;
- Designate individual to “flag down” EMS and direct to scene;
- Direct EMS personnel (ambulance) to scene;
- Contacting the parent(s) of the injured student-athlete;
- Scene control: limit scene to sports medicine personnel and move bystanders (including other student-athletes) away from area of injured athlete

Roles of Athletic Training Student Aides/Student-Athletes

- Direct EMS personnel (ambulance) to scene;
- Unlock and open gates around facilities;
- Scene control: limit scene to sports medicine personnel and move bystanders (including other student-athletes) away from area of injured athlete

Non-Medical Emergencies

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the school district's emergency action plan and follow the instructions provided.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training at required intervals. Through development and implementation of the emergency plan, Bexley City Schools helps ensure that the student-athlete will have the best care provided when an emergency situation does arise.

Attached:

Venue Directions with map (to be posted in a visible area at all locations)

Approval and Acceptance of the Bexley School District Emergency Plan for Athletics

Approved by _____
Bexley Schools Medical Director Date

Approved by _____
Bexley Schools Superintendent Date

Approved by _____
Bexley Schools Athletic Director Date

Approved by _____
Bexley Schools Head Athletic Trainer Date

**High School Gymnasium
Wrestling Room
Athletic Training Room**

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Bexley High School Gymnasium.
5. My exact address is: **326 S. Cassingham Rd, Bexley, Ohio, 43209.**
 - a. Please send the ambulance to the East (rear) gym entrance off the faculty parking lot, Door #22, off of Cassingham Road.
 - b. Another entrance may be used if victim(s) are not in these specific locations and/or ability to access Door 22 is not available. See suggested options on map below, including Lion Lobby entrance.
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to Cassingham Road parking lot entrance to direct EMS. Send another person to hold open the doors/meet EMS at the **Door 22 Rear Gym Entrance**. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

VENUE MAP:



Cassingham Rd. Parking Lot Entrance- Primary EMS Entrance



Door #22 Rear Gym Entrance



Lion Lobby Entrance



High School Weight Room

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Bexley High School Weight Room.
5. My exact address is: **Corner of Elm Ave./S. Remington Rd., Bexley, Ohio, 43209.**
 - a. Please send the ambulance to Door 13 Entrance off Elm Ave./ S. Remington Rd. Entrance
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to **Elm Ave./R. Remington Rd. entrance** to direct EMS. Send another person to hold open the doors/meet EMS at **Door 13 Entrance**. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

VENUE MAP



Elm Ave/S. Remington Rd East Gate Entrance – Primary EMS Entrance



Door 13 Entrance



Carlton Smith Stadium

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Bexley High Schools Athletic Stadium.
5. My exact address is: **326 S Cassingham Rd, Bexley, Ohio, 43209.**
 - a. Please send the ambulance to the South Gate Entrance to the stadium, located off the faculty parking lot off Cassingham Road. Gate can also be accessed off S. Remington Road through removable yellow dividers.
 - b. Another gate may be used if victim(s) are not in the main stadium and/or ability to open gate is not available. See suggested options on map below.
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person with keys to the **South Gate** to unlock and open the gate. Send another person onto **Cassingham Road** to wave EMS to gate. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

VENUE MAP



S. Cassingham Rd. Entrance- Primary EMS Entrance



South Gate Entrance



Cassingham Softball Field

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Bexley High School Cassingham Softball Field.
5. My exact address is: **Corner of Elm Avenue and S. Stanwood Rd, Bexley, Ohio 43209**
 - a. If ambulance is needed to pull directly on to field, direct ambulance to use the **East Gate Entrance on S. Stanwood Rd.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to the **corner of Elm Ave/ S. Stanwood** to direct EMS. If using the East Gate, send another person with keys to unlock and open the gate at **Elm Ave/S. Remington Rd.** and meet and direct EMS onto field. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

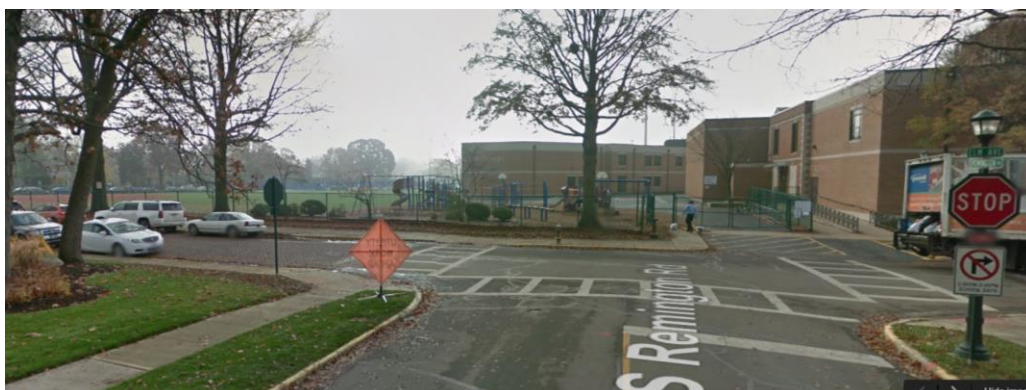
VENUE MAP



Elm Ave/S. Stanwood Rd- Primary EMS Access



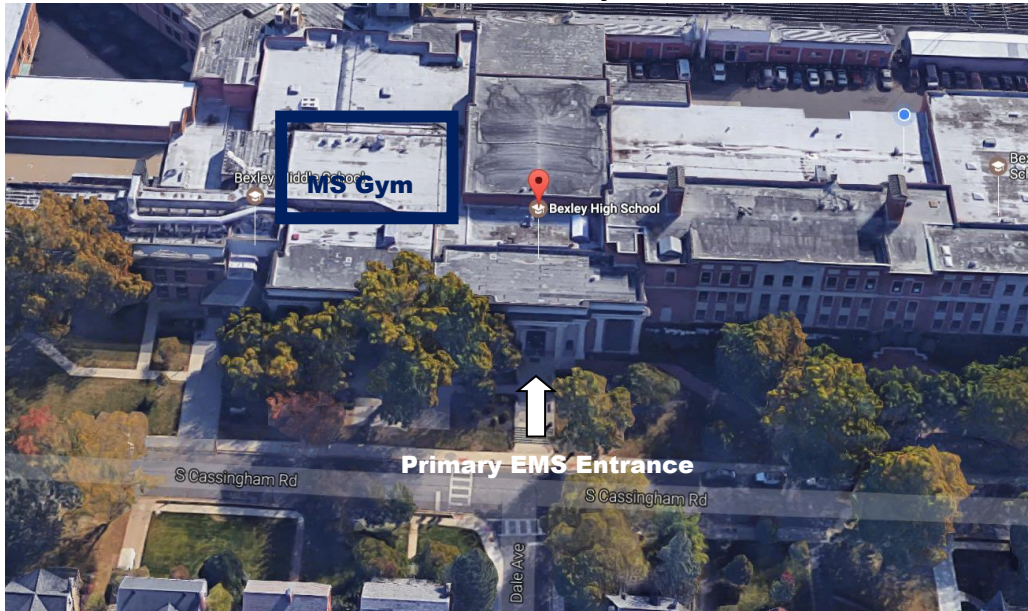
East Gate- Ambulance Entrance



Middle School Gymnasium

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Bexley Middle School Gymnasium.
5. My exact address is: **300 S. Cassingham Rd, Bexley, Ohio, 43209.**
 - a. Please send the ambulance to the Bexley School Main Entrance off of S. Cassingham Rd.
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to **Cassingham Road** to direct EMS. Send another person to hold open the doors and meet and direct EMS at the Main Entrance. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

Venue Map



Main Entrance- Primary EMS Entrance



High School Tennis Courts

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Bexley High School Tennis Courts.
5. My exact address is: **Intersection of Dale Ave and S. Stanwood Rd, Bexley, Ohio 43209**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to **intersection of Dale Ave and S. Stanwood to direct EMS. If using Tennis Court Gate, send another person with keys to unlock and open the gate at Court 3 along S. Stanwood Rd and meet and direct EMS onto court.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

VENUE MAP



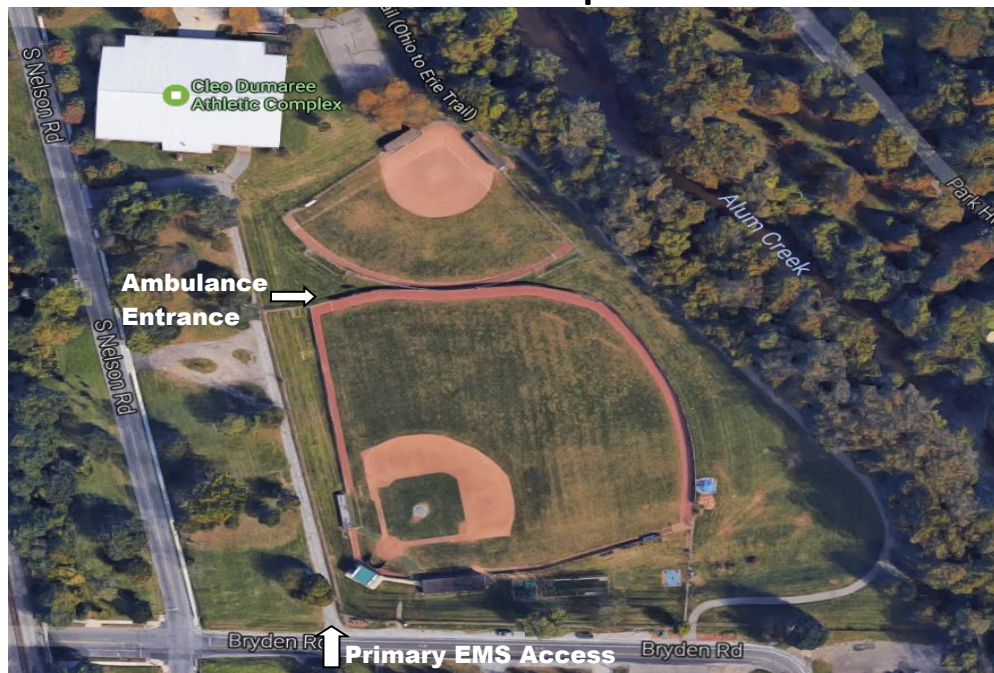
Court 3 Gate- Primary EMS Entrance



Clowson Baseball Field

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Clowson Baseball Field.
5. My exact address is: **Corner of Bryden Rd and S. Nelson Rd., Columbus, Ohio 43205**
 - a. If ambulance is needed to pull directly on to field, direct ambulance to use the access road adjacent to Cleo Dumaree Athletic Complex and follow onto grass to North Gate Entrance to field.
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to **the corner of Bryden and S. Nelson Roads to direct EMS. If using the North Gate, send another person with keys to unlock and open the gate and meet and direct EMS onto field.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

Venue Map



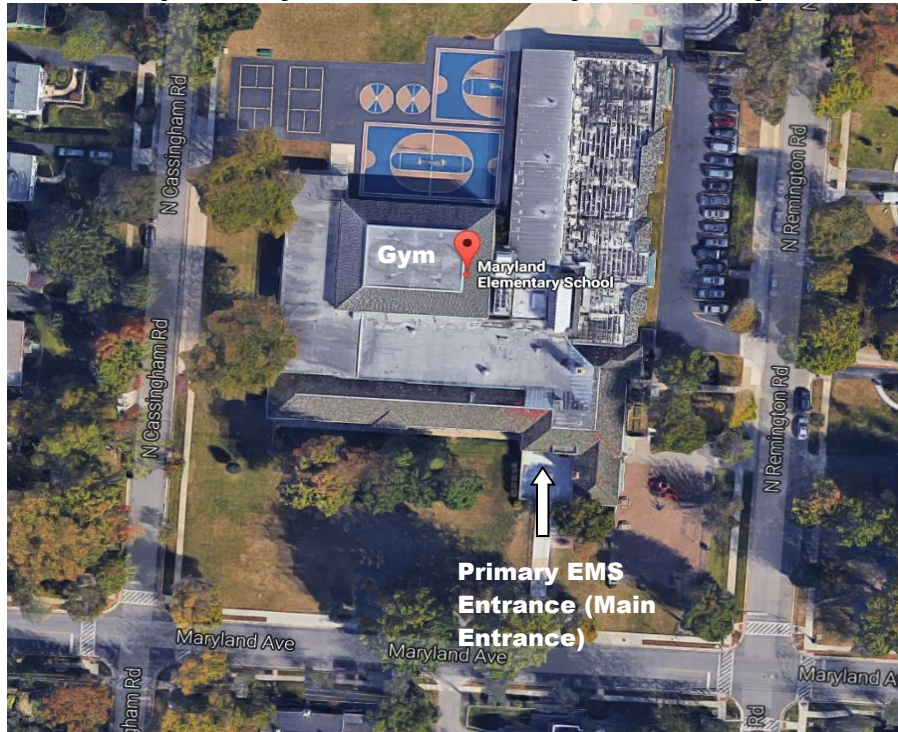
Clowson Field Primary EMS Access



Bexley Emergency Plan: Basketball Maryland Elementary School Gymnasium

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Maryland Elementary School Gymnasium.
5. My exact address is: **2754 Maryland Ave. Bexley, OH 43209.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. **Send one person to Maryland Ave to direct EMS to the main entrance. Send another person to the main entrance to meet and direct EMS to the gym and onto court.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

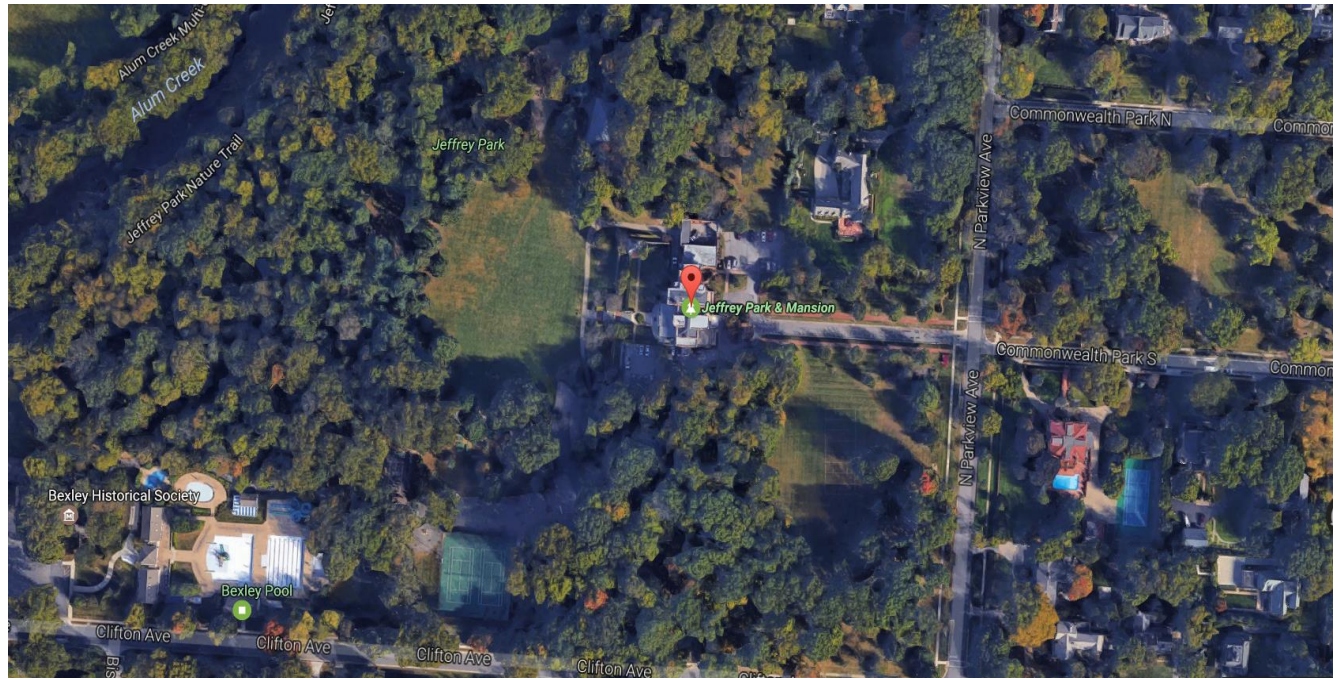
Venue Map: Maryland Elementary School Gymnasium



Bexley Emergency Plan: Cross Country Jeffrey Mansion

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Jeffrey Mansion/Jeffrey Park.
5. My exact address is: **165 N Parkview Ave. Bexley, OH 43209.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. **Send one person out to Parkview Ave to direct EMS to the patient. Additional personnel may be needed to direct EMS to patient depending on location of patient within park grounds.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

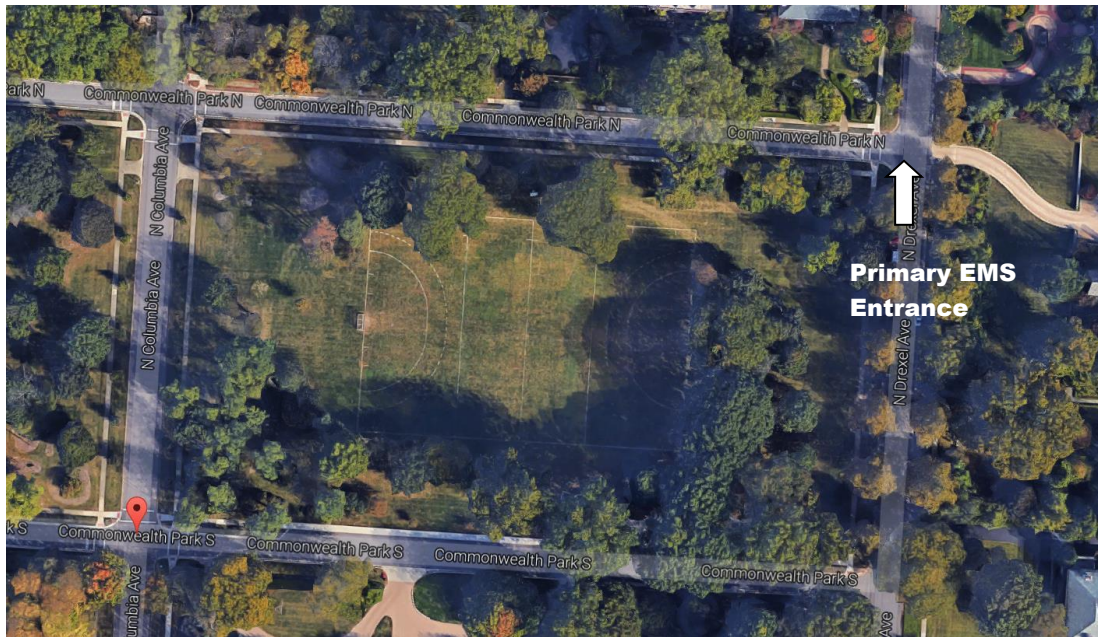
Venue Map: Jeffrey Mansion



Bexley Emergency Plan: Middle School Field Hockey Commonwealth Park Field

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Commonwealth Park Field.
5. My exact address is: **Commonwealth Park North. Bexley, OH 43209 on the corner of N Drexel Ave and Commonwealth Park North.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. **Send one person out to the corner of N Drexel Ave and Commonwealth Park North to meet and direct EMS onto field.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

Venue Map: Commonwealth Park Field



Bexley Emergency Plan: Golf Columbus Country Club

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at The Columbus Country Club.
5. My exact address is: **4831 E Broad St. Columbus, OH 43213.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person to direct EMS. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.
11. Refer to Columbus Country Club Emergency Action Plan for other venue specific information.

Bexley Emergency Plan: Golf Westchester Golf Club

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at The Westchester Golf Club.
5. My exact address is: **6300 Bent Grass Blvd. Canal Winchester, OH 43110**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to direct EMS. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.
11. Refer to Westchester Country Club Emergency Action Plan for other venue specific information.

Bexley Emergency Plan: Golf Blacklick Golf Course

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at The Columbus Country Club.
5. My exact address is: **7309 E Livingston Ave. Reynoldsburg, OH 43068.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person to direct EMS. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.
11. Refer to Blacklick Golf Course Emergency Action Plan for other venue specific information.

Bexley Emergency Plan: Soccer Wolfe Park Soccer Fields

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Wolfe Parke Soccer Field.
5. My exact address is: **105 Park Dr. Bexley OH 43209**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. **Send one person out to the Broad St. entrance to direct EMS. Send another person to meet and direct EMS onto field.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

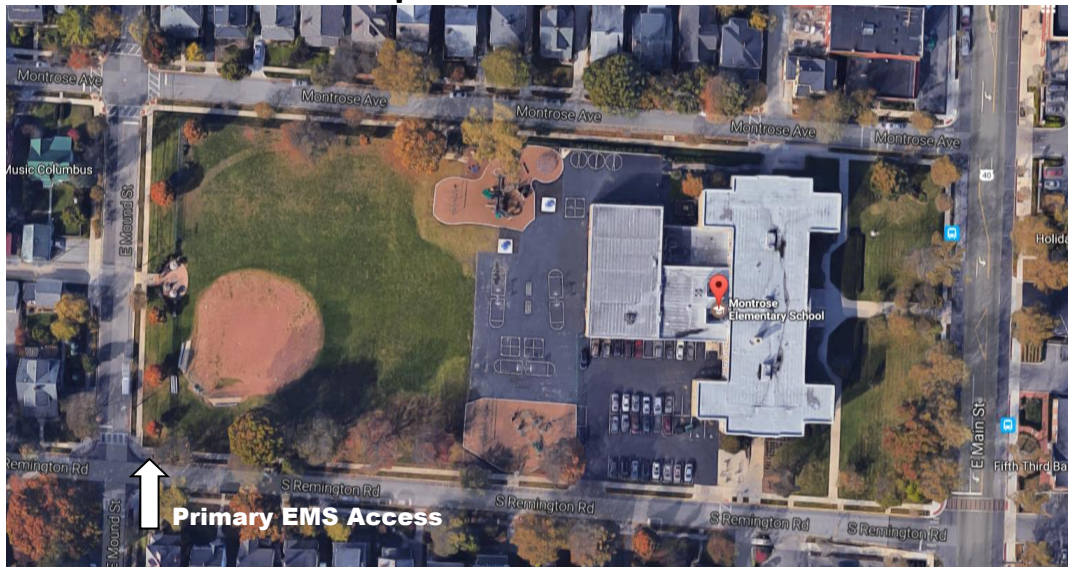
Venue Map: Wolfe Park Soccer Field



Bexley Emergency Plan: Softball Montrose Elementary Softball Field

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Montrose Elementary Softball Field.
5. My exact address is: **Corner of E. Mound St. and S. Remington Rd.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. **Send one person out to the corner of E. Mound St. and S. Remington Rd. to meet and direct EMS onto field.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.

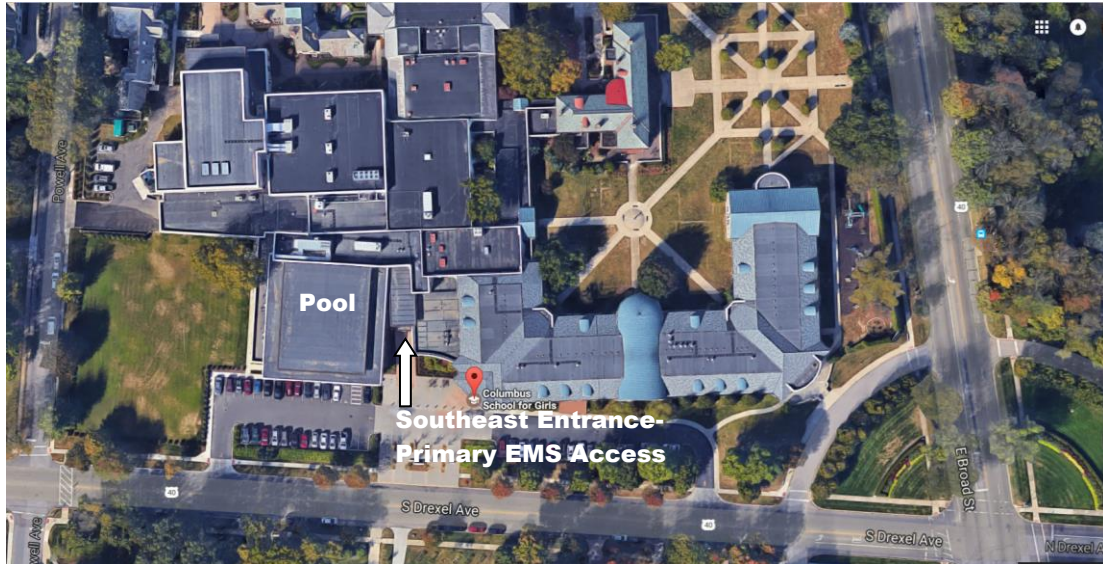
Venue Map: Montrose Softball Field



Bexley Emergency Plan: Swimming Columbus School for Girls Natatorium

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at Columbus School for Girls Natatorium Swimming Pool.
5. My exact address is: **65 S. Drexel Ave. Columbus, OH 43209**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to **Drexel Ave. to direct EMS. Send another person to the southeast entrance to meet and direct EMS to the pool.** Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.
11. Refer to Columbus School for Girls Emergency Action Plan for other venue specific information.

Venue Map: *Columbus School for Girls Natatorium*



Bexley Emergency Plan: Baseball Jewish Community Center

1. Remain Calm.
2. Dial 911.
3. My name is: _____.
4. I need an ambulance at The Jewish Community Center baseball fields.
5. My exact address is: **1129 College Ave. Columbus, OH 43209. The fields are located at the end of Euclair Ave.**
6. Provide the number of victims, their condition, treatment being given, and other information as requested.
7. I am calling from (phone number) _____.
8. Allow the operator to hang up first!!!
9. Send one person out to direct EMS to the baseball field. Assist as directed.
10. If the athletic trainer is not present, the coach or school administrator should contact the parent/guardian (if not present) once the victim has been stabilized by EMS and/or transported to the hospital.
11. Refer to Jewish Community Center Emergency Action Plan for other venue specific information.

Venue Map: Jewish Community Center



High School Emergency Plan for Athletics

Aerial View of Bexley High School

