Emergency Action Plan

For Beacon High School

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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# Personnel Involved in Development

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

*Thomas Bergmann LAT, ATC (athletic trainer)*

# Documentation of Recent Changes

As changes to the EAP are made, the will be listed here

|  |  |  |
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| **Specific Changes Made** | **Page(s) Affected** | **Date** |
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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.

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: school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All coaches are required to have CPR, First Aid, and AED training certifications.**

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

The four basic roles within the emergency team are:

1. **Establish scene safety and immediate care of the athlete:**
   1. 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:**
   1. 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:**
   1. 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:**
   1. One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

**Activating Emergency Medical Services**

Call 9-1-1

Provide information

* Name, address, telephone number of caller
* Nature of the emergency (medical or non-medical)\*
* Number of athletes
* 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!

**Emergency Communication**

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

**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**

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 Beacon High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

# Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
   1. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the relevant EAP will be 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 trainer 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. Thomas Bergmann LAT, ATC (athletic trainer)
2. John Giametta (athletic director)
3. Head Coach
4. Assistant Coach
5. Other Qualified Beacon employees (i.e.: security, other present coaches)

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. John Giametta (athletic director)
2. Head Coach
3. Assistant Coach
4. Other Qualified Beacon employees (i.e.: security, other present coaches)

# Emergency Telephone Numbers

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

|  |  |
| --- | --- |
| Off Campus Contacts | Phone Number |
| Emergency | 911 |
| Police department | (845) 831-4111 |
| Fire | (845) 831-4540 |
| Ambulance | (845) 831-4540 |
| Nearest Hospital | (845) 561-4400 |
| Hazardous Materials | (800)-424-8802 |
| Poison Control Center | (800) 222-1222 |

|  |  |
| --- | --- |
| On Campus Offices | Phone Number |
| Athletic Training Room | (845) 838-6900 ext. 3249 |
| Nurse | (845) 838-6900 ext. 3229 |
| Athletic Director | (845) 838-6900 ext. 3230 |
| Main Office | (845) 838-6900 ext. 3001 |
| Guidance Office | (845) 838-6900 ext. 3022 |
| School Psychologist Office | (845) 838-6900 ext. 3219 |

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Office | Cell |
| Athletic Trainer | Thomas Bergmann | (845) 838-6900 ext. 3249 | 845-741-8859 |
| Athletic Director | John Giametta | (845) 838-6900 ext. 3230 | 845-430-5990 |
| Principal | Elisa Soto | (845) 838-6900 ext. 3005 |  |
| Assistant Principal | Samuelle Simms | (845) 838-6900 ext. 3030 |  |
| Assistant Principal | Thomas O’Neil | (845) 838-6900 ext. 3138 |  |
| Nurse | Susan Morris-Lizzo | (845) 838-6900 ext. 3229 | 845-590-6385 |

# Emergency Situation Contact Tree

Coach or First Responder on Scene

CARE

Life Threatening Condition

First on scene CALL

911

\*Have Asst. Coach get the AED

Call Athletic Trainer

Call Parent/Guardian

Call Athletic Director

(if warranted)

Call

Athletic

Trainer

Provide care until EMS arrives.

Do not leave victim.

Provide **proper first aid** and **care** until athletic trainer arrives.

Do not leave victim.

CARE

CARE

CARE

Non-Life Threatening Condition

CHECK

Call Principal

(if warranted)

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

# Emergency Equipment Locations

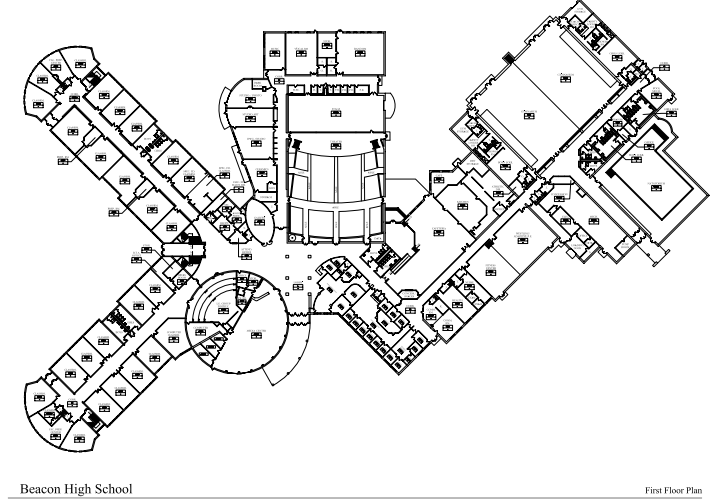
***Emergency Equipment:***

* Athletic Training Kit/Emergency Bag on site for events covered by ATC
* First Aid Kit located with coach
  + - 1. AED
         1. Located with ATC for all covered events
         2. Additional AED located outside Beacon High School Gymnasium in lobby
      2. Nearest phone
         1. Athletic Trainer’s personal cell phone when covering events
         2. Coaches’ personal cell phones
      3. Rescue Inhaler
         1. Each student who has an inhaler is responsible for bringing the inhaler with them to all practices/games
         2. 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
         1. Each student who has an epi pen and is responsible for bringing their epi pen with them to all practices/games
         2. 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
         1. With ATC during events or in ATR
      6. Spine boards/Cervical Collar
         1. Will be provided by EMS upon arrival
      7. Bio-hazard Materials
         1. Red bags – in AT’s med kit and in ATR
         2. Disposal Bin – in ATR, Room F312

# Beacon High School AED Locations

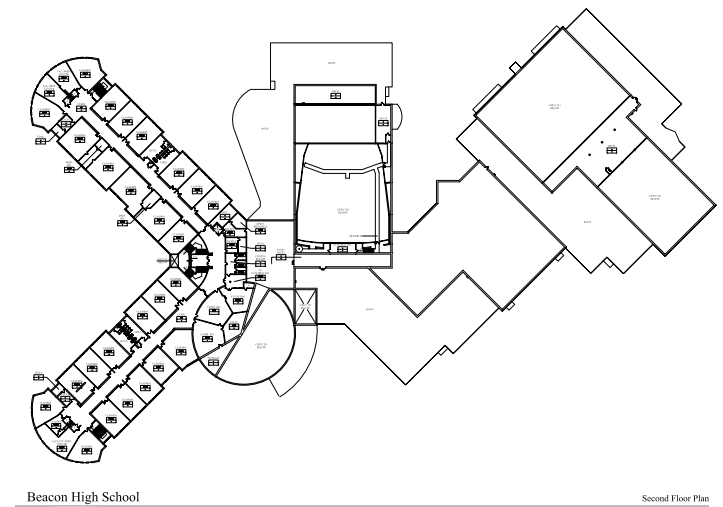
The main AED’s for inside Beacon High School are located…

1. First Floor
   1. On the wall behind the security desk at the main entrance
   2. In the hallway outside the Gymnasium
   3. Inside the nurse’s office (door is locked after school hours)



# Beacon High School AED Locations

1. Second Floor
   1. In the hallway at the top of the stairs.



# 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?
   1. If NO, instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and

make sure they call!

* 1. Check card for 911 call instructions for your location

1. Perform emergency CPR/First Aid
   1. If severe bleeding – instruct individual to assist with bleeding control
2. Instruct coach or bystander to get AED
3. Instruct security or bystander to control crowd
4. Contact the Athletic Trainer of Beacon High School if they are present

at the school but not on scene

1. Contact parents
2. Contact Athletic Director
3. Contact Principal/Vice Principal
4. Instruct individual to meet ambulance to direct to appropriate site
5. Assist with care as necessary
6. Document the event

**Beacon High School**

# Emergency Action Procedures

## 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School Gymnasium**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance should use the athletics wing entrance and proceed straight into the gymnasium\*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## Wrestling Room

**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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will park in loading area by dumpsters, EMS will enter and exit through doors leading to wrestling room. If loading area is blocked the ambulance will use the athletic wing entrance.\*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## BHS Turf 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\* Ambulance will come through the gate between the tennis courts and school. They will park at the southeast corner of the field, then access the field through the gate at the same corner. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## BHS JV Soccer 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will enter through the gate between the softball field and the school. Ambulance will drive on road or grass if necessary. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## BHS 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will enter through the gate between the softball field and school if necessary. If the situation warrants, the ambulance can drive onto the field through left field foul line gate. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## BHS 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will enter through the gate between the softball field and the school. If the situation warrants, the ambulance can drive onto the field through the gate located down the right field foul line. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## BHS 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will park in front of the athletic wing; personnel will come through the doors that lead directly into the pool. They may also enter through the athletic wing entrance if situation permits. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## BHS 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Beacon High School**

**101 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will enter through main parking lot, and will park next to tennis courts and wheel the stretcher onto the courts. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Beacon High School**

# Emergency Action Procedures

## Hammond 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Hammond Field**

**Verplank Lane, Beacon, NY 12508**

**\*\*Ambulance will enter through the gate on Verplank lane past the throwers pit and drive onto the track if necessary. Alternate route is through the gate on Matteawan Road and then onto the track if necessary. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Rombout Middle School**

# Emergency Action Procedures

## RMS 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Rombout Middle School Gymnasium**

**88 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will enter the parking lot in front of the gymnasium, park in front of the main doors. EMS can then enter through the main doors into the gymnasium. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Rombout Middle School**

# Emergency Action Procedures

## RMS Soccer/Lacrosse 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Rombout Middle School**

**88 Matteawan Rd, Beacon, NY 12508**

**\*\*Ambulance will enter the parking lot for the main entrance to the middle school. If the situation warrants, the ambulance may drive onto the field. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Memorial Park Fields**

# Emergency Action Procedures

## Memorial Park (Softball Field & 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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Memorial Park**

**Beacon, NY 12508**

**\*\*Softball field: Ambulance will enter parking lot off of Wilkes St. the ambulance can drive onto the field if necessary. \*\***

**\*\*Baseball Field: Ambulance will enter the parking lot off of Robert Cahill Drive for access to the field. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

**Dutchess Stadium**

# Emergency Action Procedures

## Dutchess Stadium

**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:**

Beacon’s 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
   1. Is it safe for you to help?
   2. What happened?
   3. How many victims are there?
   4. Can bystanders help?
2. Instruct coach or bystander to call 911

-Provide the following information

1. Who you are
2. General information about the injury or situation
3. 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\*).

**Dutchess Stadium**

**1500 NY-9D, Wappingers Falls, NY 12590**

**\*\*Ambulance will enter the parking lot and then access the field through a gate down the right field foul line. \*\***

1. Any additional information
2. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
3. Perform emergency CPR/First Aid
   1. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      1. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      2. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   2. **Instruct coach or bystander to GET AED!!**
4. Designate security or bystander to control crowd
5. Contact the Athletic Trainer for BHS if not present on scene
6. Meet ambulance and direct to appropriate site
   1. Open Appropriate Doors
   2. Designate an individual to "flag down" and direct to scene
   3. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
   1. Retrieve Necessary Supplies/Equipment
8. Document event and debrief

# Rehearsal Strategy

The athletic trainer will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season.

Coaches at Beacon High School will be educated on the EAP prior to their first season of coaching during each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

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

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

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

# Documentation of Seasonal Coaches Educational Meeting

**Topic: EAP Rehearsal**

**Sign in Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Coach Name (printed) | Sport | HS | MS | Signature |
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Notes:

# Approval and Verification Page:

This document has been read and revised by the Beacon High School athletic trainer and athletic director.

Athletic Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Coach Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Coach Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_