

# **Beacon City School District**

## **Emergency Protocols for Athletic Venues**

By Matt Frustaci, ATC

**Enclosed are the individual emergency procedure protocols for the following venues:**

Beacon High School Gymnasium

Beacon High School Wrestling Room

Soccer Fields

Softball Field

Baseball Field

Swimming Pool

Hammond Field

Rombout Middle School Football Practice Field

Rombout Middle School Gymnasium

Memorial Park Field (Softball fields, Babe Ruth and Football Field)

Tennis Courts

Sargent Elementary School Soccer Field

Phone number:

Athletic Training Room Number: 845-838-6900 ext. 3249

## **I. Overview**

- a. The purpose of this emergency procedure protocol is to provide qualified medical personnel and coaches with the general guidelines to follow in an emergency situation involving student athletes in the Beacon City School District.
- b. As no emergency situation is identical, ultimate discretion is left to the primary medical personnel or coach on the scene.
- c. During away competitions, the medical staff and coaches will defer to the established emergency procedures and protocol of the home team and as outlined in the BCSD coach handbook.
- d. All coaches should be CPR and AED certified by the American Red Cross or American Heart Association and First Aid Certified.
- e. Closest hospitals in the in all Beacon City School venues are St. Luke's, Vassar Medical Group, and Mid-Hudson Regional Hospital of Westchester County Medical Center located in Poughkeepsie.

## **II. Sports**

- a. In Season Sports
  1. Varsity and Junior Varsity teams will have access with Athletic Trainer for practices and for most home competitions. Athletic Trainer may not be on site for competition; however, will be in contact by cell phone.
  2. Modified sports will have access with Athletic Trainer by phone and may be at some competitions.
- b. Non-traditional/ out of season sports
  1. The teams will have non-direct access to Athletic Trainer after office hours. May have access during office hours.

## **III. Roles and Responsibilities**

- a. Physician- Board Certified Orthopedic Surgeon
  - i. Responsibilities
    1. If present, will access and direct level of care needed.
    2. May initiate emergency procedure protocol.
    3. May assist other qualified medical personnel in any aspect of emergency procedure'
    4. May provide emergency services on scene as credentials allow.
- b. Certified Athletic Trainer
  - i. Credentials
    1. Certified by the NATABOC
    2. Certified by the New York State Board of Education

3. Certified in CPR/AED by American Heart Association or American Red Cross
- ii. Responsibilities
  1. In presence or absence of physician, may access level of care needed
  2. May initiate emergency procedure protocol
  3. May provide emergency services
  4. May provide emergency services on scene as credentials allow.
- c. Varsity/ Junior Varsity/ Modified Coaches
  - i. Credentials
    1. Certified in adult and child CPR/AED. First Aid Certified.
  - ii. Responsibilities
    1. In absence of an Athletic Trainer, will access level of care needed
    2. May initiate emergency procedure protocol
    3. May assist other qualified medical personnel in any aspect of emergency procedure
    4. May provide emergency services on scene as credential allow
- d. Athletic Training Students
  - i. Credentials
    1. Mandated by Athletic Training program of primary University and CPR/AED certified by American Heart Association or American Red Cross
  - ii. Responsibilities
    1. In absence of Athletic Trainer, will access level of care needed
    2. May initiate emergency procedure protocol
    3. May assist other qualified medical personnel in any aspect of emergency procedure
    4. May provide emergency services on scene as credentials allow

#### **IV. Follow Up**

- a. The following personnel will be informed of an incident:
  - i. Athletic Director
  - ii. School Nurse
  - iii. Parents or Guardian
  - iv. Athletic Trainer
  - v. Head Coach
- b. In cases where Athletic Trainer or physician does not initiate the emergency procedure protocol, the personnel responsible for initiating the protocol should inform the Athletic Trainer as soon as possible.

## **BHS Gymnasium**

### **I. Equipment**

- a. Coaches will have medical kit provided by Athletic Trainer at all practices and home matches.
- b. Athletic Trainers medical kit will be at home practices and matches when Athletic Trainer is on duty.
- c. AED is located next to Athletic Training Room door across from Gymnasium doors on girl's locker room side.

### **II. Communications**

- a. Coaches will have in their possession personal cell phones.
- b. If no cell phone is on hand, closest phone is located in Athletic Training room or either coach's office in boys or girls locker room.
- c. Caller
  - i. The caller in all venues is designated as follows:
    1. Certified Athletic Trainer
    2. Athletic Training Student
    3. Coach
  - ii. The caller will be instructed to call 911 to arrange emergency medical services
  - iii. The caller will report the following to the 911 operator:
    1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
    2. Location of victim, number of victims, age, condition, and exact problem.
    3. Any other information as requested by 911 operator.

### **III. Evacuation and Transportation**

- a. Evacuation route
  - i. The ambulance will park in athletic wing parking lot, come in through main doors of athletic wing, and go out same way. All security guards or janitors should have keys to remove door jams for gym doors and for main doors at athletic wing entrance.
- b. Transportation
  - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **BHS Wrestling Room**

### **I. Equipment**

- a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
- b. Athletic Trainers medical kit will be at home practices and matches when Athletic Trainer is on duty.
- c. AED is located next to Athletic Training Room door across from Gymnasium doors on girl's locker room side or outside doors of cafeteria across from guidance office.

### **II. Communications**

- a. Coaches will have in their possession personal cell phones.
- b. If no cell phone is on hand, closest phone is located in office across from Wrestling Room.
- c. Caller
  - i. The caller in all venues is designated as followed:
    1. Certified Athletic Trainer
    2. Athletic Training Student
    3. Coach
  - ii. The caller will be instructed to call 911 to arrange emergency medical services
  - iii. The caller will report the following to the 911 operator:
    1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
    2. Location of victim, number of victims, age, condition, and exact problem.
    3. Any other information as requested by 911 operator.

### **III. Evacuation and Transportation**

- a. Evacuation Route
  - i. Ambulance will park in loading area by dumpsters. If loading area is blocked, ambulance will park in Athletic Wing parking lot. Will come in through doors that lead into wrestling room from outside. Security guards or janitors will have keys for door jams if necessary.
- b. Transportation
  - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **BHS Soccer Fields**

### **I. Equipment**

- a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
- b. Athletic Trainers medical kit will be at home practices and matches when Athletic Trainer is on duty.
- c. AED is located next to Athletic Training Room door across from Gymnasium doors on girl's locker room side. Coaches will have keys for doors going into gym for access to AED.

### **II. Communications**

- a. Coaches will have in their possession personal cell phones.
- b. If no cell phone is on hand closest landline phone is located in either coach's office in boys or girls locker room. Coaches will have keys on hand for access into locker room and coach's office.
- c. Caller
  - i. The caller in all venues is designated as followed:
    1. Certified Athletic Trainer
    2. Athletic Training Student
    3. Coach
  - ii. The caller will be instructed to call 911 to arrange emergency medical services
  - iii. The caller will report the following to the 911 operator:
    1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
    2. Location of victim, number of victims, age, condition, and exact problem.
    3. Any other information as requested by 911 operator.

### **III. Evacuation and Transport**

- a. Evacuation route
  - i. Ambulance will come through gate between softball field and the high school. Coaches and security guards will have keys to open gate. Ambulance will drive on road or grass if necessary and leave the same way out.
- b. Transportation
  - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **BHS Softball Field**

### **I. Equipment**

- a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
- b. Athletic Trainers medical kit will be at home practices and matches when Athletic Trainer is on duty.
- c. AED is located next to Athletic Training Room door across from Gymnasium doors on girl's locker room side. Coaches will have keys for doors going into gym for access to AED. Also, coaches will have card keys for side doors.

### **II. Communication**

- a. Coaches will have in their possession personal cell phones.
- b. If no cell phone is on hand, the closest land line phone is located in the Athletic Training Room.
- c. Caller
  - i. The caller in all venues is designated as followed:
    1. Certified Athletic Trainer
    2. Athletic Training Student
    3. Coach
  - ii. The caller will be instructed to call 911 to arrange emergency medical services
  - iii. The caller will report the following to the 911 operator:
    1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
    2. Location of victim, number of victims, age, condition, and exact problem.
    3. Any other information as requested by 911 operator.

### **III. Evacuation and Transport**

- a. Evacuation Route
  - i. Ambulance may come through gate between softball field and high school if necessary. If situation warrants ambulance coming onto field, the ambulance may drive on field through right field foul line open area.
- b. Transportation
  - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **BHS Baseball Field**

### **I. Equipment**

- a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
- b. Athletic Trainers medical kit will be at home practices and matches when Athletic Trainer is on duty.
- c. AED is located next to Athletic Training Room door across from Gymnasium doors on girl's locker room side. Coaches will have keys for doors going into gym for access to AED. Also, coaches will have card keys for side doors.

### **II. Communication**

- a. Coaches will have in their possession personal cell phones.
- b. If no cell phone is on hand, the closest land line phone is located in the Athletic Training Room.
- c. Caller
  - i. The caller in all venues is designated as followed:
    1. Certified Athletic Trainer
    2. Athletic Training Student
    3. Coach
  - ii. The caller will be instructed to call 911 to arrange emergency medical services
  - iii. The caller will report the following to the 911 operator:
    1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
    2. Location of victim, number of victims, age, condition, and exact problem.
    3. Any other information as requested by 911 operator.

### **III. Evacuation and Transport**

- a. Evacuation Route
  - i. Ambulance will come from around softball field going around the outfield fence of softball field to gate on the first base side of baseball field. Or my come in through gate between school and Softball field and drive up to third base line gate if needed. Ambulance will exit the same way as entered. Coaches will have key for gate.
- b. Transportation
  - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **BHS Swimming Pool**

- I. Equipment
  - a. Coaches will have access to Athletic Trainers medical kit during practice or home events.
  - b. AED is located next to Athletic Training Room door across from Gymnasium doors on girl's locker room side.
- II. Communication
  - a. Coaches will have in their possession personal cell phones.
  - b. If no cell phone is on hand, the closest land line phone is located in the swimming coach's office.
  - c. Caller
    - i. The caller in all venues is designated as followed:
      - 1. Certified Athletic Trainer
      - 2. Athletic Training Student
      - 3. Coach
    - ii. The caller will be instructed to call 911 to arrange emergency medical services
    - iii. The caller will report the following to the 911 operator:
      - 1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
      - 2. Location of victim, number of victims, age, condition, and exact problem.
      - 3. Any other information as requested by 911 operator.
- III. Evacuation and Transport
  - a. Evacuation Route
    - i. Ambulance will come into Athletic Wing parking lot and personnel will come through doors that lead directly into pool. Also, may come in through main Athletic Wing doors and into pool depending on where injured athlete is located. The ambulance will leave the same way it came.
  - b. Transportation
    - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## Hammond Field

### I. Equipment

- a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches. Also, have access to storage area in Field House with crutches, tape, gauze and other first aid equipment.
- b. Coaches will have access to Athletic Trainers medical kit during practice or home contests.
- c. AED is located in Field House for all practices. AED will be taken on the field for all home contests.

### II. Communication

- a. Coaches will have in their possession personal cell phones.
- b. If no cell phone is on hand, the closest land line phone is located in coach's office closest to football field in the Field House.
- c. Caller
  - i. The caller in all venues is designated as followed:
    1. Certified Athletic Trainer
    2. Athletic Training Student
    3. Coach
  - ii. The caller will be instructed to call 911 to arrange emergency medical services
  - iii. The caller will report the following to the 911 operator:
    1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
    2. Location of victim, number of victims, age, condition, and exact problem.
    3. Any other information as requested by 911 operator.

### III. Evacuation and Transport

- a. Evacuation Route
  - i. Ambulance will come through gates on Verplanck lane through throwers pit and will drive on track if need be. Also, may come in through gates on Matteawan Road depending on where injured athlete is located. No cars should be blocking Ambulance's entrance. Ambulance will leave the same way as it came in.
- b. Transportation
  - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **Rombout (Football) Practice Field**

- I. **Equipment**
  - a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
  - b. Athletic Trainers medical kit will be at home practices and matches when Athletic Trainer is on duty.
  - c. AED is located in shed next to the middle school and the practice field.
- II. **Communication**
  - a. Coaches will have in their possession personal cell phones.
  - b. If no cell phone is on hand, closest landline is located in Middle School at Kiosk.
  - c. Caller
    - i. The caller in all venues is designated as followed:
      - 1. Certified Athletic Trainer
      - 2. Athletic Training Student
      - 3. Coach
    - ii. The caller will be instructed to call 911 to arrange emergency medical services
    - iii. The caller will report the following to the 911 operator:
      - 1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
      - 2. Location of victim, number of victims, age, condition, and exact problem.
      - 3. Any other information as requested by 911 operator.
- III. **Evacuation and Transport**
  - a. Evacuation Route
    - i. Ambulance will come into parking lot next to practice field and my drive onto field if necessary.
  - b. Transportation
    - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **RMS Gymnasium**

### **I. Equipment**

- a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
- b. AED is located on wall when coming out of gym doors, AED will be on the left wall.
- c. Athletic Trainer will have med kit for some games and practices.

### **II. Communication**

- a. Coaches will have in their possession personal cell phones.
- b. If no cell phone is on hand, closest land line phone is located in coach's office in either boys or girls locker room.
- c. Caller
  - i. The caller in all venues is designated as followed:
    1. Certified Athletic Trainer
    2. Athletic Training Student
    3. Coach
  - ii. The caller will be instructed to call 911 to arrange emergency medical services
  - iii. The caller will report the following to the 911 operator:
    1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
    2. Location of victim, number of victims, age, condition, and exact problem.
    3. Any other information as requested by 911 operator.

### **III. Evacuation and Transport**

- a. Evacuation Route
  - i. Ambulance will come into parking lot in front of gymnasium and park in front of doors leading into gymnasium and come through main doors.
- b. Transportation
  - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **Memorial Park (Softball Fields, Babe Ruth and Football Field)**

- I. Equipment
  - a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
  - b. AED will be on location brought by coach onsite, given to by Athletic Trainer.
  - c. Athletic Trainer will have med kit for some games and practices.
- II. Communication
  - a. Coaches will have in their possession personal cell phones.
  - b. Caller
    - i. The caller in all venues is designated as followed:
      - 1. Certified Athletic Trainer
      - 2. Athletic Training Student
      - 3. Coach
    - ii. The caller will be instructed to call 911 to arrange emergency medical services
    - iii. The caller will report the following to the 911 operator:
      - 1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
      - 2. Location of victim, number of victims, age, condition, and exact problem.
      - 3. Any other information as requested by 911 operator.
- III. Evacuation and Transportation
  - a. Evacuation Routes
    - i. **Softball Fields**
      - 1. Ambulance will come in through Wilkes St. then drive onto Robert Cahill Drive. Ambulance will drive around Babe Ruth Field to parking lot and drive to end of parking lot. Ambulance can drive on to field, if needed. Ambulance will leave as it came in.
    - ii. **Football Field**
      - 1. Ambulance will come in through Wilkes St. then drive onto Robert Cahill Drive. Ambulance will drive around Babe Ruth Field to parking lot. If needed, the ambulance can drive onto field through opening on the sideline closest to Robert Cahill Drive. Ambulance will leave as it came in.
    - iii. **Babe Ruth Field**

1. Ambulance will come in through Wilkes St. then drive onto Robert Cahill Drive. Ambulance will come into parking lot in on the right next to the baseball field. If needed, ambulance can drive onto field through gate located on first base side. Ambulance will leave as it came in.

b. Transportation

- i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **Tennis Courts**

- I. **Equipment**
  - a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
  - b. AED will be on location brought by coach onsite, given to by Athletic Trainer.
  - c. Athletic Trainer will have med kit for some games and practices.
- II. **Communication**
  - a. Coaches will have in their possession personal cell phones.
  - b. Caller
    - i. The caller in all venues is designated as followed:
      - 1. Certified Athletic Trainer
      - 2. Athletic Training Student
      - 3. Coach
    - ii. The caller will be instructed to call 911 to arrange emergency medical services
    - iii. The caller will report the following to the 911 operator:
      - 1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
      - 2. Location of victim, number of victims, age, condition, and exact problem.
      - 3. Any other information as requested by 911 operator.
- III. **Evacuation and Transportation**
  - a. Evacuation Route
    - i. Ambulance will come in through main parking lot (not athletic parking lot), and will park in parking lot next to tennis courts and can wheel stretcher onto courts. Ambulance will leave as it came in.
  - b. Transportation
    - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.

## **Sargent Elementary School Soccer Field**

- I. **Equipment**
  - a. Coaches will have medical kit provided by Athletic Trainer for all practices and home matches.
  - b. AED will be on location brought by coach onsite, given to by Athletic Trainer.
  - c. Athletic Trainer will have med kit for some games and practices.
- II. **Communication**
  - a. Coaches will have in their possession personal cell phones.
  - b. Caller
    - i. The caller in all venues is designated as followed:
      - 1. Certified Athletic Trainer
      - 2. Athletic Training Student
      - 3. Coach
    - ii. The caller will be instructed to call 911 to arrange emergency medical services
    - iii. The caller will report the following to the 911 operator:
      - 1. Identify themselves as Coach, Athletic Trainer, or Athletic Training Student at Beacon/Rombout School and request an ambulance for emergency transport.
      - 2. Location of victim, number of victims, age, condition, and exact problem.
      - 3. Any other information as requested by 911 operator.
- III. **Evacuation and Transportation**
  - a. Evacuation Route
    - i. From Route 9D, Ambulance will take Sargent Avenue down to Education Drive. Ambulance will go right to parking lot between soccer field and board of education building. EMT will be able to wheel stretcher onto soccer field. Ambulance will leave as it came in.
  - b. Transportation
    - i. The patient will be transported according to either EMS discretion or parent discretion. Closest hospital is St. Luke's Cornwall.