

Model High School Athletic Safety and Security Plan

Brad Criss

**Charles County Public Schools
Thomas Stone High School
Athletic Emergency Action Plan**



2016–2017

Brad Criss is the athletic director at Thomas Stone High School, Waldorf, Maryland. Please send author correspondence to bcriss@ccboe.com

Preface

This plan is designed for but not limited to the use of all athletic department/Thomas Stone personnel in caring for the injured, whether they are a student athlete, coach, administrator, or event spectator. Always refer to the main emergency plan for the school in the event of conditions or incidents not listed in the athletic plan.

Each venue's specific emergency response plan identifies several ways to contact emergency medical services and summon further help. Some of the venues have a fixed telephone line that is easily accessible in case of an emergency; for locations that do not, a cellular phone or walkie-talkie relay system will be used.

Prior to start of contest, the Thomas Stone High School certified athletic trainer or coach should meet with visiting team coaches and visiting athletic trainers to review emergency procedures.

Introduction

Emergencies may arise at any time during athletic events. Expedient action must be taken 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 ensure that the best care will be provided.

As emergencies and athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. Athletic organizations have a duty to develop an emergency plan that can be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. 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. I hope that through careful preparticipation 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.

Components of the Emergency Plan

These are the basic components of an emergency plan:

1. Emergency plan personnel
2. Emergency communication
3. Emergency equipment
4. Roles of first responder
5. Venue directions with map
6. Emergency Action Plan checklist for nonmedical emergency

Emergency Plan Personnel

With athletic association practice and competition, the first responder to an emergency is typically a coach or certified athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary based on factors such as the sport or activity, the setting, and the type of training or competition. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics head coaching personnel associated with practices, competitions, skills instruction, and strength and conditioning, as well as the sports medicine staff. Head coaching personnel are responsible for implementing emergency plan review among their staff.

The development of an emergency plan cannot be complete without the formation of an emergency team. Roles of individuals within the emergency team may vary depending on factors such as the number of members on the team, the athletic venue itself, or the preference of the on-site administrator or athletic trainer.

All members of the emergency response team must make sure the athletic trainer, the athletic director, and the principal are notified of any and all student athletes taken to the emergency room, regardless of the transportation method.

There are six basic roles within the emergency team:

1. **Establishing safety of the scene and immediate care of the student athlete.** The most qualified individual on the scene should provide acute care in an emergency. Individuals with lower credentials should yield to those with training that is more appropriate. In the case of an athletic injury, the emergency medical services provider should consider input from

certified athletic trainers on issues such as football helmet or shoulder pad removal.

2. **Emergency Medical System (EMS) activation** may be necessary in situations when 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. Time is the most critical factor under emergency conditions. Anyone on the team may activate the EMS. 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.
3. **Emergency equipment retrieval** may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
4. **Directing emergency medical services 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 administrator, athletic director, coach, or custodian will be appropriate to direct emergency medical services to the scene.
5. **Student emergency cards.** Coaches must have student emergency cards during all practices and game events. The athletic director should also have access to these during home events.
6. **Emergency transportation.** If a parent/guardian is not present, either the coach, athletic director, or administrator, and athletic trainer, will travel to the local hospital with the student athlete. The parents/guardian will be notified which hospital the student athlete was transported to.

Roles Within the Emergency Team

1. Establish scene safety and immediate care of the student athlete
2. Activation of the Emergency Medical System (EMS)
3. Emergency equipment retrieval
4. Direction of emergency medical services to scene

Activating the EMS

Making the Call:

- Press “Outside Line,” dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (example: “come to south entrance of football stadium”)
- Other information as requested by dispatcher

The responding personnel will vary from venue to venue based on coverage guidelines and depending on the availability of the athletic training staff. To cover all of the venues on Thomas Stone’s campus where student-athletes may be present, many groups will need to cooperate. All of these groups are considered an integral part of all or some of the venue-specific emergency response plans.

Emergency Communication

Communication is the key to quick emergency care in athletic trauma injuries. All Thomas Stone High School emergency team members and emergency medical services personnel must work together to provide the best emergency response capability and should have contact information for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on-site during a particular sporting event, then direct communication with emergency medical services at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be ensured. The communications system should be checked prior to each practice or competition to ensure proper working order. A backup communication plan should be in effect for instances when the primary communica-

tion system fails. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Prearranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

Emergency equipment should be stored at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training the emergency medical providers have received.

Emergency equipment at venue sites may include any or all of the following:

1. Automated external defibrillator (AED)
2. First aid supplies
3. Vacuum splints
4. Emergency blankets

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergencies arise.

Transportation

Emphasis is placed on having an ambulance on-site at varsity football games, per the State of Maryland and Charles County Public Schools. The Thomas Stone Athletic Department coordinates on-site ambulances for competition in varsity football with MEDIC. Ambulances may be coordinated to be on-site for other special events or sports, such as major tournaments and SMAC/MPSSAA regional or championship events. In the event that an ambulance is on-site, there should be a designated location with rapid access to the site and a cleared route for entering and exiting the venue. Waldorf Volunteer Fire Department provides a First Responder service via MEDIC because of the proximity of the closest MEDIC station. In

the event of an emergency, the 911 system (“Outside Line” – 911 on campus) will still be utilized for activating emergency transport via MEDIC.

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency, the athlete should be transported by ambulance to a hospital where the necessary staff are available to deliver appropriate care with the proper equipment. 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 while transporting the athlete.

No student athlete is to be transported by emergency medical services without a parent/guardian or Charles County Board of Education (CCBOE) representative with them. When a parent cannot be located on-site, a coach or staff member must go with them.

Injury Reporting

All coaches shall fill out injury/incident reports when the athletic trainer is not available or not at an athletic event. The report shall be given to the athletic trainer the following workday. The report must contain student name, date, sport, venue location, area where bodily injury occurred, and type of treatment (i.e., ice, transported to ER).

Nonmedical Emergencies

For nonmedical emergencies such as fire, bomb threats, and violent or criminal behavior, Charles County Public Schools’ emergency action plan instructions will take effect, and all athletes and event attendees should follow instructions accordingly.

Specific Venue Details

Venue: Football/Soccer/Track & Field Stadium

Emergency Personnel: Whenever possible, a certified athletic trainer will be on-site for all practices and competitions; physicians are also available for football competitions (per availability); Waldorf Rescue Squad; additional student athletic training students, coaching staff, administrators, Charles County Sheriff’s personnel for assistance and AED response.

Emergency Communication: Certified athletic trainer's cellular phone; walkie-talkie used for internal communications.

Emergency Equipment: First aid kit with FM extractor and emergency supplies (AED, vacuum splint kit) maintained behind home bench for football events; for all other events, supplies will be maintained on Gator.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Press "Outside Line," dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene ("come to bus lot—north entrance of school, football stadium located directly behind, personnel awaiting to direct to scene")
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Open appropriate gates—Gate by north parking lot
 - b. Designate individual to "flag down" emergency medical services and direct to scene
 - c. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Field stadium is located on Leonardtown Road directly behind the school. Only two gates provide access to the field stadium:

1. Gate 3 (most direct field access route): Access road is located on the northwest corner, directly behind the parking lot; Gate 1 is located adjacent to the high school.
2. Gate 1 (Main Ticket Gate): Opens to home-side bleacher and is adjacent to field hockey field; access road is located through the student parking lot on the southeast corner to tennis complex; access road is located on the northwest corner.

Venue: Football Practice Field/Baseball/Softball/Tennis Courts

Emergency Personnel: Whenever possible, a certified athletic trainer will be on-site for all practices and competitions; physicians are also available for football competitions (per availability), additional student athletic training students, coaching staff, administrators, Charles County Sheriff's personnel for assistance and AED response.

Emergency Communication: Coach's cellular phone, or certified athletic trainer's cellular phone; walkie-talkie used for internal communications.

Emergency Equipment: First aid kit with FM extractor and emergency supplies (AED, vacuum splint kit) maintained on Gator.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Press “Outside Line,” dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (“come to bus lot-north entrance of school, football stadium located directly behind, personnel awaiting to direct to scene”)
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Designate individual to “flag down” emergency medical services and direct to scene
 - b. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Field is located on Leonardtown Road directly behind the school. Go through the parking lot on the south end of the school (first parking lot on right after entrance).

Venue: Baseball Stadium

Emergency Personnel: Whenever possible, a certified athletic trainer will be on-site for all practices and competitions; physicians are also available for football competitions (per availability), additional student athletic training students, coaching staff, administrators, Charles County Sheriff’s personnel for assistance and AED response.

Emergency Communication: Certified athletic trainer’s cellular phone; walkie-talkie used for internal communications.

Emergency Equipment: Supplies (AED, vacuum splint kit) maintained on Gator.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Press “Outside Line,” dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (“come to bus lot-north entrance of school, football stadium located directly behind, personnel awaiting to direct to scene”)
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Go through south parking lot (first one on right after entering school property), past the barricade to baseball field
 - b. Designate individual to “flag down” emergency medical services and direct to scene
 - c. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Field is located on Leonardtown Road directly behind the school.

Venue: Gymnasium/Weight Room/Auxiliary Gym/ Wrestling Room

Emergency Personnel: Thomas Stone Head Coaches (AED/CPR/first aid certified); whenever possible, a certified athletic trainer will be on-site for all practices and competitions; physicians are also available for football competitions (per availability), additional student athletic training students, coaching staff, administrators, CCBOE and Sheriff's security personnel for assistance and AED response.

Emergency Communication: Fixed telephone line in Main Office 301-645-2601 or certified athletic trainer's/Thomas Stone athletic director's cellular phone; walkie-talkie used for internal communications.

Emergency Equipment: First aid supply kit and AED in main office; Supplies (AED, vacuum splint kit) maintained behind home bench during competitions or with ATC during conclusion of football season.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Press "Outside Line," dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene ("come to bus lot-north entrance of campus")
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Open appropriate doors
 - b. Designate individual to “flag down” emergency medical services and direct to scene
 - c. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Thomas Stone High Gymnasium is located on Leonardtown Road. Come to front entrance of campus.

Venue: Soccer Practice Complex

Emergency Personnel: Thomas Stone head coach on-site for all practices and games (AED/CPR/first aid certified); whenever possible, a certified athletic trainer will be on-site for all practices and competitions; physicians are also available for football competitions (per availability), student athletic training students, coaching staff, administrators, Charles County Sheriff’s personnel for assistance and AED response.

Emergency Communication: Thomas Stone head coach’s cellular phone; fixed telephone line in Main Office; certified athletic trainer’s/Thomas Stone athletic director’s cellular phone; walkie-talkie used for internal communications.

Emergency Equipment: First aid supply kit, AED located in Main Office; other equipment (AED, vacuum splint kit) maintained on Gator during competitions.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Press “Outside Line,” dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (“come to student lot-south entrance of school, soccer field stadium located directly behind, personnel awaiting to direct to scene”)
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Open appropriate gates
 - b. Designate individual to “flag down” emergency medical services and direct to scene
 - c. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Field is located on Leonardtown Road directly behind the school (Boys Soccer) and in the front field in the front of the school (Girls Soccer); emergency medical services should come to first south entrance of school, soccer field stadium located directly behind.

Venue: Softball Stadium

Emergency Personnel: Thomas Stone head coach on-site for all practices and games (AED/CPR/first aid certified); whenever possible, a certified athletic trainer will be on-site for all practices and competitions; physicians are also available for football competitions (per availability), additional student athletic training students, coaching staff, administrators, CCBOE security personnel for assistance and AED response.

Emergency Communication: Certified athletic trainer's/Thomas Stone coach's cellular phone; walkie-talkie used for internal communications.

Emergency Equipment: First aid supply kit, AED located in Main Office; other equipment (AED, vacuum splint kit) maintained on Gator during competitions.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Press "Outside Line," dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene ("come to bus lot-north entrance of school, softball stadium located directly behind, personnel awaiting to direct to scene")
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Open appropriate gates
 - b. Designate individual to "flag down" emergency medical services and direct to scene
 - c. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Field is located on Leonardtown Road directly behind the school on the southeast corner. Only one road provides access, which is located on the south corner, directly behind the first parking lot on right. Field is directly behind tennis complex.

Venue: Tennis Complex

Emergency Personnel: Thomas Stone tennis coach on-site for all practices and competitions (AED/CPR/first aid certified); whenever possible, a certified athletic trainer will be on-site for all practices and competitions; physicians are also available for football competitions (per availability), additional student athletic training students, coaching staff, administrators, CCBOE security personnel for assistance and AED response.

Emergency Communication: Thomas Stone coach's cellular phone.

Emergency Equipment: First aid supply kit and AED in Main Office; other equipment (AED, vacuum splint kit) maintained on Gator during co-running home events.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Press "Outside Line," dial 9-911 (landline telephone) or 911 (cellular)
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene ("come to bus lot-north entrance of school, football stadium located directly behind, personnel awaiting to direct to scene")
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Open appropriate gates
 - b. Designate individual to “flag down” emergency medical services and direct to scene
 - c. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Field is located on Leonardtown Road directly behind the school. Only one road provides access, which is located on the southern corner, directly behind the parking lot.

Venue: Off-Campus (Cross-Country, Golf, Swimming)

Emergency Personnel: Thomas Stone head coach on-site for practices and competitions (current first aid/CPR training).

Emergency Communication: Cellular phone carried by Thomas Stone cross-country coach.

Emergency Equipment: First aid kit brought to location by coach and/or supplied by venue site.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student athlete
2. Activation of EMS

Activating the EMS

Making the Call:

- Call 911 (cellular) or by landline
- Notify athletic trainer, athletic director, principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

3. Emergency equipment retrieval
4. Direction of emergency medical services to scene
 - a. Designate individual to “flag down” emergency medical services and direct to scene
 - b. Scene control—Limit scene to first aid providers and move bystanders away from area

Venue Directions: Varies according to location.

In an emergency that takes place at an off-campus facility, the developed emergency plan for that specific facility will take affect and cooperation with the facility administration is required.

**TO REMAIN WITH FIRST AID KIT FOR THE
2016–2017 ATHLETIC YEAR**