

# **GOV. THOMAS JOHNSON HIGH SCHOOL EMERGENCY ACTION**

## **PLAN: INDOOR VENUES**

This document serves as the written emergency action plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the Head Athletic Trainer or school administrator in the absence of the Head Athletic Trainer.

### **Venue Information:**

Sports: Indoor Athletic Activities

Location: Gov. Thomas Johnson High School

Indoor sublocations: Main Gymnasium, Auxiliary Gymnasium, Wrestling Room, Weight Room, Batting Cage Area, Hallways adjacent to Main Gymnasium

Address: 1501 North Market Street, Frederick MD 21701

### **Emergency Personnel:**

Head Athletic Trainer: Keri Foreman

Coordinator of Athletics: Mike Chavez

Assistant Athletic Director: Brian McGraw

Assistant Athletic Director: Lindsey Chaffman

Head Coaches

Assistant Coaches

On Call: EMS via **911**

### **Emergency Equipment:**

Primary AED: Main Gym B100

Secondary AED: Outside Athletic Training B120

Tertiary AED: Staff Lounge 315

In Athletic Training Room inside Main Gymnasium:

- AED
- Items for proper care and prevention of blood-borne pathogens
- Crutches, splints, and other equipment deemed necessary by the qualified personnel due to the circumstances

In venue with participating team:

- Medical kit dispensed at the beginning of the season
- Cooler filled with ice and bags

### **Communication with Emergency Personnel:**

Access to 911: Telephones located in the following areas

- Press Box (must dial 8 first)
- All personnel cell phones

Contact Athletic Trainer Immediately

- Keri Foreman, 301-748-6568

Contact Coordinator of Athletics Immediately

- Mike Chavez: 240-215-5194

If Coordinator of Athletics is unavailable contact:

- Assistant Athletic Director: Brian McGraw: 570-498-0171
- Assistant Athletic Director: Lindsey Chaffman: 717-825-9006

### What is an Emergency?

An *emergency* is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur.

### **911 should be called when the person:**

- is not breathing
- has lost consciousness
- is in anaphylactic shock
- has had an epipen administered
- it is suspected of having a spine injury
- has an open fracture (bone has punctured through the skin)
- has a suspected closed fracture of the spine, skull, femur, pelvis, tibia and fibula, and humerus
- has severe heat exhaustion or suspected heat stroke
- has severe bleeding or any bleeding that cannot be stopped with proper first aid
- has a major joint dislocations (shoulder, elbow, hip, knee) that do not spontaneously relocate
- has difficulty breathing and symptoms do not improve with rest and hydration (i.e. asthma attack)

### **Chain of Command:**

1. Athletic Trainer - Keri Foreman, 301-748-6568
2. Coordinator of Athletics – Mike Chavez
3. Assistant Athletic Director – Brian McGraw
4. Assistant Athletic Director – Lindsey Chaffman
5. Head Coach
6. Assistant Coach(es)

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

### **Once it is determined that EMS should be called, the following procedures will be followed:**

1. The person highest in the chain of command present at the scene will be deemed the leader and will be responsible for remaining with the athlete to monitor condition and administer qualified care, if necessary. If possible, someone else in the chain of command

should stay and assist the leader. CONTINUE CARE UNTIL EMS ARRIVES AND INSTRUCTS THE CESSATION OF CARE.

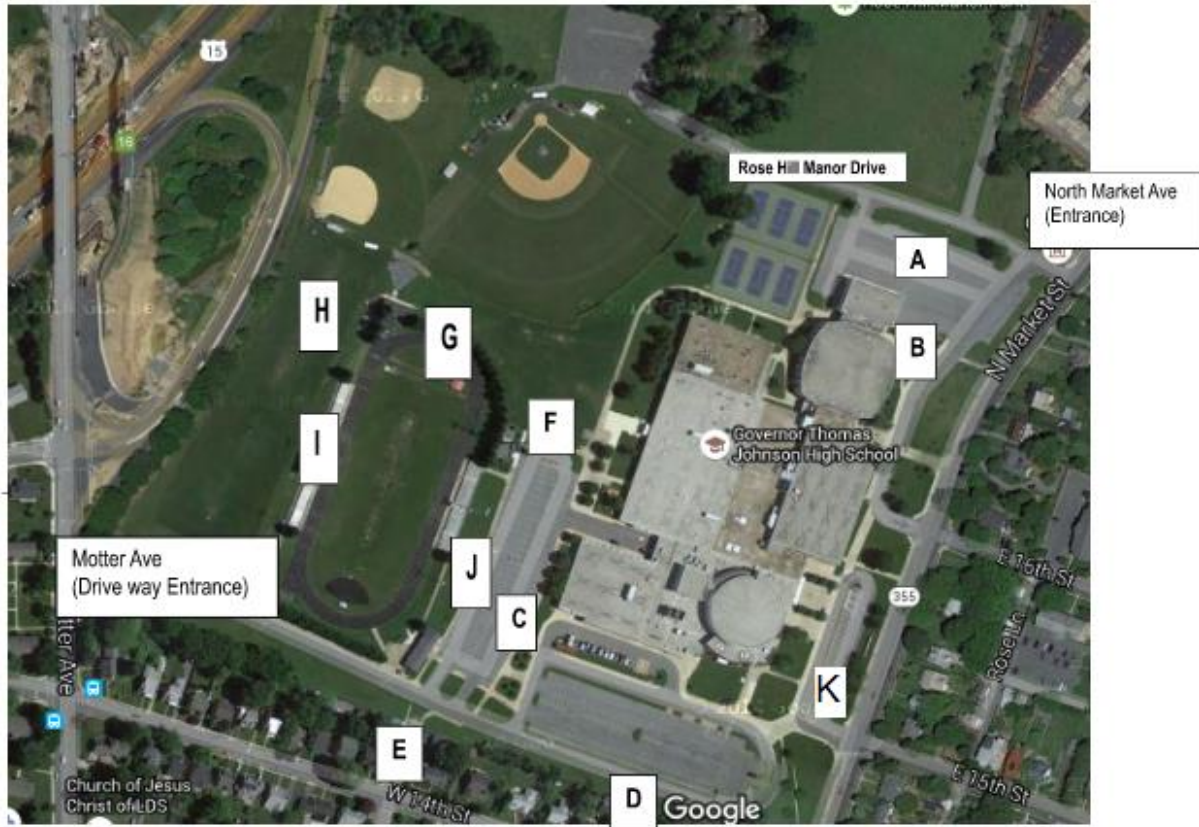
2. The leader will designate someone to call 911 on a school telephone or cellular phone. This individual is to stay with the injured athlete and the leader in case questions from dispatch arrive or there is a change in the athlete's condition. EMS dispatch should be told the location of the emergency, the condition of the athlete, and instructions on how to access the athlete upon arrival. Inform EMS that someone will be waiting at the nearest intersection to aid in directing the ambulance. DO NOT HANG UP UNTIL EMS HANGS UP FIRST.
3. School telephones are located in the athletic training room, the main office, classrooms, coaches' offices, and the press box. The leader will designate someone to call the front office or administrator to alert them of the emergency.
4. The leader will send runners to all intersections between where the athlete is located and Frederick High School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
  - a. If in the main gym, auxiliary gym or weight room, runners should be in the following locations: (4) Front of the school, (6) Weight room side of the school and (5) Bus loop (see map)
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found with coaches at every practice and athletic contest. This information should be easily accessible at all times.** If a parent is not present, a coach must accompany the student to the hospital with an emergency form. (If using a school phone, to call a parent you must dial 8 first).
6. If transport is deemed necessary by EMS, the athlete will be taken to **Frederick Memorial Hospital 400 W. 7th St Frederick, MD 21701**, unless told otherwise.
7. Complete injury form and email to [michael.chavez@fcps.org](mailto:michael.chavez@fcps.org)

**If helicopter transport is necessary:**

### **GPS COORDINATES**

If helicopter transport is required, clear all students from the field and all fans from the stands. Move benches and any goals near the playing field from the field and back toward the fence line. Only essential personnel should remain in the stadium.

## VENUE MAP



### Map Key:

- A. Rose Hill Parking Lot (Gym Side off North Market)
- B. Gym Entrance/Bus Loop (Visiting Team/Officials)
- C. Main Stadium Parking Lot
- D. Auditorium Parking Lot (Used for Stadium Events)
- E. Main Gate Stadium Entrance/ **Emergency Gate Double Gate 1**
- F. **Emergency Double Gate 2** (To get to Back of Stadium)
- G. Team Entrance for Stadium/ **Emergency Double Gate 3**
- H. Practice Field Area
- I. Home Stands/Press Box
- J. Visiting Team Bleachers
- K.