

**VENUE SPECIFIC EMERGENCY PROTOCOL FORM**

**SPORT:** XXX High School Football **Venue:** XX Stadium

**Address:** 123 Elm Street, Anytown, USA

**\*Additional Directions:** Cross roads Birch and Oak Street. Main gate entry is located on Birch. Alternate gate – past corner Elm and Oak Street. May be locked.

*At away or neutral sites, the coach or athletic trainer should identify, before the event, the availability of communication with emergency medical services and should verify service and reception, particularly in rural areas. In addition, the name and location of the nearest emergency care facility and the availability of an ambulance at the event site should be ascertained*

Does cell phone work? Y/N Means of Alternate Communication? \_\_\_\_\_

- \_\_\_\_\_ will determine need to call 911
- \_\_\_\_\_ will call 911 and instruct emergency medical services (EMS) personnel to "report to (Venue) and meet (who is waiting) at (specific location) as we have an injured student-athlete in need of emergency medical treatment."

\*(Give specific location using above street references)

- Necessary information for EMS personnel:
- name, address, telephone number of caller – the cell # is:
  - number of victims; condition of victims
  - first-aid treatment initiated
  - specific directions as needed to locate scene
  - other information as requested by dispatcher
- \_\_\_\_\_ will provide appropriate emergency care until arrival of EMS personnel:
- On arrival of EMS personnel, \_\_\_\_\_ will provide pertinent information @ method of injury, vital signs, treatment rendered, medical history
- Notes:

- (sports medicine staff member) will accompany student-athlete to hospital with pertinent medical card information.
- \_\_\_\_\_ will notify district athletic director and/ or alternate administration
- \_\_\_\_\_ will contact parents
- \_\_\_\_\_ will complete appropriate injury reports as soon as feasible
- \_\_\_\_\_ will be responsible for supervising remaining students

Emergency Telephone Numbers & Addresses for

XYZ Hospital's Emergency Department –

Located:

Local Police: –

Ambulance Service: -

Nearest cab company or taxi service:

Athletic Director (Name): \_\_\_\_\_ Home# \_\_\_\_\_ Cell# \_\_\_\_\_

Alt. Administrator (Name): \_\_\_\_\_ Home# \_\_\_\_\_ Cell# \_\_\_\_\_

Always attach signed emergency card release and information to this sheet for all players and staff.

# Taken from Washington State Risk Management Pool (WSRMP)

## Athletic Liability - Risk Management Manual, 2011

**Emergency Medical Plans:** Athletic injuries may occur at any time and during any activity. The sports medicine team must be prepared by formulating an emergency plan, providing proper coverage of events, and maintaining appropriate emergency equipment and supplies.

Several legal cases have found that appropriate medical care for an injured athlete was delayed due to the lack of a comprehensive and venue specific emergency plan. The courts deem that organizations that sponsor athletic activities have a duty to develop an emergency plan that can be implemented immediately and to provide appropriate standards of health care to all sports participants. The following elements are recommended for inclusion in an Athletic Emergency Plan by the National Athletic Trainers' Association.

### Personnel

- All personnel involved with the organization and sponsorship of athletic activities share a professional responsibility to provide for the emergency care of an injured person, including the development and implementation of an emergency plan.
- The emergency plan should be developed in consultation with local emergency medical services personnel including paramedics, and local medical facilities that may receive an injured athlete.
- Identifies specific personnel involved in carrying out the emergency plan.
- Outlines the qualifications of those executing the plan. Defining who must be trained in automatic external defibrillation (AED), cardiopulmonary resuscitation (CPR), first aid, and prevention of disease transmission (Universal Precautions).
- The emergency plan should specify the equipment needed to carry out the tasks required in the event of an emergency.
- The emergency plan should outline the location of the emergency equipment. Further, the equipment available should be appropriate to the level of training of the personnel involved.
- Establishment of a clear mechanism for communication to appropriate emergency care service providers and identification of the mode of transportation for the injured participant.
- Emergency plans should incorporate the emergency care facilities to which the injured individual will be taken.
- The emergency plan specifies the necessary documentation required and identifies the personnel responsible for completing during emergency.
- The emergency plan for each sport/activity should be reviewed and rehearsed at least annually.

### Equipment

- All necessary first aid equipment should be at the site and quickly accessible.
- Equipment should be in good operating condition. To ensure that emergency equipment is in working order, all equipment should be checked on a regular basis and documented.
- Athletic Emergency Team Personnel must receive appropriate training for these devices and should limit use to devices for which they have been trained. Use of equipment should be regularly rehearsed by emergency personnel and documented.
- Health professionals and organizational administrators need to recognize that recent guidelines published by the American Heart Association call for the availability and use of automatic external defibrillators and that defibrillation is considered a component of basic life support. Improvements in technology and emergency training require personnel to become familiar with the use of automatic external defibrillators, oxygen, and advanced airways. (See WSRMP Loss Control Bulletin #43A).

## **Communication**

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be ensured.

- The communications system should be checked before each practice or competition to ensure proper working order.
- A back-up communication plan should be in effect in case the primary communication system fails.
- A listing of appropriate emergency numbers should be either posted by the communication system or readily available, as well as the street address of the venue and specific directions (cross streets, landmarks, and so on).

## **Transportation**

- The emergency plan should encompass transportation of the sick and injured.
- Emphasis should be placed on having an ambulance on site at high-risk events.
- Emergency medical services response time should also be factored in when determining on-site ambulance coverage. Consideration should be given to the level of transportation service that is available (e.g., basic life support, advanced life support) and the equipment and training level of the personnel who staff the ambulance.
- In the event that an ambulance is on site, a location should be designated with rapid access to the site and a cleared route for entering and exiting the venue.

Once the emergency plan has been committed to writing – the next step is to implement it by educating all stakeholders of their roles and responsibilities. Additionally holding annual drills will provide important communication between district staff and local emergency personnel to identify weaknesses and potential problems in the plan.