

East Tennessee State University
BucSports Athletic Medicine Center
Emergency Action Plan
Revised 07/29/05

Introduction:

1. Have an emergency medical plan for each venue.
2. Proper coverage of all ETSU athletic events by appropriate staff.
3. Proper maintenance of emergency medical equipment/supplies.
4. Utilization of proper emergency staff.
5. Continuing education for all staff on emergency techniques/planning.
6. Communication prior to the event.

Emergency Personnel – This includes physicians, emergency medical technicians, certified athletic trainers, graduate assistant athletic trainers, student athletic trainers, coaches, and managers. The personnel at the event will widely vary according to event and venue. All members may not be present. Within the personnel there are different roles that must be filled to assure the emergency medical plan is utilized correctly. The first responder is the most qualified individual present at the scene. In most cases this will be a certified athletic trainer or student athletic trainer certified in first aid and CPR. The first responder is responsible for verbally commanding other emergency personnel to assume the following roles that are necessary to insure proper management of the emergency.

Roles of First Responders

- | | |
|-----------|---|
| 1: | Assessment of the scene and immediate care of the athlete |
| 2: | Activation of EMS |
| 3: | Retrieval of emergency supplies and equipment |
| 4: | Meeting and directing EMS to the scene. |

EMS is to be activated (called) when the situation is deemed an emergency or life threatening. Time is crucial at this point and this role should be assumed by someone familiar with the venue location and address. The retrieval of emergency supplies and equipment should be done by someone who knows where and what the equipment is. An assistant coach or student athletic trainer is a good choice for this position. Meeting and directing EMS to the scene of the emergency needs to be done by somebody who has keys to any locked gates or doors that may slow down the arrival of medical personnel.

Activation of EMS

Placing the call:

- University phone: **9-6900, 9-4480 or 911**
- Cellular phone-on campus: **423-439-6900 or 423-439-4480**
- OFF CAMPUS: 911

Information:

- Name, address, and telephone number of caller
- Location of incident
- Nature of emergency
- Number of athletes involved
- Condition of athlete(s)
- Current treatment(s)
- Specific directions to locate scene
- Any other information requested by dispatcher
- DO NOT HANG UP UNTIL INSTRUCTED TO BY DISPATCHER

Emergency Communication

Communication is necessary for quick emergency response. If EMS is at the scene, communication of both groups prior to the event is a good way to establish rapport. If EMS is not at the scene, then direct communication with the dispatcher is necessary to maintain emergency medical transportation.

Access to a working telephone must be assured before every practice and event. This is most commonly a cellular phone or fixed telephone. At any athletic event, home or away, it is important to know the location of the nearest telephone and how to access it.

Emergency Equipment and Supplies

All emergency equipment and supplies should be on hand and easily accessible. Equipment must be in good working order and checked on a regular basis. Personnel must be trained in advance on the use of the equipment and the use should be rehearsed. Equipment is stored in a clean and environmentally controlled area and is readily available in case of an emergency.

- Spine board
- Vacuum splints
- First Aid Supplies
- CPR equipment
- Automatic External Defibrillator

Medical Emergency Transportation

An ambulance is onsite for the following high risk sports: men's and women's basketball. Having an ambulance onsite may also be coordinated for other special events/tournaments.

In an emergency event, the athlete should be transported by ambulance with the necessary staff and equipment. If the emergency personnel leave the scene of the event, it must be insured that the event is supervised. The following are emergency situations that are to be considered medical transport situations:

- ❑ Impairment of:
 - Level of consciousness (LOC)
 - Airway, breathing, circulation (ABC)
- ❑ Neurovascular compromise
- ❑ Dislocation
- ❑ Open fracture or profuse bleeding
- ❑ Suffering from heat stress
- ❑ Severe head injury
- ❑ Possible C-spine injury
- ❑ Shock

Emergency Plan: Mini-Dome/Memorial Center

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available. There is a fixed telephone on the southwest wall of Memorial Center (directly underneath weight room) and in the North End Zone, next to the loading door; additional phones located in BucSports Athletic Medicine Center and in coaches offices.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone # (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The mini-dome is located on the ETSU campus at the corner of John Robert Bell Drive and State of Franklin. For most emergencies, it is best accessed off of State of Franklin through the loading door.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Brooks Gym

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available. Additional phones are located in the front hallway, the ROTC offices and in BucSports Athletic Medicine Center in Memorial Center.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone# (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Brooks Gym is located on the ETSU campus on Sherrod Drive. This facility is best accessed in the front of the building. The rear of the building may be accessed off of John Robert Bell Drive.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Mooney Field

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available. When on Mooney Field there is a phone located on the Right Field side, it is in a red box along the sideline.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone # (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Located on ETSU campus on the corner of Jack Vest Drive and Boundary Road. It is best accessed off of Greenwood Drive and then to Jack Vest Drive.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: ETSU Outdoor Track/Soccer Practice Field

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available. A Campus Emergency Telephone (red box) is located at the east end of the track.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone # (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Located on ETSU campus, best accessed off of Greenwood Drive and then Jack Vest Drive.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Liberty Bell Park/Soccer Facility

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available for practice and games.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone # (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: It is on the campus of Science Hill High School and best accessed off of Morningside Drive. Turn at the tennis courts and follow the road around to the facility.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Outdoor Tennis Courts

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer or supervising coach will have a cellular phone available. Other campus phones can be accessed by entering the lower rear entrance of Warf-Pickel Hall. Should this facility be locked, the nearest phone will be in the BucSports Athletic Medicine Center.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone # (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Located ETSU campus. Accessed off of Jack Vest Drive (located behind Warf-Pickel Hall.)

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Old Football Practice Field

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available. A Campus Emergency Telephone (red box) is located at the east end of the outdoor track.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone # (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Located on ETSU campus. It is best accessed off of State of Franklin to Greenwood Drive to Jack Vest Dr.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: BucSports Athletic Medicine Center

Emergency Personnel: Physicians, professional office staff, wellness staff members, physical therapists, and/or certified and graduate assistant athletic trainers. Exact staff on scene varies according to the date, time, and events occurring.

Emergency Communication: Phones are located in the front office, the physician's office, 3 staff offices, pool area, and next to exit door on the northeast wall next to taping station. Cellular phones will not function properly within the clinic/athletic training room.

Emergency Equipment: Supplies at this location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies
- AED

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete/patient
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates and doors
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Located on the ETSU campus on the corner of John Robert Bell Dr. and State of Franklin in the Mini-dome.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information needs to be taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Various Golf Courses

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site or on call for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer or supervising coach will have a cellular phone available. Other phones may be accessible at the specific golf course Clubhouse.

Emergency Equipment: Emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone # (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions (The Ridges): Exit 38 from I-26W; make a left onto Old Jonesborough Hwy. Go approximately 3 miles and turn right into the Ridges. Follow road straight back to the Clubhouse.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information need taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Cardinal Park

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available. Also a phone is located in the clubhouse and pay phones under the grandstands behind home plate.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone# (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Located on the corner of Legion Street and Cranberry Street in downtown Johnson City. It may be accessed through the gate on Cranberry Street.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information need taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: Softball Field

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The ETSU athletic trainer will have a cellular phone available.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone# (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Kiwanis Park – is located on the corner of W. Market Street and Sidney Street. Metro Kiwanis Park – is located off of Knob Creek Road and turn at the Indian Statue.

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information need taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.

Emergency Plan: VA Campus/Road Courses

Emergency Personnel: There will be a certified athletic trainer and/or a graduate assistant athletic trainer on site or on call for practice and competition. Additional personnel can be reached in the BucSports Athletic Medicine Center which is located on the west side of the Mini-Dome on the ETSU campus.

Emergency Communication: The supervising coach will have a cellular phone available.

Emergency Equipment: Supplies that will be provided at each location are as follows:

- Splint Kit
- Crutches
- Basic First Aid Supplies

Additional emergency equipment accessible from the BucSports Athletic Medicine Center located in the Mini-Dome on the ETSU campus. Phone# (423) 439-4208.

Roles of First Responders

- 1.) Immediate care of the injured or ill student-athlete
- 2.) Activation of emergency medical system (EMS) 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- 3.) Emergency equipment retrieval
- 4.) Direction of EMS to scene:
 - Open appropriate gates
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: VA- Located across from ETSU Campus. It may be accessed off of either State of Franklin or Lamont Street (MAIN GATE).

Follow-up:

- If student-athlete/patient is transported: medical authorizations and insurance information need taken to the facility.
- Appropriate paperwork is to be filled out.
- Emergency contact/parents need to be notified.
- Inform Head Athletic Trainer and Team Physician of situation.