

Payson-Seymour High School Emergency Action Plan

- Facilities

- Facility: High School Gymnasium
Address: 420 Brainard Payson, IL 62360
- Facility: Baseball Field
Address: South side of Hwy 96 across from
Elementary School Payson, IL 62360
- Facility: Softball Field
Address: North Side of Hwy 96 across from High
School Payson, IL 62360

- Athletic Director- Willis Seiverling

- Phone number- (217) 257-7765 cell;
(217) 656-3355 office
- Email- wseiverling@cusd1.org

1. Does school have an emergency action plan in place? yes no
2. *Does school have an inclement weather plan in place? yes no
Not for an athletic event
3. Does school have an AED? yes no
*Currently only have one in the high school gymnasium but will be
adding more due to legislature.*

Sport Checklist for EAP included:

Baseball

Softball

Volleyball

Boys Basketball

QMG Protocol for Pre-Hospital Care Emergency Action Plan

If a serious injury occurs at a sporting event it is very important to have a working Emergency Action Plan (EAP). The EAP needs to be refined, practiced and efficient when the delivery of healthcare is being administered. Quincy Medical Group is taking a proactive stance to confirm with each contracted school their Emergency Action Plan. By doing this we ensure the EAP is in place prior to the coming school year, so if a serious situation arises proper communication will take place.

Injuries or illnesses that the emergency action plan will be carried out are listed below.

- *Large Joint Dislocation (hip, knee, ankle, shoulder, elbow or wrist)*
- *Compound Fracture*
- *Suspected fractures of the head, neck, or back.*
- *Cervical Spine injury*
- *Suspected fractures of the pelvis, hip, thigh, shoulder girdle, sternum, upper arm or shin*
- *Displaced rib fracture*
- *Pneumothorax*
- *Respiratory or Cardiac Arrest*
- *Breathing Difficulties*
- *Suspected Shock (example anaphylactic, diabetic, etc...)*
- *Profuse Bleeding*
- *Internal Injuries*
- *Unresponsiveness*
- *First time seizures*
- *Serious Eye Injury*
- *Loss of Circulation*
- *Loss of Sensation*
- *Concussion*
- *Testicular Trauma*
- *Heat Exhaustion / Heatstroke*
- *Severe Heat Cramps*
- *Hypothermia*
- *Suspected Stroke*
- *Head Trauma or Injury*
- *Acute Low Back Injury*

****Other injuries as deemed necessary by the Athletic Trainer on duty****

Roles and Responsibilities of Team Emergency Personnel

Athletic Trainer

This person is responsible for managing the **Emergency Action Plan** and should have Emergency First-Aid training and knowledge of sports related injuries. Specific responsibilities for the Athletic trainer include:

Prior to the game

- Being familiar with players past medical history- May use Player information cards attached
- Assuring the First Aid Kit is complete and available at the game site
- Providing a cellular phone or knowing the location of the nearest phone
- Host medical providers should orient the visiting medical personnel and coaching staff regarding the site, emergency personnel on hand, equipment available, and procedures in place

Prior to away game

- ATC or coach should identify before the event the availability of communication with EMS and should verify service and reception of cellular phones. Name and location of nearest ER and if ambulance will be at event site should also be ascertained.

In the event of an injury to any player, official or spectator:

- Assessing the situation - seriousness of injury, need for assistance, etc.
- Providing First-Aid care to injured party
- Activating the **Emergency Action Plan**
- Instructing the Call Person to call **9-1-1** for emergency medical assistance, if required
- Staying with injured person until injury is treated or EMS arrives
- Appropriate documentation consisting of injury report forms, should be completed and filed.
- One copy of the injury report form will be filed with the school's emergency action plan for annual review.

Call Person

This person is to be designated by the Athletic Trainer/Athletic Director/coach before the season begins. Responsibilities for the Call Person include:

- Having a cellular phone, knowing the location of the nearest telephone if cell phone does not work, and calling **9-1-1** when instructed to do so.
- Specifying that this is a medical emergency and an ambulance is required.
- Giving the number of the phone calling from.
- Giving the location of the facility and particulars.
- Giving the dispatcher details of the injury, and being prepared to answer the following questions about the injured person:

- Is the person breathing normally on his/her own
 - Bleeding - from where and how much
 - Level of consciousness
 - First-Aid being provided - CPR, direct pressure, ice pack
 - Approximate age
 - Gender (Male or Female)
- Asking how long it will take for the EMS to arrive
 - Make sure to let Dispatch know severity of the injury as they will send Air Evac in route based on severity of injury and remoteness of location.
 - Returning to the Athletic Trainer and relaying any instructions from the 911 dispatcher, including the estimated time of EMS arrival
 - Waiting for EMS to arrive and direct them to the location of the incident

Administration

- EAP should be reviewed by administration and legal counsel of organization.
- Review of EAP and documentation of review should occur annually with all personnel included. This review will be conducted by the Athletic Director and the Director of Sports Medicine at the time of contract renewal. Review among the sports medicine staff will occur annually as well. It will be the Athletic Director
 - Documentation should include an evaluation of response to an emergency situation.
 - Documentation of regular rehearsal of the emergency plan.
 - Documentation of personnel training.
 - Documentation of emergency equipment maintenance.

General guidelines for players and coaches:

(These guidelines have been recommended by the NCAA championships staff)

- Players and anyone not involved in EAP should go to and remain in the bench area once medical assistance arrives.
 - All other bystanders should be kept a significant distance away from the seriously injured player or players.
 - Players or non-medical personnel should not move or roll over an injured player.
 - Players should not try to assist a teammate who is lying on the field (i.e. removing the helmet or chin strap)
 - Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.
- Players and coaches should avoid dictating medical services to the athletic trainers or team physicians or taking up their time to perform such activities.

Inclement Weather Procedures

- Athletic training staff will monitor the weather and will advise the administration/coaching staff/game officials on weather conditions during games.
- Each coach should obtain a weather report before a practice or event to be aware of potential thunderstorms that may form during events.
 - According the National Weather Service a “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.
 - If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. **WHEN THUNDER ROARS, GO INDOORS!**
 - It is also very important to monitor how fast the storm is approaching as well as how close it is.
- Administration, coaches and athletic training staff need to know where the closest safe structure or location is to the playing area.
 - A safe structure is defined as any building normally occupied or frequently used by people.
 - In the absence of this, any vehicle with a hard metal roof and roll-up windows can provide some safety. It is not the rubber tires that make this safe; it is the hard metal roof that dissipates the lightening strike. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
 - If no vehicle is present find a thick grove of tress surrounded by smaller trees or a ditch. Assume the crouched position with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.
 - **AVOID:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Avoid bathrooms if another building is available and do not use a land-line telephone.
- If a storm approaches and is determined to be within 3-8 miles of the site, the head official will be advised by the athletic trainer that game should be delayed. It will be then be the officials
- The team will be allowed to return to play when the storm has moved beyond the 3-8 mile range and no lightening has been spotted for 30 minutes.
- The flash to bang method will be used to determine proximity of a lightning storm unless a lightening detection system is available. To use this method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by 5 to obtain how far away (in miles) the lightning is occurring.
- It is the responsibility of the entire athletic staff to be familiar and aware of these lightning safety guidelines.

Emergency Action Plan: Payson High School Volleyball 2009

Emergency Personnel:	A certified athletic trainer will be on site for every home game. Ambulance available by phone (911) or onsite for all football games.
Emergency Communication:	Nearest phone: Gymnasium. Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located in the hall outside the gymnasium. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: High School Gymnasium Multipurpose Room 420 Brainard Payson, IL 62360 Home Facility: High School Gymnasium 420 Brainard Payson, IL 62360	<ol style="list-style-type: none"> 1. Immediate care of athlete – ATC 2. Emergency equipment retrieval – Supervisor on duty at event. 3. Activation of emergency medical system- Amy Shirey. -provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment initiated, specific directions, other info as needed. Make sure to let 911 know severity of injury, as they will send Air Evac in route based on severity criteria and remoteness of location. 4. Direction of EMS to scene- Amy Shirey 5. Scene control- limit scene to first aid providers and move bystanders away from the scene- Name of School official on scene (AD, principle etc)- varies by event.
Directions:	High School Gymnasium: Take Hwy 96 to Payson. High School is on the South side of Hwy 96. Enter through main entrance. Multipurpose room: Take Hwy 96 to Payson. High School is on the South side of Hwy 96. Enter through main entrance and proceed west down hall.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Rita Speckhart	(217) 242-4255
Assistant Coach (Call Person)- Amy Shirey	(217) 440-6551
Athletic Director- Willis Seiverling	(217) 257-7765

Emergency Action Plan: Payson High School Baseball 2010

Emergency Personnel:	A certified athletic trainer will be on site for every home game. Ambulance available by phone (911) or onsite for all football games.
Emergency Communication:	Nearest phone: school office. Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located will be getting one for baseball field. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: Baseball Field South Side of Hwy 96 across from Elementary School Payson, IL 62360 Home Facility: Baseball Field South Side of Hwy 96 across from Elementary School Payson, IL 62360	<ol style="list-style-type: none"> 6. Immediate care of athlete – ATC 7. Emergency equipment retrieval – Supervisor on duty at event. 8. Activation of emergency medical system- Carl Asbury -provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment initiated, specific directions, other info as needed. Make sure to let 911 know severity of injury, as they will send Air Evac in route based on severity criteria and remoteness of location. 9. Direction of EMS to scene- Carl Asbury 10. Scene control- limit scene to first aid providers and move bystanders away from the scene- Name of School official on scene (AD, principle etc) – varies by event.
Directions:	Take Hwy 96 to Payson. Baseball Field is located on the South side of Hwy 96 across from Elementary School.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Mike Hamby	(217) 653-3713
Assistant Coach (Call Person)- Carl Asbury	(217) 779-2083
Athletic Director- Willis Seiverling	(217) 257-7765

Emergency Action Plan: Payson High School Softball 2010

Emergency Personnel:	A certified athletic trainer will be on site for every home game. Ambulance available by phone (911) or onsite for all football games.
Emergency Communication:	Nearest phone: Elementary school cafeteria. Each ATC will be equipped with a cellular phone. ATC cell #: (217)-653-9099
Emergency Equipment:	AED is located will be getting one for softball field. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: Softball Field North side of Hwy 96 across from High School Payson, IL 62360 Home Facility: North side of Hwy 96 across from High School Payson, IL 62360	<ol style="list-style-type: none"> 11. Immediate care of athlete – ATC 12. Emergency equipment retrieval – Supervisor on duty at event. 13. Activation of emergency medical system- Rita Speckhart -provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment initiated, specific directions, other info as needed. Make sure to let 911 know severity of injury, as they will send Air Evac in route based on severity criteria and remoteness of location. 14. Direction of EMS to scene- Rita Speckhart 15. Scene control- limit scene to first aid providers and move bystanders away from the scene- Name of School official on scene (AD, principle etc) – varies by event.
Directions:	Take Hwy 96 to Payson. Softball field is located on the North side of Hwy 96 across from the high school.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Jeff Zanger	(217) 779-8566
Assistant Coach (Call Person)- Rita Speckhart	(217) 242-4255
Athletic Director- Willis Seiverling	(217) 257-7765

Emergency Action Plan: Payson High School Boys Basketball 2009-10

Emergency Personnel:	A certified athletic trainer will be on site for every home game. Ambulance available by phone (911) or onsite for all football games.
Emergency Communication:	Nearest phone: Gymnasium. Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located in the hall outside the gymnasium. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: High School Gymnasium Multipurpose Room 420 Brainard Payson, IL 62360 Home Facility: High School Gymnasium 420 Brainard Payson, IL 62360	16. Immediate care of athlete – ATC 17. Emergency equipment retrieval – Supervisor on duty at event. 18. Activation of emergency medical system- Assistant Coach -provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment initiated, specific directions, other info as needed. Make sure to let 911 know severity of injury, as they will send Air Evac in route based on severity criteria and remoteness of location. 19. Direction of EMS to scene- Assistant Coach 20. Scene control- limit scene to first aid providers and move bystanders away from the scene- Name of School official on scene (AD, principle etc) – varies by event.
Directions:	High School Gymnasium: Take Hwy 96 to Payson. High School is on the South side of Hwy 96. Enter through main entrance. Multipurpose room: Take Hwy 96 to Payson. High School is on the South side of Hwy 96. Enter through main entrance and proceed west down hall.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Brian Rea	
Assistant Coach (Call Person)-	TBD
Athletic Director- Willis Seiverling	(217) 257-7765

Emergency Information Card

Athlete Information:	
Name:	Date of Birth: Age: Sex: M or F
Telephone number:	Grade: Senior Junior Sophomore Freshman
Address:	Sport(s):
City:	
State: Zip:	Comments:
Parent/Guardian Information:	
Father:	Home Phone: Work phone: Cell Phone:
Mother:	Home Phone: Work phone: Cell Phone:
Address (If different from above)	
EMERGENCY CONTACT:	Relationship: Telephone number:
Family Physician:	Physician's Telephone Number:
INSURANCE INFORMATION	
Company Name:	Telephone Number:
Name of Insured:	Policy Number:
Relation to Athlete:	Group Number:

MEDICAL ALERTS

Medical conditions that are a concern:
Medications: (List ALL medications that you are currently taking: include prescriptions, over-the-counter meds, vitamins, birth control pills, performance enhancers, and supplements.)
Allergies to medications: (List allergy and sever reaction to ANY/ALL medcations, and specify type of reaction.)
Other allergies: (List any other allergy or severe reaction to insects, bees, wasps, or food and specify type of reaction.)
Date of last tetanus shot: