



**QUINCY UNIVERSITY  
SPORTS MEDICINE**

**EMERGENCY ACTION  
PLAN**

### General Overview:

The purpose of this plan is to prepare staff athletic trainers and other members of the sports medicine program responding to provide emergency care to a student-athlete at Quincy University. Student athletes practice and compete year round, and emergencies can occur at anytime. By having an emergency action plan, immediate action can be given to the injured when an emergency and/or life threatening injury occurs. The Quincy University Sports Medicine Department and Blessing Hospital have a long and successful history of providing coverage of events and when needed providing emergency care to both our athletes, as well as, visiting teams. This cooperative effort has proven invaluable in the past, and will continue to be in the future.

### Objective:

- 1) Provide appropriate emergency medical care rapidly to athletes and others associated with any sports even. An emergency is defined as a sudden, urgent, usually foreseen occurrence or occasion requiring immediate action. (practice and/or competition)
- 2) Provide care for injuries and related health concerns specifically including prevention of sports injuries and/or illness (weather related problems) for athletes associated with any event.
- 3) Prepare prior to any event and/or activity to provide a response for each emergency situation.
- 4) Provide or assist with transportation of any athlete as needed to the hospital of his/her choice for evaluation and treatment of any injury.

### Safety Message:

All staff members should exercise caution when operating in and around golf carts/gators, support vehicles, ambulances, and privately owned vehicles. Seat belts are mandatory in any moving vehicle. Golf carts provide an opportunity for travel over uneven terrain and should be operated with extreme caution.

Storms and associated lightning present another hazard and all staff should maintain an awareness of approaching severe weather. (see Quincy University Lightning Policy)

Proper use of latex gloves and Universal Precautions do apply when handling basic wound care and emergency care to injured athletes. This is to reduce the risk of infection from fluids such as, but not limited to blood, body fluids with visible blood, semen, vaginal secretions, cerebrospinal fluids, sensorial fluids, pleural fluids, peritoneal fluids, amniotic fluids. All "Sharps" items must be placed in a sharps container and infectious wastes must be placed in a Hazardous Waste Box/Bag for disposal.

Any splints, backboards, and other emergency equipment used in an emergency situation must be cleaned and checked on a regular basis. Any equipment needing replacement or repair must be brought to the attention of the Head Athletic Trainer.

**Emergency Plan Staffing:****Deployment of Staff:**

The emergency team at Quincy University consists of Team Physicians, Certified Athletic Trainers, emergency medical technicians, and event management staff. When an emergency situation occurs, typically an athletic trainer will be the first on the scene and act as the first responder. This person must be trained in Heartsaver- AED, and have completed First Aid/First Responder training. The role of each member of this team may vary depending on the situation or event covered by the Sports Medicine Staff.

The following roles will need to be performed in the case of any emergency.

1. Attends to injured athlete and controls overall situation. (On-Site Athletic Trainer, Physician, Paramedic, First Responder)
  - a. THE HIGHEST CREDENTIALLED PERSON IS IN CHARGE
  - b. Preferably this is an athletic trainer or physician. If none are present, it should be the person designated for first aid in the given event.
  - c. SHOULD BE CPR and FIRST AID CERTIFIED
2. Use Phone and Call 911 and activate EMS. (Athletic Trainer, Administrator, Coach)
  - a. Be able to give specific information to 911 about location and situation.
3. Assist the designated care provider with any procedure and help maintain injured athlete's condition. (Second Athletic Trainer or Trained Personnel)
4. Supervise other athletes. (Coach or Administrator)
5. Crowd Control if Needed (Coach or Administrator)
6. Meet EMS at gate or location for further instruction. Be prepared to open gates, unlock doors, move vehicles as needed for EMS to have access to the injured athlete. (Athletic Trainer, Coach, or Administrator)
7. Locate the emergency information for the athlete that will be taken to Emergency Room: (Personal Infor, Insurance) (Athletic Trainer or Coach)
8. Accompany the Athlete to the Hospital (Athletic Trainer if there are two, Coach, Family Member, or Athlete)
9. Notify Parents or Emergency Contact (Athletic Trainer or Administrator)
10. Document all information about the injury. (Athletic Trainer)

The emergency team may vary from event to event. For example, at football games physicians and EMS personnel will be on-site versus softball or soccer practice at the north campus facility where no one may be on-site. The Quincy University Medical Staff may have to rely on student managers, coaches, and other athletes to provide assistance if they are the only staff member there.

### Communication Plan:

A combination of cellular telephones, landlines, and VHF radios are utilized by the Sports Medicine Staff and Emergency Services Staff to coordinate activities and accomplish the emergency plan objectives. Typically, athletic trainers carry cellular phones which allow for direct contact with Blessing Hospital and Emergency Services.

Land lines are used at Pepsi Arena and the Health and Fitness Center on Quincy University's campus, and when cellular phone service is unavailable. The general orders are in place for communications:

- 1) Cellular telephone will remain "ON" at all times so you can contact EMS and/or the athletic training room from the site.
- 2) Landlines are the back up system if cellular phone system is down or if there is a dead battery. The Sports Medicine Staff must know the location of these phones in every athletic facility.
- 3) At some athletic events the Athletic Department radios are used for communications.

### Logistics:

#### Emergency Equipment:

All emergency equipment should be on site, and accessible. All equipment should be in excellent working condition, and personnel must be trained in advanced to use properly. All emergency equipment will be checked on a regular basis. It should be readily available when emergency situations occur. A list of emergency equipment needed for event and practice coverage is in the Quincy University Sports Medicine Manual.

#### Transportation:

EMS on site ambulance coverage is within guidelines established by the Great Lakes Valley Conference and NCAA as well as the Mid States Football Association and NAIA. On site ambulance coverage will be provided for football as well as any event arrangements are made with the Sports Medicine Staff.

If an ambulance is not on site, having completed a primary survey by the time the ambulance arrives will assist in the emergency care provided at the scene. Emergency team members should not transport unstable injuries in inappropriate vehicles. Also, care must be given to ensure that the activities being supervised are covered if the athletic trainer leaves the site with the injured athlete.

**Summary:**

This emergency plan will be reviewed once a year with all the athletic department personnel, including team physicians, athletic trainers, emergency services personnel, event management personnel, and coaches. Through development and implementation of this emergency action plan, the Quincy University Athletic Department is providing the best level of care when an emergency situation occurs.

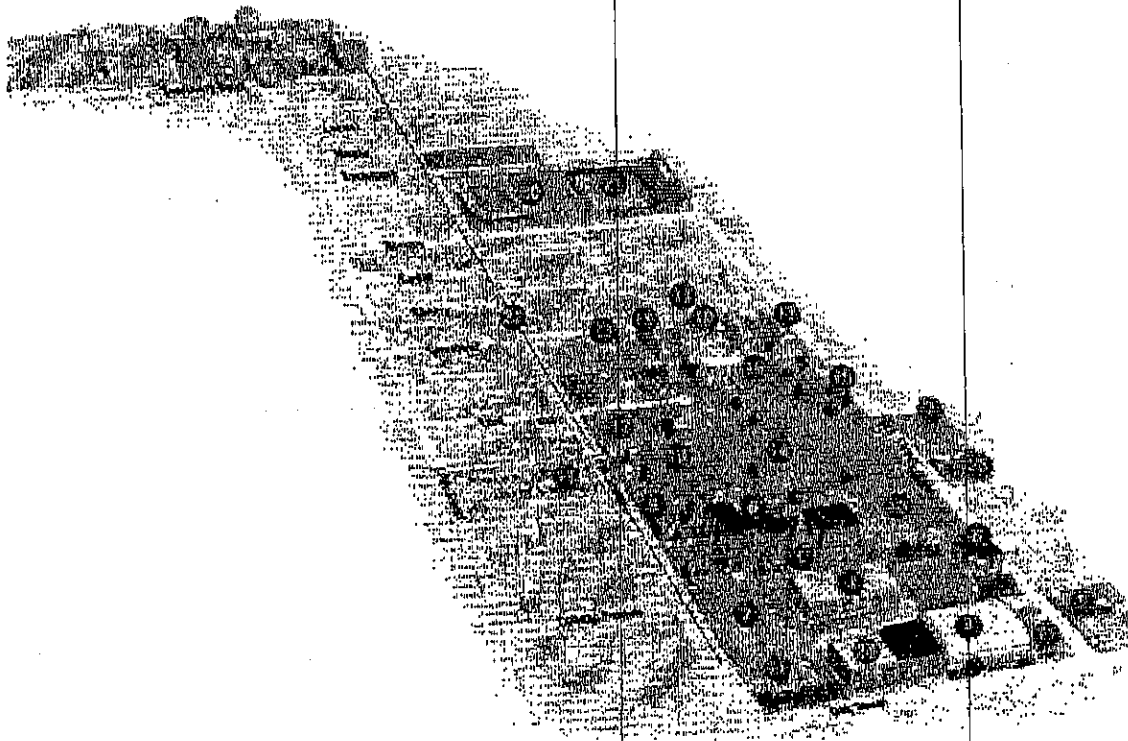
**Phone Directory**

<b>Emergency</b>	911
<b>Blessing Hospital</b>	(217) 223-1200
<b>Pepsi Arena Athletic Training Room</b>	(217) 228-5432 ext. 3502/3503
<b>Athletic Director (Marty Bell)</b>	(217) 430-9523
<b>Head Football Athletic Trainer</b> (Phillip Wilkerson)	(304) 617-2982
<b>Head Basketball Athletic Trainer</b> (Stephanie Taylor)	(217) 440-9098
<b>Head Team Physician</b> Dr. James Daniels	(217) 440-4666
<b>Team Physician</b> Dr. Tim Van Fange	(217) 779-8840
<b>Physician Assistant</b> Erica Miller	(217) 316-2935



# **EMERGENCY ACTION PLAN**

## **MAPS**



## DIRECTIONS TO QUINCY UNIVERSITY FOOTBALL STADIUM

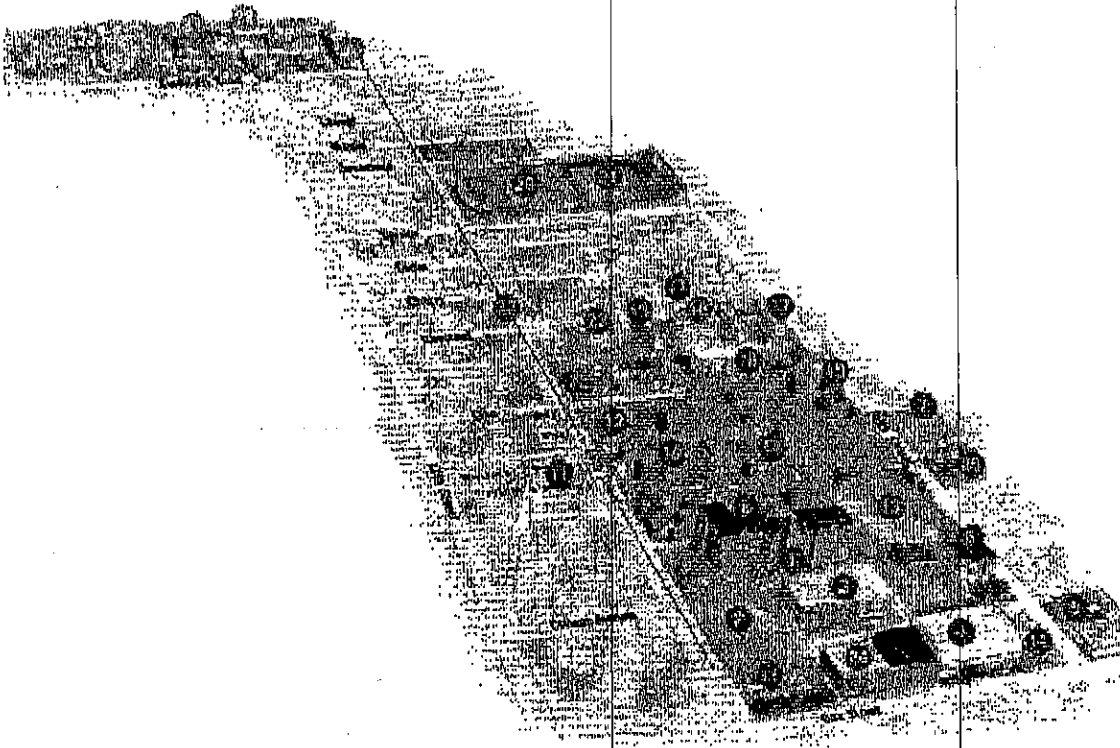
(21)

Travel North on either 18<sup>th</sup> or 20<sup>th</sup> Street. Ambulance will enter through the gate on NorthWest corner of the football field on Sycamore Street. A staff member will meet the EMS personnel at the gate.

Ambulance parking for games is in the NorthWest corner of the stadium.

Home Locker room is under the South End of the Press Box Bleachers.  
Visiting team locker room is under the North End of the Press Box Bleachers.

**Emergency Equipment:** Supplies (Red Bag, Black Bag, Spine Board, AED, Physician Kt) are kept on the West sideline during games and East sideline/locker room for practices and scrimmages.

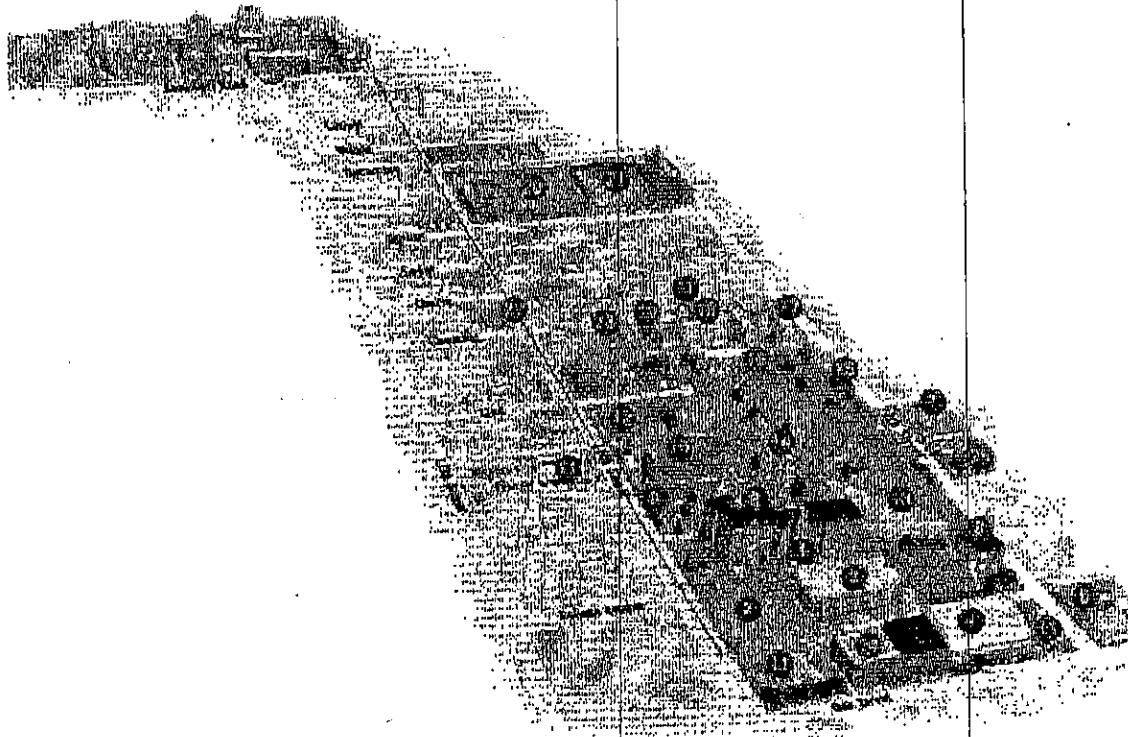


**DIRECTIONS TO QUINCY UNIVERSITY**  
**FOOTBALL PRACTICE FIELDS**  
**(13)**

Enter from 20<sup>th</sup> Street and proceed to North East corner of practice field where the EMS personnel will enter.

During practice Sports Medicine Staff will have designated area for emergency equipment in-between the two practice fields on the West side near the locker rooms.

**Emergency Equipment:** Supplies (Red Bag and AED) are kept in the designated Sports Medicine area during practice. Spine Board and Black bag are kept in storage shed at the north end of the practice field connected to the house on 20<sup>th</sup> Street.



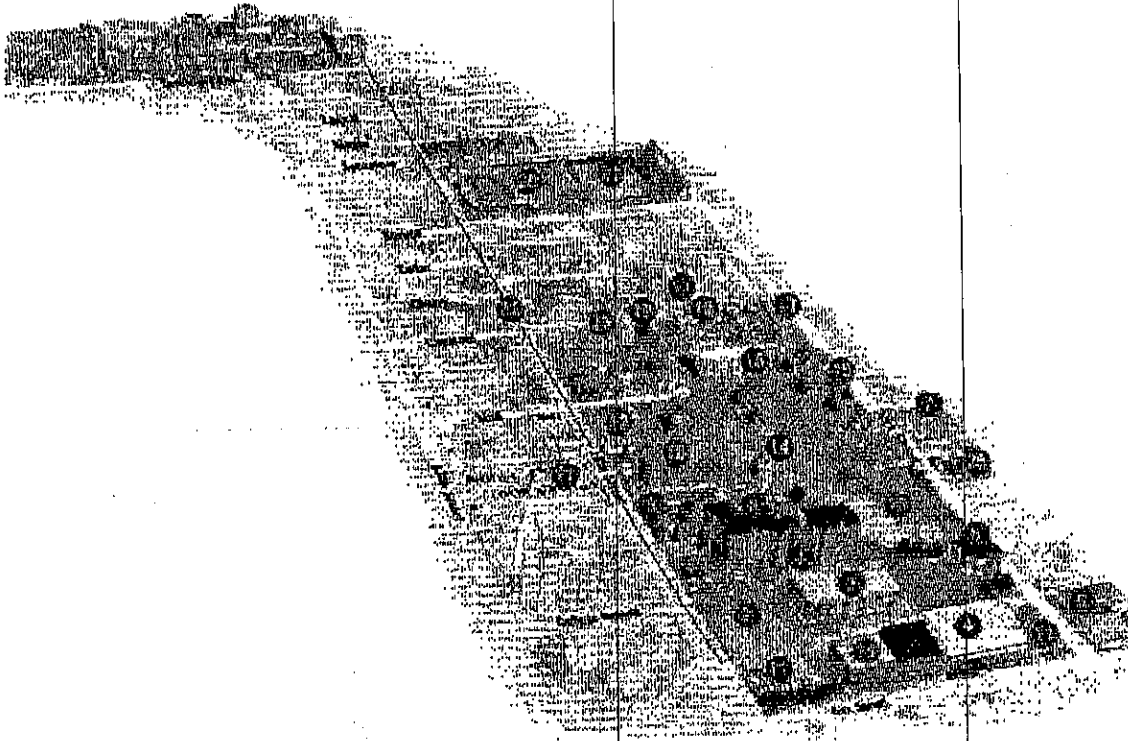
### Directions to the Quincy University Baseball Stadium

(20)

Travel North on 18<sup>th</sup> Street and turn Right on Sycamore. EMS will enter through the main gate on Sycamore and proceed down the 3<sup>rd</sup> base side to the gate at the end of the home dugout.

Home dugout is on the west side of the stadium.  
Visitors dugout is on the south side of the stadium.

**Emergency Equipment:** Supplies (Trainers Kit, Red Bag, and AED) are kept in the home dugout during competition.



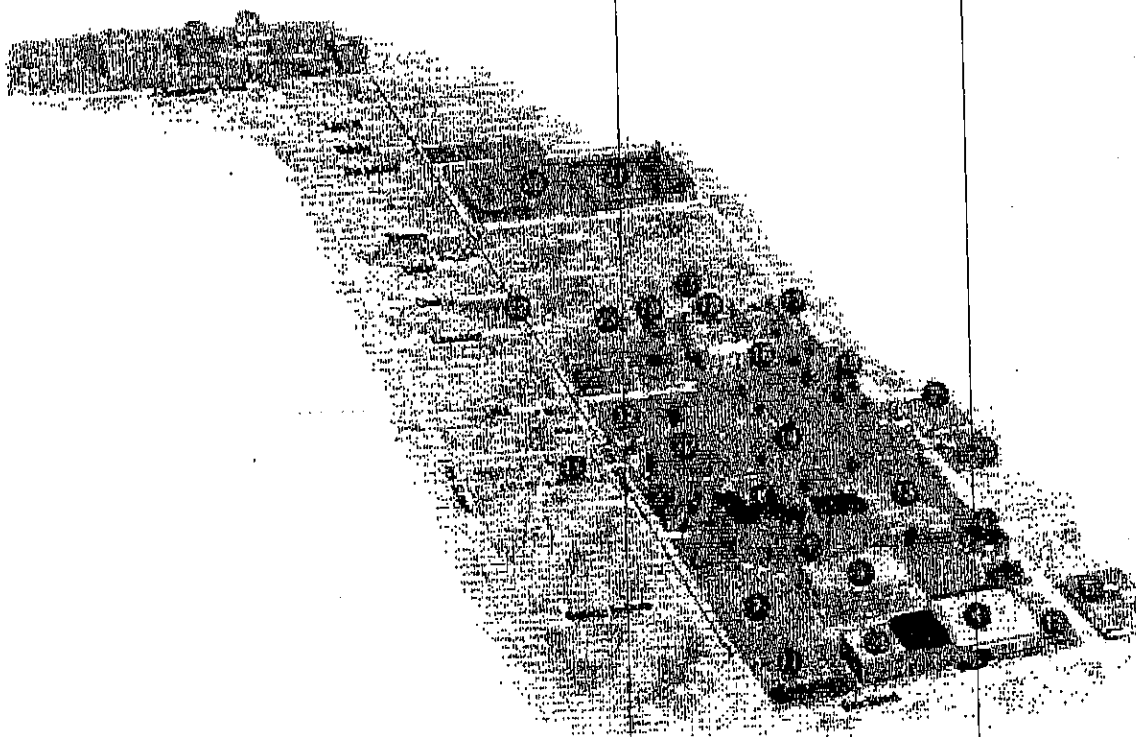
**Directions to the Quincy University North Campus**  
**Softball and Soccer Complex**  
**(26 and 27)**

Travel North on 18<sup>th</sup> Street and turn Left on Seminary Road. Proceed to the West entrance to the parking lot. Turn left on the gravel drive that runs on the south side of the soccer field and softball complex.

EMS will enter the soccer field at the gate on the South West corner of the soccer field. A staff member will meet the EMS personnel at the gate.

EMS will enter the softball field through the gate on the east side next to the visitors dugout.

**Emergency Equipment:** Supplies (Trainer's Kit, Red Bag, AED) are kept on the East side of the soccer field by the Press Box during games. The same supplies are kept in the home dugout on the South Side of the Softball Field. The Spine Board is kept in the garage on the South end of the building between the soccer field and softball complex.



**Directions to the Quincey University Pepsi Arena**  
**Health and Fitness Athletic Training Room**

**(4)**

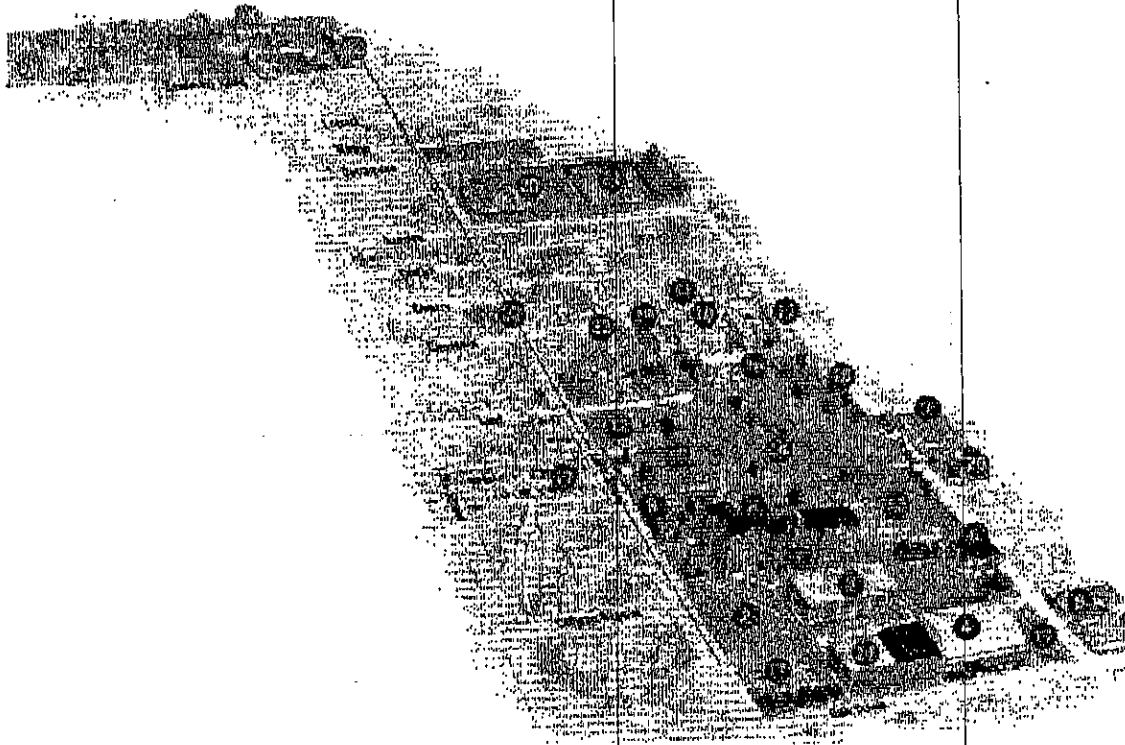
North on 20<sup>th</sup> Street from Broadway. Left into the Parking Lot at the corner of 20<sup>th</sup> Street and Oak Street.

EMS will enter Pepsi Arena at the set of double doors on the North East Corner of the Arena. A staff member will meet the EMS personnel at the door.

Home and visitors locker rooms are located under seats on the West end of the arena.

The athletic training room is also located in the hallway under the seats on the West end of Pepsi Arena.

**Emergency Equipment:** Supplies (Trainer's Kit, Red Bag, and AED) will be maintained on the North East side of the arena next to the Home Bench during games. Spine Board will be kept in the Athletic Training Room.



**Directions to the Quincy University Tennis Courts**

**(7)**

North on 20<sup>th</sup> Street from Broadway. Tennis Courts are located at the corner of 20<sup>th</sup> Street and Elm Street.

EMS personnel will enter the courts through the gate on the West side of the fence.

**Emergency Supplies:** Supplies are taken as needed to the site. Supplies are NOT stored at this site.

**EMERGENCY ACTION PLAN  
EMERGENCY SUPPLY LIST**

**Red Bag**

Cramer Rapid Form Vacuum Immobilizers

1 - Leg

1 - Arm

1 - Pump

**Black Crutch Bag (Football Only)**

**7' Wooden Back Board**

**1 - AED**

**Physicians Kit (If Team Physician is on Site)**

**Every Athletic Training Kit Should Have:**

CPR Mask

Sam Splint

Gloves

**Every Fanny Pack Should Have:**

CPR Mask

Gloves

## Quincy University Inclement Weather Guideline

NCAA and the NAIA certified athletic trainers are committed to providing the best environment for safe competition. A means of providing the environment is the development of an Inclement Weather Guideline for outdoor events. By establishing such guidelines, each member institution ensures the safety of the student-athletes, coaches, support staff, medical staff, and spectator both at home and away events.

"Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Severe Storms Laboratory (NSSL) estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and the proper safety precautions are not followed.

Prevention and education are the keys to lightning safety."

1. Designate a chain of command as to who monitors threatening weather and who makes the decision to remove a team or individuals from an athletics site or event.
  - a. This should be done by the host Athletic Trainer along with event supervisors and referees.
2. Be aware of the National Weather Service-issued thunderstorm "Watches" and "Warnings" as well as the signs of thunderstorms developing nearby.
  - a. **WATCH-** conditions are favorable for severe weather to develop in an area.
  - b. **WARNING-** Severe weather has been reported in an area and for everyone to take proper precautions.
3. Know where the closest "safe structure or location" is to the field or playing area. Know before hand how long it takes to reach the safe are or location.
  - a. **SAFE PLACES:** Permanent Building, or Fully Enclosed Vehicle with Rolled Up Windows.
  - b. **AVOID:** Metal Objects, Water, Open Fields, Trees, Golf Carts, Use of Plumbing Facilities, and Hard Wired Communication During the Storm.
4. If now safe structure is within reason find a dry ditch or a thick grove of small trees surrounded by larger trees. Assume a crouched position on the ground with only your feet touch the ground. Minimize your contact with the ground since lightning enters the body through the ground and not by direct overhead strike.  
**(DO NOT LAY FLAT)**
5. If you fell your hair stand on end or skin tingle you need to crouch as described above.
6. People who have been struck by lightning **DO NOT** carry an electrical charge. Therefore if someone is struck by lightning move them to a safe location and activate the **EMERGENCY ACTION PLAN**.

## How Close is Lightning?

### **Flash-to-Bang Method**

1. The Flash-to-Bang Method is the easiest and most convenient way to estimate how far away lightning is occurring.
2. Thunder always accompanies lightning

### **How to use this method**

1. Count the seconds between the first lightning seen and first clap of thunder heard.
2. Divide the number by five. This will obtain how far away **IN MILES** the lightning is occurring.
3. The NSSL strongly recommend that by the time you obtain a flash-to-bang count of 30 sec (6 miles) everyone should have left the field and reached a safe structure.

### **Lightning Detectors**

1. Portable lightning detectors may also be used by the host institution.
2. It is up to the institution to know how to use interpret the information the lightning detector is providing

**Regardless of the method lightning strikes that are determined to be at the 6 MILE radius and moving closer the competition will be SUSPENDED and ALL PARTICIPANTS WILL BE REMOVED FROM THE FIELD OF COMPETITION.**

**When considering resumption of any athletic activity the NSSL staff recommends that everyone waits at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.**

**IT DOES NOT HAVE TO BE RAINING FOR LIGHTNING TO STRIKE!!**

### **References:**

1. [http://www.lightning\\_safety.com/nlsi\\_pls/outdoor\\_workers.html](http://www.lightning_safety.com/nlsi_pls/outdoor_workers.html), (2002)
2. NCAA Sports Medicine Handbook, 2002-03, p. 12-14

