

Unity High School Emergency Action Plan

- Facilities
 - Facility: High School Gymnasium (West entrance across from Casey's)
Address: 453 West Collins Mendon, IL 62351
 - Facility: Middle School Gymnasium (East entrance by flag pole)
Address: 453 West Collins Mendon, IL 62351
 - Facility: Football Stadium (Entrance East of school)
Address: 453 West Collins Mendon, IL 62351
 - Facility: Baseball Field (Entrance East of school)
Address: 453 West Collins Mendon, IL 62351
 - Facility: Softball Field (Entrance East of school)
Address: 453 West Collins Mendon, IL 62351

- Athletic Director- Seth Klusmeyer
 - Phone number- (217) 242-9028 cell;
Office (217) 936-2116 ext. 103
 - Email- klsu4@cusd4.com

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

Sport Checklist for EAP included:

- | | | | |
|------------------|---|-------------|---|
| Football | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Softball | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| Volleyball | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Baseball | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| Soccer | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Girls Track | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| Cross Country | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Boys Track | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| Boys Basketball | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Tennis | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Girls Basketball | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Golf | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Wrestling | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | | |

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****

Emergency Action Plan: Unity High School Football 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: school Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located will be getting one for football stadium. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: Football Field 453 West Collins, Mendon, IL 62351 Home Facility: Football Field 453 West Collins, Mendon, IL 62351	<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- Matt Woodworth -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- Matt Woodworth 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:	Off of Hwy 61, turn North at the fire station. Go 2 blocks North and then turn West into the football field.
	Athletes will be taken to Blessing Hosptial medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Carl Asbury	(217) 779-2083
Assistant Coach (Call Person)- Matt Woodworth	(217) 430-4397
Athletic Director- Seth Klusmeyer	(217) 242- 9028

Emergency Action Plan: Unity 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 Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located will be getting one for football stadium. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: Baseball Field 453 West Collins, Mendon, IL 62351 Home Facility: Baseball Field 453 West Collins, Mendon, IL 62351	<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- Shawn Altgilbers -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- Shawn Altgilbers 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:	Come in the main gate of the sports complex off of Hwy 61 in Mendon.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers

Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Travis Cooley	(217) 257-7262
Assistant Coach (Call Person)- Shawn Altgilbers	(217) 440-4585
Athletic Director- Seth Klusmeyer	(217) 242- 9028

Emergency Action Plan: Unity 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: school 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 453 West Collins Mendon, IL 62351 Home Facility: Softball Field 453 West Collins Mendon, IL 62351	<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- Trevor Hull -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- Trevor Hull 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:	Come into main sports complex entrance off of Hwy 61 in Mendon. Head towards the baseball field, then go West on the drive to the softball field.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Paul Littleton	(217) 242-3392
Assistant Coach (Call Person)- Trevor Hull	(217) 242-9145
Athletic Director- Seth Klusmeyer	(217) 242-9028

Emergency Action Plan: Unity High School Girls Track and Field 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 Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located will be getting one for football stadium. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: Football Complex 453 West Collins, Mendon, IL 62351 Home Facility: Football Complex 453 West Collins, Mendon, IL 62351	16. Immediate care of athlete – ATC 17. Emergency equipment retrieval – Supervisor on duty at event. 18. Activation of emergency medical system- Designated by supervisor of event -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- Designated by supervisor of event. 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:	Come in the main gate of the sports complex off of Hwy 61 in Mendon.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Sue Woodworth	(217) 440-4212
Assistant Coach (Call Person)- N/A	
Athletic Director- Seth Klusmeyer	(217) 242- 9028

Emergency Action Plan: Unity High School Boys Track and Field 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 Each ATC will be equipped with a cellular phone. ATC cell #: 217- 653-9099
Emergency Equipment:	AED is located will be getting one for football stadium. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: 453 West Collins Mendon, IL 62351 Home Facility: 453 West Collins Mendon, IL 62351	<ol style="list-style-type: none"> 21. Immediate care of athlete – ATC 22. Emergency equipment retrieval – Supervisor on duty at event. 23. Activation of emergency medical system- Designated by supervisor of event. -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. 24. Direction of EMS to scene- Designated by supervisor of event. 25. 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:	Come in the main gate of the sports complex off of Hwy 61 in Mendon.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Andy Becker	(217) 430-3827
Assistant Coach (Call Person)- N/A	
Athletic Director- Seth Klusmeyer	(217) 242- 9028

Emergency Action Plan: Unity 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: South wall of gymnasium. Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located on the South wall in the gymnasium. Spine board will be provided by EMS.
Roles of First Responders:	26. Immediate care of athlete – ATC 27. Emergency equipment retrieval – Supervisor on duty at event. 28. Activation of emergency medical system- Ken Gray -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.
Access to Site: Address of Practice Facility: High School Gymnasium (West entrance) Middle School Gymnasium (East entrance) 453 West Collins Mendon, IL 62351 Home Facility: High School Gymnasium 453 West Collins Mendon, IL 62351	29. Direction of EMS to scene- Ken Gray 30. 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: Come in the West school entrance across from Casey's off of Hwy 61 in Mendon. Middle School Gymnasium: Come in the East school entrance by the flag pole off of Hwy 61 in Mendon.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers

Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Keith Carothers	(217) 440-9934
Assistant Coach (Call Person)- Ken Gray	(217) 242-4383
Athletic Director- Seth Klusmeyer	(217) 242-9028

Emergency Action Plan: Unity High School Girls 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: South wall of gymnasium. Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located on the South wall in the gymnasium. Spine board will be provided by EMS.
Roles of First Responders:	<ol style="list-style-type: none"> 31. Immediate care of athlete – ATC 32. Emergency equipment retrieval – Supervisor on duty at event. 33. Activation of emergency medical system- Ryan Shinn -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. 34. Direction of EMS to scene- Ryan Shinn 35. 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.
Access to Site: Address of Practice Facility: High School Gymnasium (West entrance) Middle School Gymnasium (East entrance) 453 West Collins Mendon, IL 62351 Home Facility: High School Gymnasium 453 West Collins Mendon, IL 62351	
Directions:	High School Gymnasium: Come in the West school entrance across from Casey's off of Hwy 61 in Mendon. Middle School Gymnasium: Come in the East school entrance by the flag pole off of Hwy 61 in Mendon.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Johanna Voss	(217) 653-8102
Assistant Coach (Call Person)- Ryan Shinn	
Athletic Director- Seth Klusmeyer	(217) 242-9028

Emergency Action Plan: Unity 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: South wall of gymnasium. Each ATC will be equipped with a cellular phone. ATC cell #: (217) 653-9099
Emergency Equipment:	AED is located on the South wall in the gymnasium. Spine board will be provided by EMS.
Roles of First Responders: Access to Site: Address of Practice Facility: High School Gymnasium (West entrance) Middle School Gymnasium (East entrance) 453 West Collins Mendon, IL 62351 Home Facility: High School Gymnasium 453 West Collins Mendon, IL 62351	36. Immediate care of athlete – ATC 37. Emergency equipment retrieval – Supervisor on duty at event. 38. Activation of emergency medical system- Jen Knox/Amanda Dedert -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. 39. Direction of EMS to scene- Jen Knox/Amanda Dedert 40. 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: Come in the West school entrance across from Casey's off of Hwy 61 in Mendon. Middle School Gymnasium: Come in the East school entrance by the flag pole off of Hwy 61 in Mendon.
	Athletes will be taken to Blessing Hospital medical facility.

Important Phone Numbers	
Ambulance	911
Athletic Trainer- Ashley Hackmann	(217) 653-9099
Head Coach- Seth Klusmeyer	(217) 242-9028
Assistant Coach (Call Person)- Jen Knox	(217) 430-9795
Amanda Dedert	(217) 430-2496
Athletic Director- Seth Klusmeyer	(217) 242-9028

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 guideline shave 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 trees 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 Information Card

Athlete Information:		
Name:	Date of Birth:	Age:
Telephone number:	Sex: M or F	
Address:	Grade: Senior Junior	
City:	Sophomore Freshman	
State:	Zip:	Sport(s):
Parent/Guardian Information:	Comments:	
Father:	Home Phone:	Work phone:
Mother:	Cell Phone:	
Address (If different from above)	Home Phone:	Work phone:
EMERGENCY CONTACT:	Cell Phone:	
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:

