

**MIDLOTHIAN
HERITAGE**
HIGH SCHOOL

Emergency Action Plan

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided. As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practices and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

This emergency action plan will focus on medical emergency transports that occur at Heritage High School. Medical emergency transport is any emergency situation where there is a loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experiences doubt in their mind regarding the severity of the situation should proceed with a “load and go” situation and transport the individual. **Non-Medical Emergencies For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the MISD emergency operations plan.**

If this EAP is activated, documentation must be done by the ATC and/or coach immediately following the event. When appropriate, it may be beneficial to debrief the situation within 48 hours. A team comprising of the ATC, AD, coaches, nurse, district employees can evaluate the effectiveness of the EAP. The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department “ownership” in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year to ensure the best care is provided when an emergency situation does arise.

Components of an Emergency Action Plan

- 1. Emergency Personnel**
- 2. Roles of First Responder**
- 3. Emergency Communication**
- 4. Emergency Equipment**
- 5. Venue Directions with Map**

Emergency Personnel: The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, prevention of disease transmission and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction and strength and conditioning. All coaches are required to have CPR, AED, first aid and concussion management training certifications; these certificates and/or cards should be maintained with the athletic office.

There are four basic roles within the emergency team and they are listed in the box below. The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, coaches, managers, and possibly even bystanders. The roles of these individuals may vary in different situations. Generally the athletic trainer should always act as primary caregivers at the site of the injury or accident and would manage the situation according to the following chain of command: 1. Athletic Trainer, 2. Team Physician, 3. Head Coach, 4. Assistant Coach, 5. Nurse, 6. Athletic Director.

FOUR BASIC ROLES OF THE EMERGENCY TEAM

1. Establish scene safety and immediate care of the athlete:
 - a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
2. Activation of Emergency Medical Services
 - a. This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team.
3. Equipment Retrieval
 - a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
4. Direction of EMS to the scene
 - a. One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Roles of a First Responder The following is a general plan of action for first responders.

1. Most medically qualified person will lead the implementation of the EAP
2. Check the scene - is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
 - a. If NO, instruct someone to call 911 - LOOK PERSON DIRECTLY IN EYES and make sure they call
 - b. If available, check EAP for 911 call instructions for your location
4. Perform emergency CPR/First Aid
 - a. If severe bleeding - instruct individual to assist with bleeding control
5. Instruct coach or bystander to get AED
6. Instruct coach or bystander to control crowd
7. Contact the head athletic trainer if they are not on scene
8. Contact parents
9. Contact Athletic Coordinator, who should then contact the Athletic Director, who should then contact the MISD Director of Safety and Security
10. Contact Principal/Vice-Principal
11. Instruct an available individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. Assistant coach must accompany athlete to hospital - either in ambulance or follow by car - if parents are not present
14. Document the event.

Emergency Communication Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

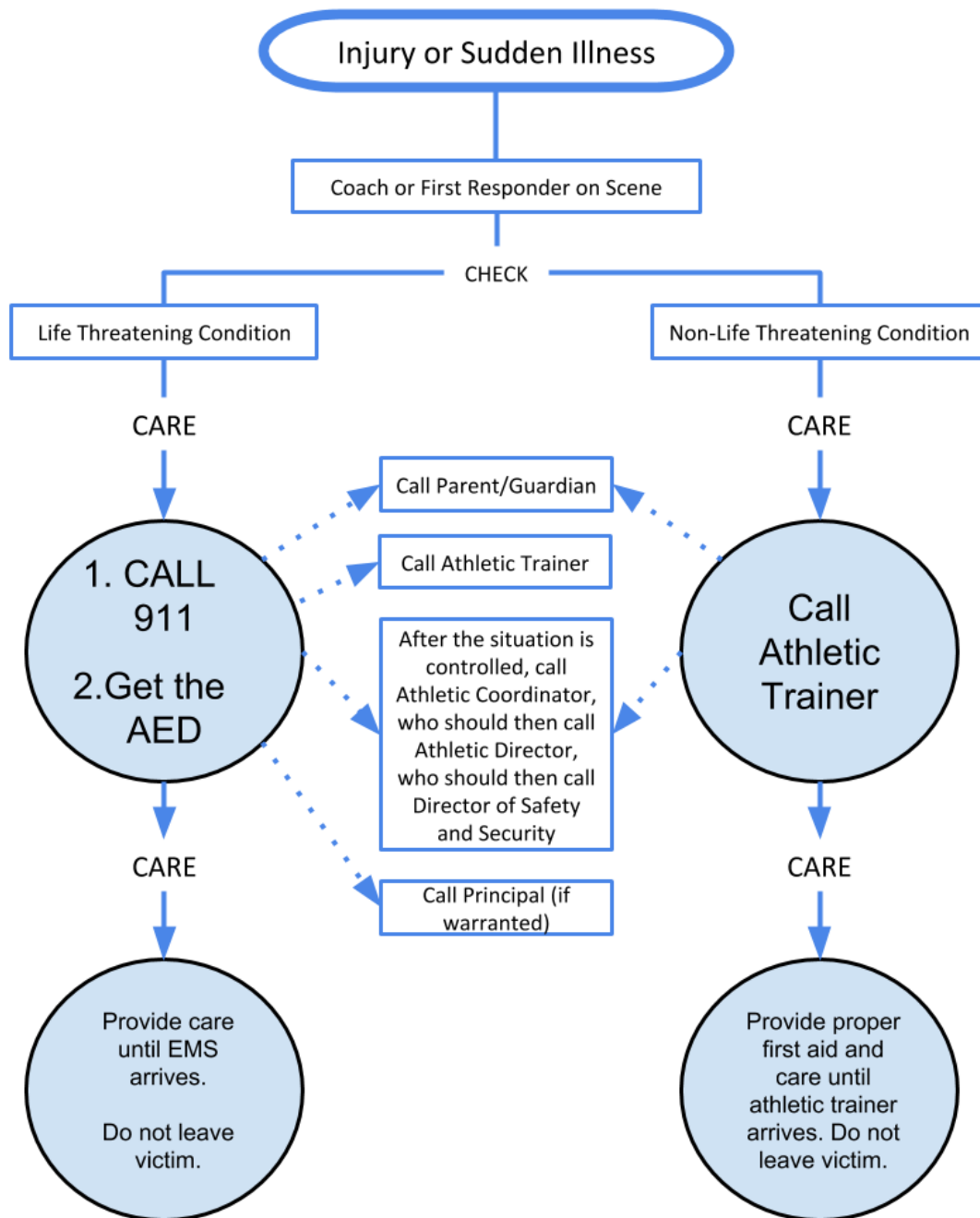
Activating Emergency Medical Services

Call 9-1-1

Provide Information:

- Name, address, telephone number of caller
- Nature of the emergency (medical or non-medical)
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (i.e. "Use the east entrance to the field")
- Other information requested by the dispatcher
- DO NOT HANG UP FIRST

Emergency Situation Contact Tree



Emergency Telephone Numbers

This list is only to be used in case of an emergency.

Off Campus Contacts	Phone Number
Emergency	9-1-1
Police department	972-775-3333
Fire and Ambulance	972-775-7660
Methodist Mansfield Medical Center: 2700 E. Broad Street, Mansfield	682-242-2000
Baylor Scott & White Medical Center: 2400 I-35E, Waxahachie	469-843-4000
Poison Control Center	1-800-222-1222

On Campus Offices	Phone Number
Fieldhouse Athletic Training Room	Ext. 5498 or 469-856-5471
Nurse	Ext. 5410 or 469-856-5410
Athletic Coordinator	Ext. 5495 or 469-856-5495
Main Office	Ext. 5401 or 469-856-5401
Administrative Office	Ext. 5001 or 469-856-5002
School Counselor Office	Ext. 5414 or 469-856-5414

Title	Name	Cell
Athletic Trainer	Rachel Young	254-592-5628
Athletic Trainer	Maddie Olofson	925-858-1812
Athletic Coordinator	Eric Edwards	254-592-3389
Principal	Ketura Madison	Ext 5405
Assistant Principal	Jimmy Spradley	Ext 5418
Assistant Principal	Amanda Brown	Ext 5407
SRO	Officer Meinzer	Ext 5502
Athletic Director	Todd York	(214)500-3626

Tornado Shelter Safe Area: Heritage High School has a tornado shelter located directly east of the practice gym facing FM 1387. It has enough room to hold the entire staff and student body at Heritage High School. In the event of a weather emergency, all spectators, coaches and staff would seek shelter in this location.

Emergency Equipment An athletic training kit, splint bag, and AED will be on site for events covered by ATC. A first aid kit should be carried by a coach or student athletic training aide during games when ATC is not present.

AED

1. Either located with ATC or within a reasonable distance from venue for all covered events
2. Monthly maintenance checks will be performed by an ATC and documented electronically
3. Permanent AED locations on Midlothian Heritage High School campus
 - a. In red box mounted outside on exterior west door of field house weight room
 - b. In red box mounted on the exterior wall near restrooms at the baseball/softball fields
 - c. In white box mounted in the spectator hallway between the blue and red gyms.
 - d. In white box mounted on the wall outside the nurse's clinic
 - e. In white box mounted on the wall at the top of the main stairs in the school building
 - f. In white box mounted in the hallway directly in front of the viewing window of the main competition gym
 - g. In white box mounted at the end of the 500 hallway
 - h. In a white box mounted at the end of the hallway on the north end of the tornado shelter
 - i. In a white box mounted at the public entrance of the auditorium

Nearest phone

1. Athletic Trainer's personal cell phone when covering events
2. Coaches' personal cell phones
3. In the school building and fieldhouse, landline phones available in all coaches offices.

Rescue Inhaler/Epipen/Diabetic Supplies Due to the varying nature of each sport, each athlete must visit with the athletic trainer to determine the best plan of action for their personal emergency supplies. Most often the following plan suffices:

1. Coaches are responsible for each student who has emergency supplies and is responsible for ensuring the supplies are present with them at all practices/games.
2. Emergency supplies would be best left with coaches or athletic trainer (labeled with name) during practices and games (not left in personal bag).
3. Athletic trainer may be given a backup inhaler by the parent or child to keep in the athletic training room.

Heat Illness procedures for exertional heat stroke: Meeting the required needs of the UIL, this facility is equipped with a cold water immersion located beside the ice machine. In the event of a suspected heat stroke victim, the MISD athletic staff will initiate the cold water immersion procedure for an exertional heat stroke victim by:

- Contact Emergency Medical System (EMS)
- Transport the victim to the home locker and use the full body immersion protocol.

- Cover as much of the body as possible with ice water while cooling
- Circulating water. During cooling, water should be continuously circulated to increase the water-to-skin temperature gradient. Have an assistant swirl the water during cooling.
- Continued medical assessment. Vital signs should be monitored at regular intervals

Splints Located in a red bag, will either be located with ATC during events or in the athletic training room

Spine boards/Cervical collar Will be provided by EMS upon arrival

Crutches Located in the storage room of each athletic training room

Venue Directions with Map



BASEBALL/SOFTBALL FIELDS: 4000 FM 1387, Midlothian, Texas 76065

Accessed by entering the westernmost entrance off of FM 1387. Follow the entrance road south and turn right once passed the fieldhouse following signs for “Athletic Fields/Tennis Courts”. Continue past the fieldhouse parking lot, the entrance gate to the baseball and softball fields are straight ahead. The softball field is on the northwest side, the baseball field is on the southeast side.



FIELDHOUSE: 4000 FM 1387, Midlothian, Texas 76065

Accessed by entering the westernmost entrance off of FM 1387. The fieldhouse is located on the south end of the football field. Follow the entrance road south, following signs for "Athletic Fields/Tennis Courts" and turn right once passed the fieldhouse into the parking lot. The front entrance is door #301, the athletic training room is door #303.



GYMS: 4000 FM 1387, Midlothian, Texas 76065

Accessed by entering the westernmost entrance off of FM 1387. Enter the student parking lot which will be on your left. The main entrance for the gyms are located on the west side of the building.



TENNIS COURTS: 4000 FM 1387, Midlothian, Texas 76065

Accessed by entering the westernmost entrance off of FM 1387. Follow the entrance road south and turn right once passed the fieldhouse following signs for "Athletic Fields/Tennis Courts". Continue past the fieldhouse parking lot and follow the road as it curves to the right again. The tennis courts are directly west of the fieldhouse.



TRACK/TURF FIELD/GRASS FIELD/SECONDARY TURF FIELD: 4000 FM 1387, Midlothian, Texas 76065

Accessed by entering the westernmost entrance off of FM 1387. For the track/turf field east gate: Turn left into the small parking lot on the east side of the football field. The gate is on the southeast corner of the field. For the track/turf field west gate secondary turf and grass field: Follow the entrance road south and turn right once passed the fieldhouse following signs for "Athletic Fields/Tennis Courts". Continue past the fieldhouse parking lot and follow the road as it curves to the right again. The west gate is on the southwest corner of the field. The grass field is located west of the track/turf field.