

**SKYLINE HIGH SCHOOL
EMERGENCY ACTION PLAN
FOR ATHLETICS
1122 228TH AVE SE
SAMMAMISH, WA 98075**

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INTRODUCTION

As emergencies may occur at any time and during any activity, all members of the athletic department must be prepared. This preparation involves formulation of an emergency 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. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice 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.

For all sports, at all levels, there is to be a E-Card for every player and a first aid kit on site at every competition and practice.

Off Campus Contacts	Phone Number
Police Department	9-1-1 or (206) 296-3311
Fire & Ambulance	9-1-1 or (425) 313-3200
Medical Center (Swedish)	(425) 313-4000
Poison Control Center	1 (800) 222-1222

On Campus Contacts	Phone Number
Athletic Trainer	(425) 837-7896 office (616) 856-0452 cell
Athletic Director	(425) 837-7737 (206) 399-1606
Nurse's Office	(425) 837-7799
Main Office	(425) 837-7700
School Counselor Office	(425) 837-7887

Emergency Equipment in the Athletic Training Room:

- Splint Bag**
- Crutches
- Spine Board
- Athletic Training Kit
- CPR Mask
- Blood Kit

Chain of Command for Designating First Responder:

- Certified/ Licensed Athletic Trainer
- Team Physician (if present)
- Head Coach/Assistant Coach
- Athletic Department personnel
- Student Aides (If Certified)

EMERGENCY ACTION PLAN COMPONENTS

- *Implementation*
 - All members of the Athletic Department will review the Emergency Action Plan (EAP) annually.
 - All members will be given a copy of the EAP.
- *Personnel*
 - The certified athletic trainer (AT), student aides (ATSA), head coaches, assistant coaches, sports officials, emergency medical personnel, and athletic department personnel (athletic director, admin).
- *Hierarchy*
 - The AT working the event will assume responsibility for the care of the athlete until emergency personnel arrive.
 - Once emergency personnel arrive, the EMTs or Paramedics will assume responsibility of the care.
 - If at any time the emergency medical personnel take action that the AT believes will cause harm to the athlete, the AT has the right to take over care of the athlete.
 - At no time will any other school official, bystander, parent, or guardian assume control over the care of the injured athlete unless allowed by AT.
- *Duties*
 - **Certified athletic trainer (AT):**
 - Responsible for health care of injured athlete and activating EAP.
 - Including but not limited to: first aid, CPR, injury assessment, implementation of the EAP, decisions to move or not move the athlete and AED use.
 - Responsible for maintaining cervical stabilization in the event of possible C-Spine injury.
 - Responsible for splinting/stabilizing fractures or dislocations.
 - **Student Aides (ATSA):**
 - Responsible for assisting the AT as directed:
 - Attending to injured athlete
 - Calling EMS
 - Meeting EMS at designated location and guiding towards scene
 - Retrieving *E-Card* or equipment for AT and/or EMS
 - **Head Coach:**
 - Responsible for calling EMS, ensuring access to the site, directing emergency vehicles to injured athlete.
 - Responsible for communication with parents at or absent from event.
 - Responsible for emergency first aid in absence of AT.
 - **Assistant Coach:**

- Responsible for retrieving *E-Card*, and crowd control
- Responsible for communicating with parents at or absent from event.
- Responsible for accompanying injured athlete during transportation from event.
- Responsible for emergency first aid in absence of AT.
- Responsible for crowd control
- **Sports Officials:** Responsible for helping with crowd control.
- **Athletic Director:** Responsible for crowd control and opening appropriate gates
- **Security Officer:** Responsible for crowd control and combative athletes
- **Emergency Medical Personnel:** Responsible for care and transport of the athlete.
- **Credentials**
 - AT must hold current certification by the National Athletic Trainers' Association Board of Certification (NATA BOC).
 - The AT must be licensed by the State of Washington to practice athletic training.
 - The AT, coaches, and Athletic Department personnel must hold current CPR/AED/First Aid certification.
 - Student Aides who are not already, will become CPR/AED/First Aid certified in their Sports Medicine class.
- **Equipment**
 - Availability:
 - First aid supplies, splints, crutches and an AED will be available during all competitions and events.
 - Training:
 - AT is trained in first aid, splinting and spine boarding.
 - AT, Coaches and Athletic Department personnel must be trained in CPR/AED/First Aid.
 - Maintenance:
 - All emergency medical equipment will be regularly inspected.
- **Communication**
 - The primary means of communication is cell phones.
 - The secondary means of communication is landlines.
 - The *Phone Tree* should be referenced for communication chain of command.
 - Email will be utilized for follow-up communication.
 - Communication with parents:
 - In the event an injury requires transport to the hospital, urgent care or emergency room the parents of the athlete must be contacted by the AT, head coach or assistant coach.
 - The athlete's emergency contact information can be found on their *E-Card in Final Forms*. You should have access to these

either or electronically or a hard copy at all times. Copies are also available in the Athletic Training Room (ATR) or in the Athletic Secretary's Office

- *Transportation*

- The head coach or designated assistant coach will ensure EMS access is available in the event of an emergency.
- Eastside Fire & Rescue will be on-site for all home varsity football games unless they need to go to an incoming call. Response time is <5 minutes.
- In the event of a non-life threatening injury that requires transportation to an emergency care facility, **only** the designated emergency contact(s) will be responsible for transport.
 - If designated emergency contact(s) are not available, EMS will transport the athlete and the designated school representative (coach) will travel with the athlete.

- *Documentation*

- The AT is responsible for:
 - Documenting the events of the incident via a medical report in FinalForms
 - Submission of a district *Incident Report Form* to the athletic director within 24 hours
 - Follow-up evaluation of the EAP response
 - Annual review and rehearsal of the EAP
 - Equipment maintenance
- Coaches are responsible for submission of a district *Incident Report Form* to the athletic director within 24 hours, in the absence of the AT.
- The Athletic Director is responsible for reviewing submitted *Incident Report Forms*, and providing them to administration.

SPECIAL SCENARIOS

- *Equipment Removal*

- In the event of a head or neck injury, the AT or other first responder will not remove an athlete's helmet or other equipment on head.
- In the case of a suspected head or neck injury where the equipment (i.e.: face mask) blocks access to the airway, the face mask may be removed either by removal of the screws or cutting of the brackets.
- Clothing and other equipment may be damaged in the event of a medical emergency. Skyline High School and its affiliates are not responsible for damages to personal belongings in event of an emergency.

- *Seizures:*

- In the event an athlete suffers a seizure due to injury, the athlete will not be restrained.
 - In the event the athlete vomits, they will be turned on their side to allow airway to drain.

- Attempts to protect the athlete's head and allow open access to airways should be made, but athlete should not be restrained.
 - Nothing should be placed in athlete's mouth
- EMS must be activated.
- **Combative Athlete:**
 - If an athlete becomes combative due to injury, or for any other reason, the following should occur:
 - The coach or athletic personnel will be responsible for attempting to restrain athlete.
 - AT should not attempt to use force to restrain athlete.
 - AT should only use techniques for self-defense.
- **Non-Medical Emergencies:**
 - For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan checklist and follow instructions.

GENERAL EMERGENCY PROCEDURES

1. The first responder should check for scene safety and perform primary survey to determine necessary level of care.
2. If the situation is a medical emergency, activate EMS and provide emergency care. The head coach, or other athletic department personnel who are not providing emergency care, will be designated to call 911 and give appropriate information:
 - a. Inform dispatch you are calling from a cell phone, they may be able to triangulate your location.
 - b. Name, title/position, address and location, telephone number, number of people injured, condition of athlete, first-aid treatment given, specific directions to enter campus, other information as requested.
 - c. Don't hang up until instructed to do so by dispatch.
3. A coach or other athletic department personnel should retrieve emergency equipment if needed (AED).
4. An assistant coach or other athletic department personnel should contact the student's designated emergency contact via the *E-Card*.
5. An assistant coach or other athletic department personnel will be designated to perform crowd control and limit the scene to first-aid providers.
6. An assistant coach or other athletic department personnel will meet EMS at the designated location stated and direct them toward the scene.

EXAMPLES OF EMERGENCY PROCEDURES FOR SPECIFIC SCENARIOS

COMPETITION or PRACTICE: (AT present)

- AT ensures scene safety and makes primary survey—ABCs—begins appropriate emergency protocol to care for athlete.
- Assistant coach retrieves the *E-Card* and gives to head coach

- Head coach contacts EMS
- Head coach will relay following information to EMS dispatch
 - **Name, title/position, address and location, telephone number, number of people injured, condition of athlete, first-aid treatment given, specific directions to enter campus, other information as requested.**
- Head coach will then contact designated emergency contact via *E-Card*
- The assistant coach or SA will clear access to the site and meet EMS at designated meeting site and direct them to injured athlete.
- Officials, other assistant coaches, and athletic department personnel are to assist with crowd control and moving teams away from injury site to ensure space for medical personnel to function.
- Other trained personnel (physical therapists, physicians, etc) may assist AT until EMS arrives.
- Once EMS arrives, head coach relays necessary medical information to EMS via the *E-Card*. AT will relay information regarding current situation.
- If parent/emergency contact is unavailable, designated representative (coach) will accompany athlete.
- AT will fill out medical documentation and continue to contact athlete's emergency contact.

COMPETITION or PRACTICE: (AT on campus)

- Head coach ensures scene safety and makes primary survey—ABCs—begins appropriate emergency protocol to care for athlete.
- If athlete is unconscious or in need of immediate emergency care, assistant coach contacts EMS and retrieves *E-Card*.
 - The assistant coach will relay following information to EMS:
 - **Name, title/position, address and location, telephone number, number of people injured, condition of athlete, first-aid treatment given, specific directions to enter campus, other information as requested.**
- Assistant coach then contacts athletic trainer via cell phone.
- Athletic trainer arrives on site and assumes leadership role of EAP.
- Head coach contacts designated emergency contact via *E-Card*.
- The assistant coach or SA will clear access to the site and meet EMS at designated meeting site and direct them to injured athlete.
- Officials, other assistant coaches, and athletic department personnel are to assist with crowd control and moving teams away from injury site to ensure space for medical personnel to function.
- Other trained personnel (physical therapists, physicians, etc) may assist AT until EMS arrives.

- Once EMS arrives, head coach relays necessary medical information to EMS via the *E-Card*. AT will relay information regarding current situation.
- If parent/emergency contact is unavailable, designated representative will accompany athlete.
- AT will fill out medical documentation and continue to contact athlete's emergency contact.

PRACTICE: (AT not on campus)

- Head coach ensures scene safety and makes primary survey—ABCs—begins appropriate emergency protocol to care for athlete.
- If athlete is unconscious or in need of immediate emergency care, assistant coach contacts EMS and retrieves *E-Card*.
 - The assistant coach will relay following information to EMS:
 - **Name, title/position, address and location, telephone number, number of people injured, condition of athlete, first-aid treatment given, specific directions to enter campus, other information as requested.**
- Assistant coach contacts designated emergency contact via *E-Card*.
- The assistant coach will clear access to the site and meet EMS at designated meeting site and direct them to injured athlete.
- Assistant coaches, and athletic department personnel are to assist with crowd control and moving teams away from injury site to ensure space for medical personnel to function.
- Once EMS arrives, assistant coach relays necessary medical information to EMS via the *E-Card*.
- If parent/emergency contact is unavailable, designated representative (coach) will accompany athlete.
- Head coach will fill out district *Incident Report Form* and notify athletic trainer and athletic director via phone or email within 24 hours.



1122 228th Ave SE, Sammamish, WA 98075
EMERGENCY ACTION PLAN VENUE DIRECTIONS
SPARTAN STADIUM (FOOTBALL, SOCCER, TRACK)

Venue Directions: Spartan Stadium is located on the West side of campus. EMS will enter through 228th Ave entrance.



Nearest AED: In Stadium, outside of visiting Team Room.



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EMERGENCY ACTION PLAN VENUE DIRECTIONS
TENNIS COURTS

Venue Directions: Tennis courts are located on the Southwest side of campus, just south of football stadium. EMS will enter through 228th Ave entrance.



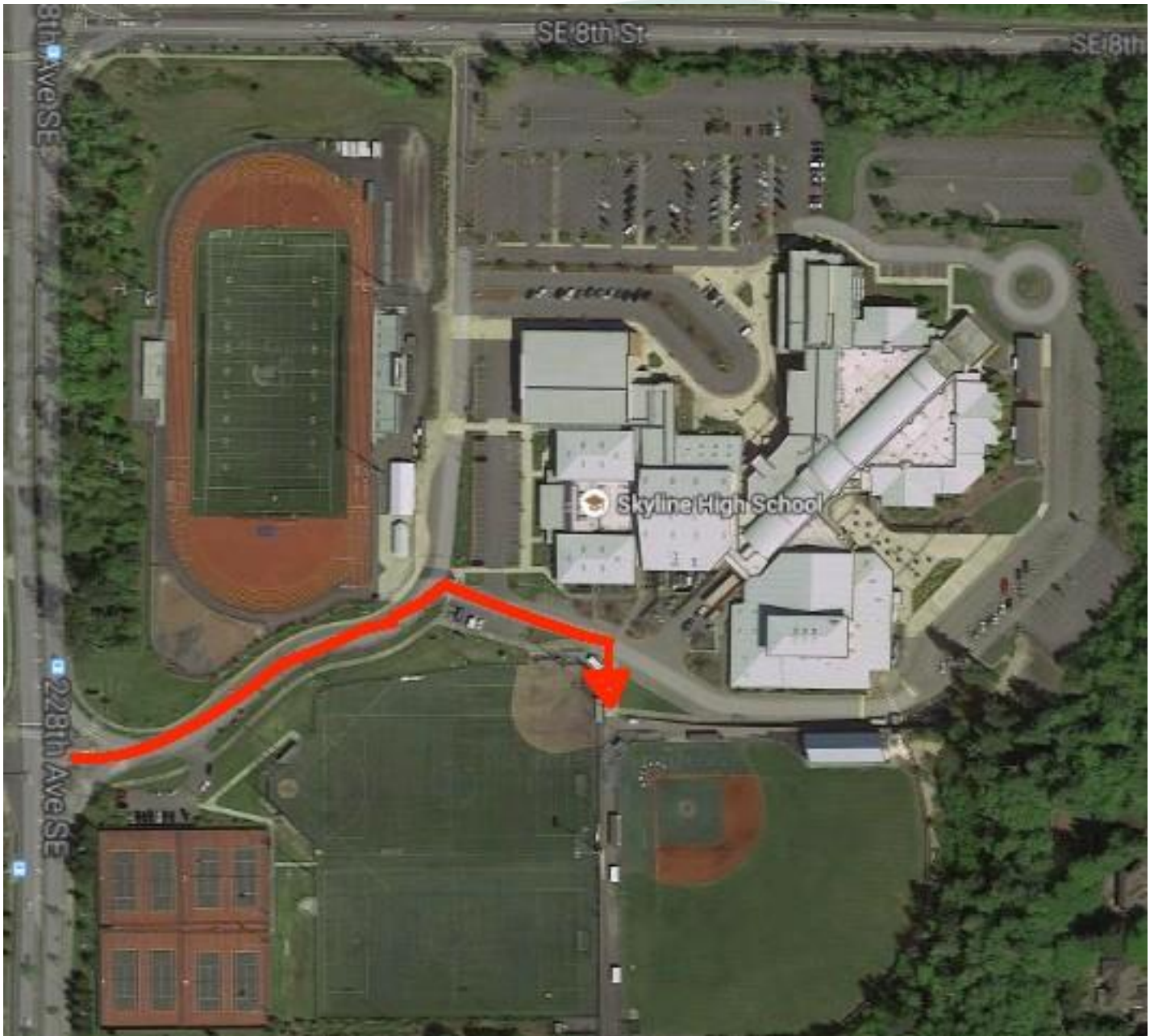
Nearest AED: In Stadium, outside of visiting Team Room.

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EMERGENCY ACTION PLAN VENUE DIRECTIONS
BASEBALL/SOFTBALL FIELDS (SOCCER PRACTICE)

Venue Directions: The Baseball/Softball fields are located on the South side of campus. EMS will enter from 228th Ave entrance and proceed to fields.



Nearest AED: In Stadium, outside of visiting Team Room.

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EMERGENCY ACTION PLAN VENUE DIRECTIONS
SPARTAN GYMNASIUM

Venue Directions: Spartan Gymnasium is located on the Northwest side of the school. EMS will enter through 228th Ave or SE 8th St entrances and proceed to North entrance of gymnasium via “The Loop.”



Nearest AED: Outside Main Entrance to Spartan Gymnasium

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EMERGENCY ACTION PLAN VENUE DIRECTIONS
OLYMPIC GYMNASIUM

Venue Directions: Olympic Gymnasium is located centrally within the school. EMS will enter through the 228th Ave or SE 8th St entrances and proceed into "The Loop." The entrance just East of Spartan Gymnasium will be used to enter school.



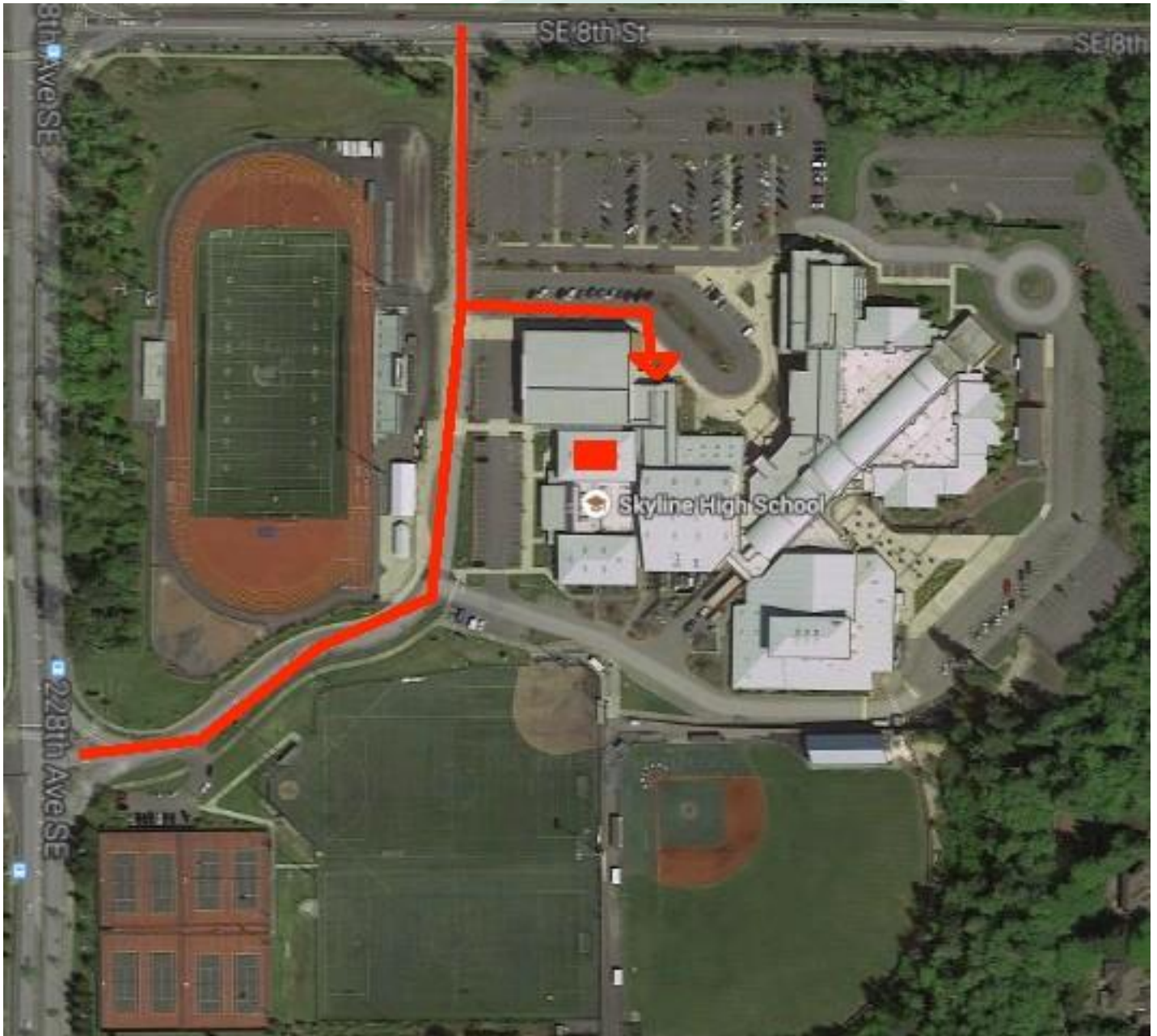
Nearest AED: Outside Bookkeeper's Office, Outside Spartan Gym

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TITAN GYMNASIUM

Venue Directions: Titan Gymnasium is located within the school just South of Spartan Gymnasium. EMS will enter through the 228th Ave or SE 8th St entrances and proceed into "The Loop." The entrance just East of Spartan Gymnasium will be used to enter the school.



Nearest AED: Outside Spartan Gymnasium

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EMERGENCY ACTION PLAN VENUE DIRECTIONS
AGON GYMNASIUM**

Venue Directions: Agon Gymnasium is located on the South side of the school just North of baseball/softball fields. EMS will enter through 228th Ave entrance and proceed into "The Loop". The entrance just East of Spartan Gymnasium will be used to enter the school.



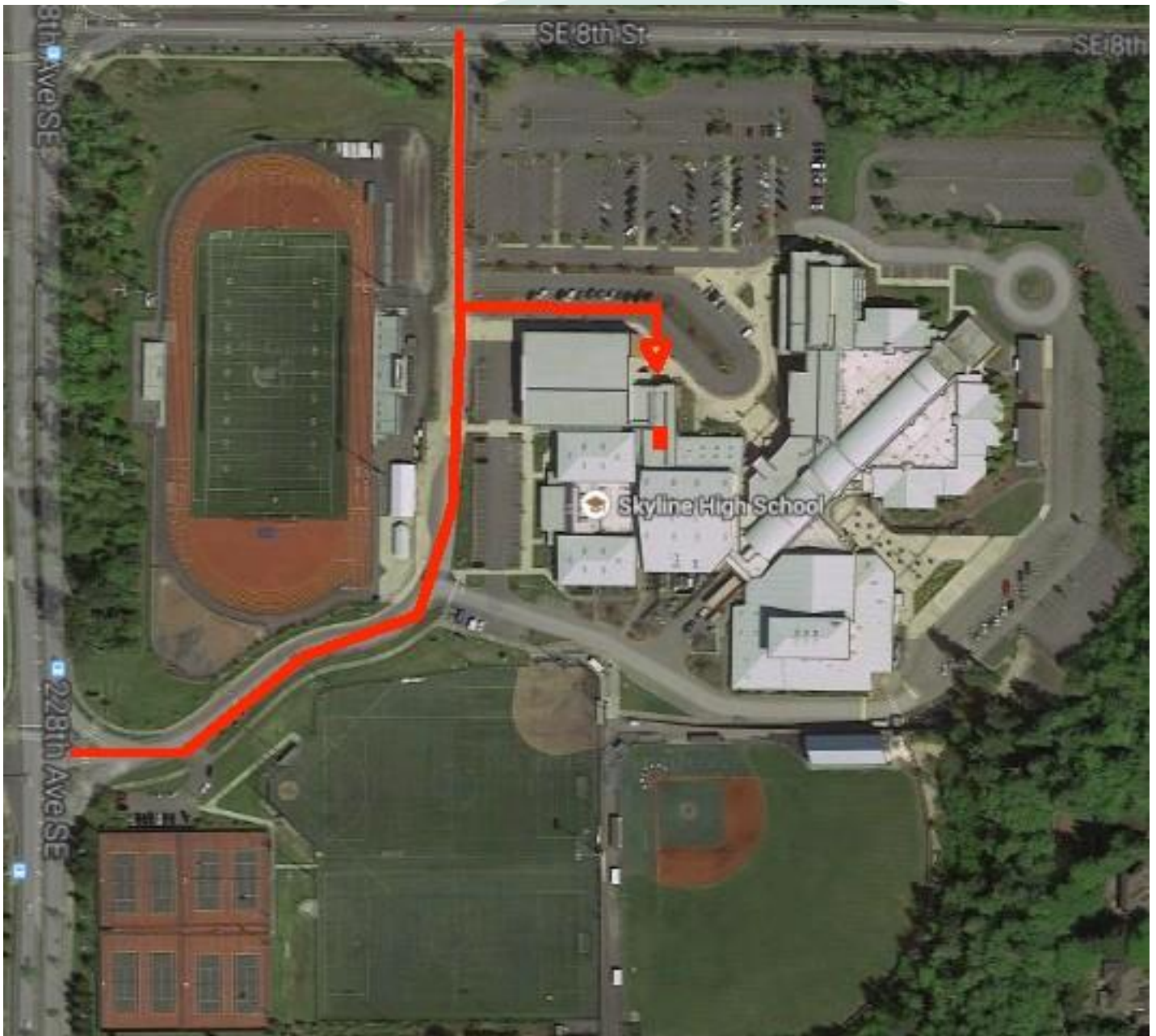
Nearest AED: Outside Spartan Gymnasium

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EMERGENCY ACTION PLAN VENUE DIRECTIONS
WEIGHT ROOM

Venue Directions: Weight Room is located on North side of school just East of Spartan Gymnasium. EMS will enter through 228th Ave or SE 8th St entrances and proceed into "The Loop." The entrance just East of Spartan Gymnasium will be used to enter school.



Nearest AED: Outside Spartan Gymnasium

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EMERGENCY ACTION PLAN VENUE DIRECTIONS
ATHLETIC TRAINING ROOM

Venue Directions: Athletic training room is located on North side of school, East of weight room and just North of Olympic Gymnasium. EMS will enter through 228th Ave or SE 8th St entrances and proceed into "The Loop" towards main entrance of school. The doors West of main entrance will be used to enter school.



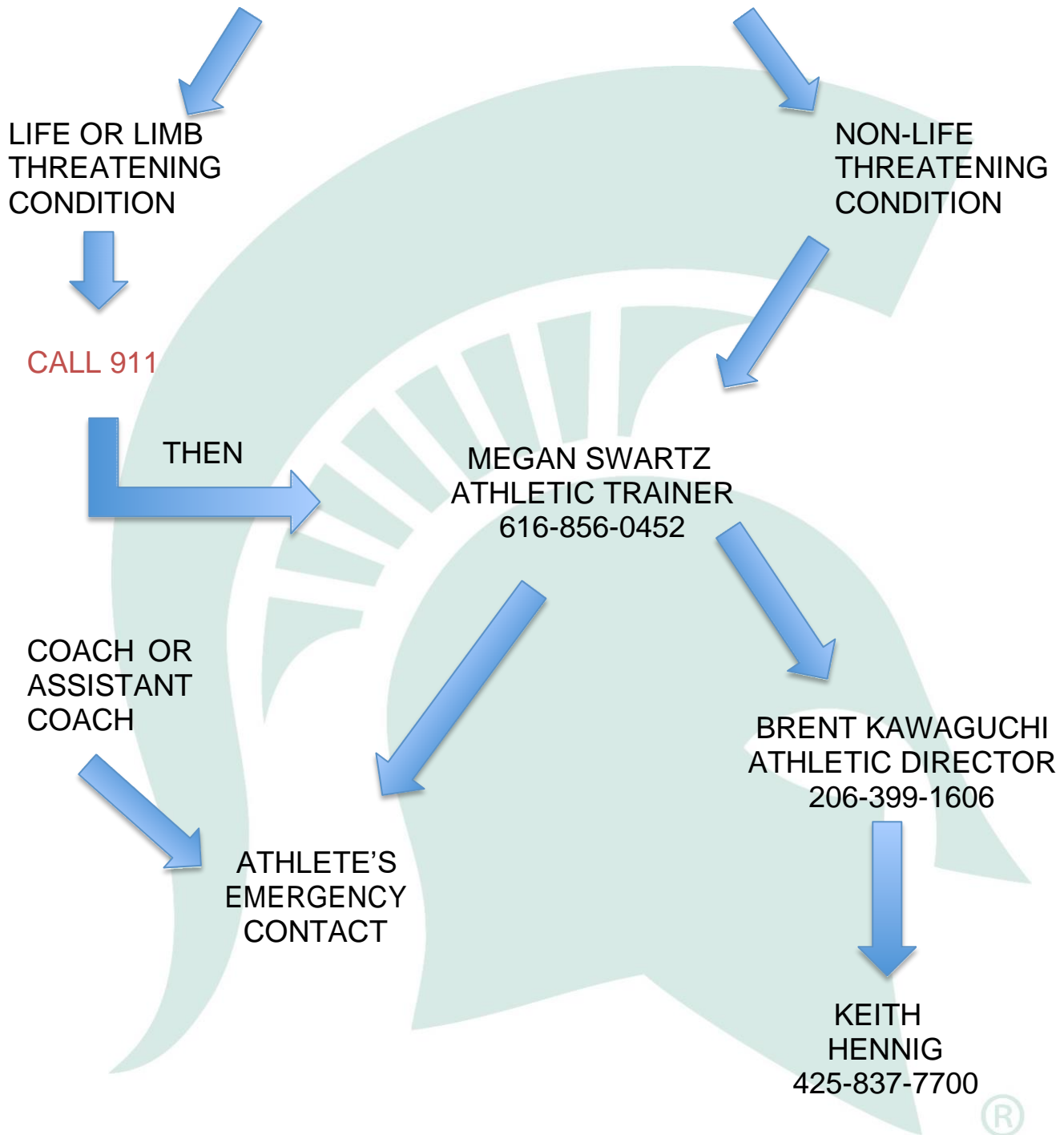
Nearest AED: Outside bookkeeper's office or Outside Spartan Gymnasium

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MEDICAL EMERGENCY CONTACT TREE

COACH OR FIRST RESPONDER ON SCENE



PLEASE MOVE DOWN THE LINE IF YOU ARE UNABLE TO REACH THE APPROPRIATE STAFF MEMBER.