

***Sample LCPS Emergency Action Plan**

Goals:

1. Provide a written document of Loudoun County Public Schools (LCPS) Emergency Action Plan (EAP), including a venue specific EAP for each of the designated sites.
2. Educate all personnel involved during a pre-season meeting.
3. Rehearse the EAP in preparation for proper management of a medical emergency.

Guidelines and Components of the EAP:

- The following EAP will apply to LCPS athletes or coaches, game officials, fans, or sideline participants, such as a parent. During a medical emergency it will be the responsibility of the Athletic Trainer (AT) to “triage” injuries to determine who takes precedence over anyone else.
- A written EAP is required for all institutions or organizations as an organizational, professional, and legal responsibility.
- The EAP will be documented and made available to all personnel.
- All personnel of the EAP are encouraged to be certified in CPR/AED for the professional rescuer. In addition, all personnel are expected to be trained and educated in prevention of transmission of blood-borne pathogens.
- The EAP will include all of the essential equipment needed.
- The EAP will establish the mechanism and location for communicating with EMS and transporting the injured individual.
- The EAP will be venue specific to all of the High Schools in Loudoun County.
- The EAP will include the phone numbers and directions to the nearest Hospital and/or Emergency Care Facility to which the injured athlete will be taken.
- The host AT will be responsible for taking a “Time Out” before each athletic event to meet the visiting medical personnel and discuss the Emergency Action Plan.
- The EAP will be reviewed and rehearsed by the administration, home AT, and coaches.

Components of the EAP:

SECTION I. Personnel

SECTION II. Equipment

SECTION III. Communication

SECTION IV. Transportation

SECTION V. Venue Location

SECTION VI. Emergency Care Facility

SECTION I. PERSONNEL:

- Athletic Trainer
- Supervising Team Physician
- LCPS Coaches
- Activities Coordinator
- Director of Security
- Administrator on Duty
- Local EMT's and Paramedics on duty
- Police Department

The role of the medical personnel includes:

***Providing Basic First Aid within the scope of their duties and education, including:**

- 1) Primary Survey/Size up the scene to determine if it is safe. Put on appropriate personal protective equipment and determine the number of victims.
- 2) Perform an initial assessment and identify any life-threatening conditions. Check consciousness, airway, breathing, circulation and stabilize if necessary. Immediately call 911 if:
 - Individual is not breathing
 - Individual has no pulse
 - Individual is unconscious
- 2) The First Responder will immediately contact AT or Team Physician who will take over care of the individual. This will include summoning the Coach or Administrator on Duty for advanced medical personnel if necessary

(activation of EMS); instructing the Coach or Activities Coordinator to retrieve any equipment needed; beginning CPR, stabilization of the area, or any other necessary procedures; and monitoring the victim until EMS arrives.

3) Athletic Trainer or Team Physician will continue care while the Coach or Administrator on Duty tells EMS the following:

- Name and cell phone number of the caller
- Number of victims; condition of victims
- First-aid treatment initiated
- Specific directions to the location
- Any other additional information requested by the dispatcher

4) The Coach or Administrator on Duty will be responsible for meeting EMS at the entrance to the venue and “Traffic Control,” including clearing the path for EMS and directing them into the specific venue.

SECTION II. EQUIPMENT: All necessary equipment will be at the designated sites. This equipment will be restocked, fully functional, in good operating condition and readily accessible. All members of the medical personnel will be properly trained in the use of equipment, which may or may not include the following:

*First Aid Kit (including gloves, gauze, dressings, bandages, tape, ice bags, etc.)

*AED

*Crutches, Resuscitation Masks, an Immersion Tub, and Splint Kits

SECTION III. COMMUNICATION: Communication is one of the most important aspects of an effective EAP. Access to a working telephone, whether fixed or mobile, will be provided at every venue. It is paramount to confirm that each communication device is in good working order before any event and to discuss the lines of communication with all members of the EAP personnel. There may be a radio on the Home Athletic Trainer as well as a cell phone.

SECTION IV. TRANSPORTATION: At all home games, a member of the LCPS coaching staff will be expected to accompany an injured player on the opposing team in the ambulance if that player does not have a parent, guardian or coach present to do so. In addition to this, a member of the LCPS coaching staff will be required to accompany an LCPS student athlete requiring emergency medical services during an away game if that athlete’s parent or guardian is not present. If another means of transport is needed, the AT, Team Physician (if available) and Administrator on Duty will decide who transports the student athlete if unable to wait for an ambulance.

SECTION V. VENUE LOCATION: All venues include accessibility to emergency personnel, effectively working communication systems and transportation. The host AT will also provide the name, number and directions of the nearest emergency facility along with the team physicians name and number when necessary.

SECTION VI. DESIGNATED EMERGENCY CARE FACILITY:

EMERGENCY ACTION PROTOCOL:

The AT or Coach (if AT is unavailable at the time) at the specific venue will carry out the following procedures:

- 1) Check the scene, clear the area, and take control.
- 2) Check ABC’s, stabilize the athlete, and determine if there are any life-threatening or limb-threatening injuries.
- 3) Activate EMS by ordering the Coach or Administrator on Duty to call EMS via cell phone.
- 4) Begin CPR, stabilization of area, or any other necessary procedures.

VENUE SPECIFIC DIRECTIONS:

IMPORTANT NUMBERS:

Athletic Training Room:

Home School Athletic Trainer:

Activities Coordinator:

Assistance Activities Coordinator:

Poison Control: 1-800-222-1222

Police Department:

Nearest Hospital:

Home School Address: