



Louisiana High School Athletic Association
12720 Old Hammond Highway
Baton Rouge, Louisiana 70816

TO: All Member School Principals and Athletic Directors

**FROM: Keith R. Alexander, Assistant Executive Director
Louisiana High School Athletic Association**

DATE: August 25, 2017

SUBJECT: Emergency Action Plans

The LHSAA Executive Committee recently approved a plan that would strongly recommend that each member school submit for review an Emergency Action Plan for each location of assembly located on the member school's campus. The rule is worded as strongly recommended for the 2017-2018 school year with a mandated time of the 2018-2019 school year.

At this time, we are encouraging all of our member schools to submit their Emergency Action Plans to the following email address: LHSAA@tulane.edu

A team of reviewers will look at each plan and either approve, send back with suggested updates, or send back with listed deficiencies and recommendations. Even though this action is not mandated until the 2018-2019 school year, we hope that all member schools comply with this request and that we can help each other to make sure that our student-athletes and visitors are protected with an adequate plan of action with any situation that arises.

As always, should you have any concerns or questions, please do not hesitate to contact us here at the LHSAA at kalexander@lhsaa.org or by phone at 225-300-4210.

****This is a sample Emergency Action Plan meant to be used as a guide to help you develop a venue-specific plan for your school. Please use the blank spaces and bolded notes to help fill in details that are unique to your school's athletic venues. Please provide your school's Emergency Action Plan to all coaches, administrators, adult volunteers, etc involved in interscholastic athletics. This plan should also be reviewed and updated annually as needed and shall be posted in a conspicuous location. ****

**(Insert School Name Here)
Emergency Action Plan**

EMERGENCY ACTION PLAN

_____ School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer (or school administrator, in the absence of a licensed athletic trainer).

An **emergency** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury
- an athlete has an open fracture (bone has punctured through the skin)
- severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped

Chain of Command

Team Physician
Certified Athletic Trainer
School Resource Officer
Athletic Director
Administrator
Head Coach
Assistant Coach
Sports Medicine Student Assistant
Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or pay phone, **insert any specific instructions pertinent to your school's internal phone system here**) EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at _____ School are located in the main office, classrooms, coaches offices, the training room and in the front lobby of the school, **insert any other pertinent locations here. Also, list who on the chain of command has a cellular phone.**
4. The leader will send runners to all intersections between where the athlete is located and _____ School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found _____ which coaches, athletic trainers, designated individual** should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to **insert nearest medical center name(s) and address(es) here**, unless the parent requests otherwise.

_____ School is located at:
Insert school address here

The closest intersection to the school is _____ and _____.
Insert any other pertinent intersections or landmarks here.

Location of AED's

1. List all specific locations where AED's are located in and around your school. If your school has multiple AED's, it may also be helpful to develop a map of AED zones along with the list of where they are located (see sample), so that each zone has access to an AED.

***Coaches should take note of the closest AED to their practice and game locations.**

ADDRESS:

**123 Middle Creek Park Ave
Apex, NC 27539**

IMPORTANT PHONE NUMBERS:

**Athletic Trainer: 868-0499 (C) or 661-5474 (O)
First Responder: 820-0199
EMS: 911 or 9-911 if calling from a school phone
Main Office: 773-3838
Athletic Director's: 868-6795 (C) or 773-3854 (O)
School Resource Officer: 868-6795
Principal's: 625-8294**

ZONE 1 (Main Gymnasium, Outside Basketball Courts, and Main Building)

**EMS Route: West Lake to Middle Creek Park Ave- Entrance #1
Primary AED: Outside of Main Office
Secondary AED: Community Center**

ZONE 2 (Baseball Field, Softball Complex, Multi-purpose Fields)

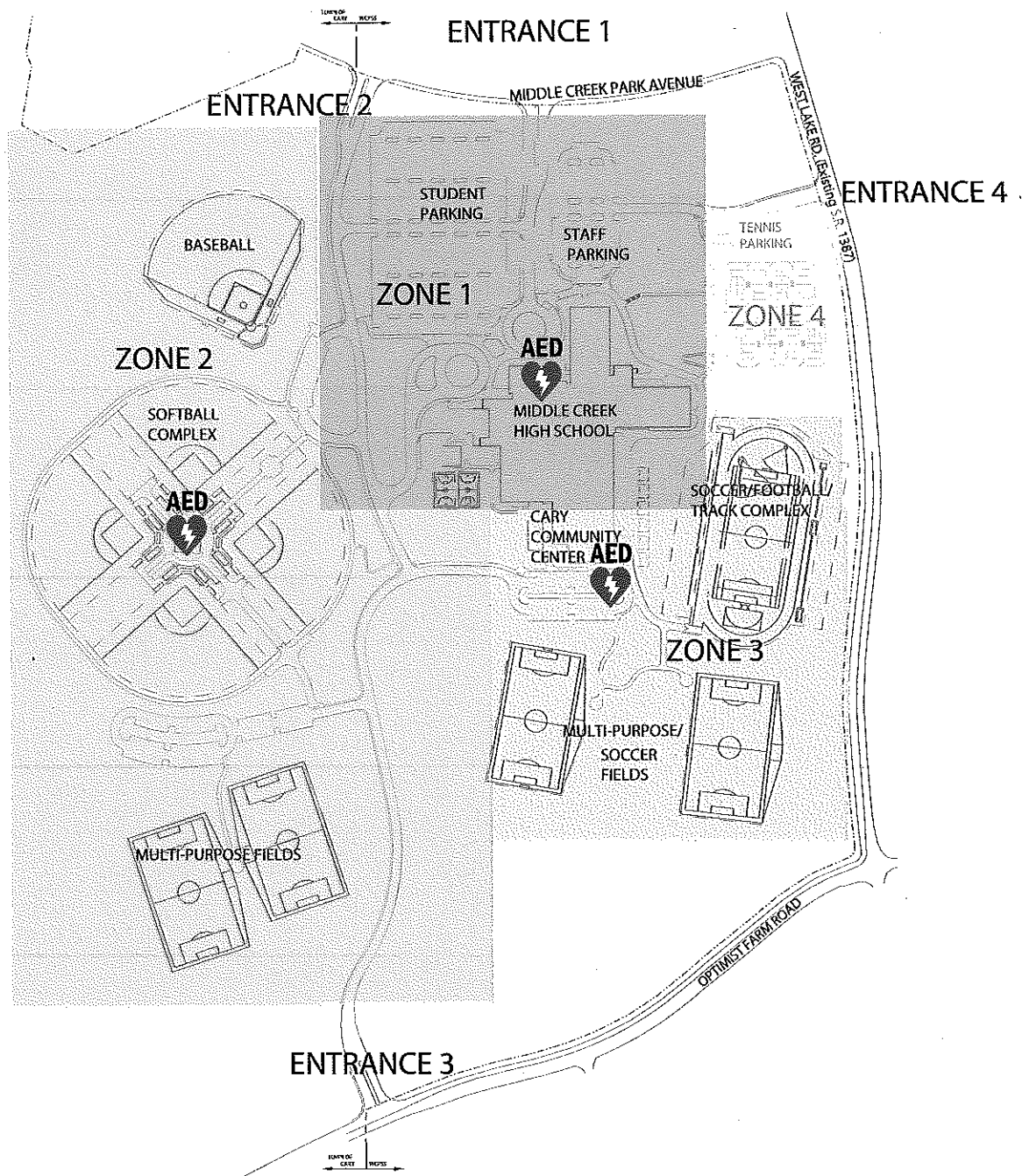
**EMS Route: West Lake to Middle Creek Park Ave- Entrance #2
Primary AED: Softball Complex or Home Dugout on Baseball Field
Secondary AED: Home Dugout on Baseball Field or Softball Complex**

ZONE 3 (Community Center Gymnasium, Auxiliary Gymnasium, Athletic Hallway, Stadium, Practice Fields)

**EMS Route: West Lake to Optimist Farm Road- Entrance #3
Primary AED: Community Center
Secondary AED: Main Office**

ZONE 4 (Tennis Courts, Mobil Units)

**EMS Route: West Lake - Entrance #4
Primary AED: Main Office
Secondary AED: Community Center**



ZONE 1: EMS ROUTE-WEST LAKE ROAD TO MIDDLE CREEK PARK AVE TO ENTRANCE 1.
 PRIMARY AED: OUTSIDE MAIN OFFICE. SECONDARY AED: COMMUNITY CENTER

ZONE 2: EMS ROUTE-WEST LAKE ROAD TO MIDDLE CREEK PARK AVE TO ENTRANCE 2.
 PRIMARY AED: SOFTBALL COMPLEX. SECONDARY AED: OUTSIDE MAIN OFFICE

ZONE 3: EMS ROUTE-WEST LAKE ROAD TO OPTIMIST FARM ROAD TO ENTRANCE 3.
 PRIMARY AED: COMMUNITY CENTER. SECONDARY AED: OUTSIDE MAIN OFFICE

ZONE 4: EMS ROUTE-WEST LAKE ROAD TO ENTRANCE 4. PRIMARY AED: OUTSIDE MAIN OFFICE. SECONDARY AED: COMMUNITY CENTER

MIDDLE CREEK HIGH SCHOOL
 123 MIDDLE CREEK PARK AVENUE
 APEX, NC 27539
 MAIN OFFICE: 919-773-3838
 ATHLETIC TRAINER: 868-0499