

Holy Family Catholic School Athletic Emergency Action Plan

Holy Family Catholic School has written an 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 director, 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

Administrator
Athletic Director
Head Coach
Assistant Coach

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:

EMS PROTOCOL

When you call EMS, provide your name and title or position, current address, telephone number, number of individuals injured, condition of the injured, first aid treatment already administered, specific directions, and other information as requested.

EMERGENCY ACTION PLAN

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 administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the 911 call to EMS or will designate another person to make the call. 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 Franklin Street driveway entrance to the school to direct the ambulance. DO NOT HANG UP UNTIL EMS HANGS UP FIRST.
3. The leader will send a parent to the Franklin Street driveway entrance to the school to direct the ambulance to the athlete. A second parent will be sent to stand outside the West-facing gym door to direct the ambulance to the athlete once it enters the parking lot.
4. The leader will designate another person in the chain of command to attempt to contact the athlete's parents. The Athletic Director and Coach will have Emergency Contact Information for the athlete. If a parent is not present, the form should accompany the athlete to the hospital.
5. If transport is deemed necessary by EMS, the athlete will be taken to the hospital closest to Holy Family Catholic School, unless the parent requests otherwise.

School is located at: 2400 South Franklin Street Road, Decatur, Illinois

Location of AED: On the South wall of the school gym.

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

IMPORTANT PHONE NUMBERS:

Bryan Kenney Principal: 217-201-7203

Trevor Dupont Ath. Dir. 317-371-5261

EMS: 911

Holy Family Catholic School

Gym Emergency Situation Procedures

Fire: In the event of a fire, all occupants of the gym should make their way to the east and west exits of the building.

Tornado: In the event of needing to shelter in place due to a tornado all occupants should make their way to the JR. High end of the building and stay in hallway outside of the Parish Center

Intruder: Exit via East outside door, move quickly across the parking lot toward to LaSalle to meet Decatur Police Officers.

Emergency Action Plan Run Through

All personnel associated with athletics should be familiar with all relevant venue emergency action plans. Familiarization includes knowing one's specific role during an emergency situation, knowledge of emergency equipment, and how to appropriately activate the emergency action plan.

Each person who will be working with the school's athletic programs should be given a copy of the emergency action plan annually and sign an agreement that they have read and understand the document.

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. Run-throughs should also be taken into consideration where ambulance access would take place to determine if any gates or cars would block the entrance during practice/game times and where any keys or relevant equipment will be located.

Holy Family Catholic School

**Verification of Acknowledgment of Training
on the Emergency Action Plan**

Each coach or volunteer in every sport providing instruction, assistance, or supervision in an athletic activity for the student-athletes at HOLY FAMILY CATHOLIC SCHOOL must sign this form certifying that the coach or volunteer has completed the training on the emergency action plan. The training must be completed annually.

**I hereby verify by signing below that I have completed the training
on the emergency action plan.**

_____	_____	_____
(signature)	(title or position)	(date completed)
_____	_____	_____
(signature)	(title or position)	(date completed)
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(signature)	(title or position)	(date completed)
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