

Emergency Action Plan  
Notre Dame High School  
3417 Church Rd.  
Easton, PA 18045

**Purpose of the EAP:**

To provide Notre Dame High School Athletics with an emergency action plan (EAP) in case of a serious or life-threatening condition that may arise during practice or competitions. Athletic Trainers, coaches, and others involved in athletics must constantly be on guard for potential injuries, and although the occurrence of limb-threatening or life-threatening emergencies is not common, the potential exists. Therefore, prepared emergency responders must have planned in advance for the action to be taken in the event of such an emergency.

**Need for EAP:**

The EAP has been categorized as a written document that defines the standard of care required during an emergency situation. Serious emergencies rarely happen but when they do, a quick, organized response can make a difference between a successful and unsuccessful reaction to an emergency. An EAP that is well planned and rehearsed will provide responders with the approach they need for an effective response. Also, of significance is the legal basis for the development and application of an emergency plan. It is well known that organizational medical personnel, including certified athletic trainers, have a legal duty as reasonable and prudent professionals to ensure high-quality care of the participants.

**Emergency Communication:**

The main line of communication between Athletic Trainer, administration, coaches, and staff will be by cell phone. There should be a cell phone available at each venue location and the individual(s) carrying cell phones should have all emergency contact numbers:

Alianna Kibler, LAT, ATC (Lead Athletic Trainer).....Cell – 610-462-3652

Office – 610-868-1431 ext 1136

Jennifer Pugliese, MS, LAT, ATC (Athletic Trainer).....Cell – 610-703-0496

Martin Rowen, Athletic Director.....Cell – 610-704-6831

Office - 610-868-1431 ext. 118

Poison Control.....1-800-222-1222

Bethlehem Twp Police.....	(610) 814-6410
Bethlehem Twp EMS.....	(610) 694-0062
State Police.....	1-717-783-5599
EMS/Emergency.....	911
St. Luke’s Anderson ER.....	484-503-1201
ND Maintenance.....	Phil Stambaugh – 610-533-4133

Information to be provided over the phone in case of emergency:

1. Name and phone number you are calling from.
2. Exact location of emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.).
3. Type of injury or illness.
4. Condition of patient(s) and type of aid being provided.
5. Number of people injured.
6. Other information as requested by emergency dispatcher.

**Chain of Command**

1. Team Physician – Dr. Hamad Saleemi
2. Certified Athletic Trainer – Alianna Kibler or Jennifer Pugliese
3. EMS.
4. Administration, Coaches, and Staff.

**Personnel**

1. Physician(s):  
There will be a physician at every home VARSITY football game. The physician is responsible for overseeing the Athletic Trainer and has the authority to make executive decisions over the Athletic Trainer.
2. Certified Athletic Trainer  
The Athletic Trainer will be present at all team practices as well as all home games. The Athletic Trainer is responsible for maintaining safety and preventing injury while athletes are practicing and/or participating in events.
3. EMT (If present):  
An ambulance and EMT will be present at every home football game whether varsity, junior varsity, or freshman. The EMT will take over any emergency situation when called upon by the Athletic Trainer or team physician.
4. Administration

The athletic director or game manager will be present at all home games. The athletic director and/or game manager is/are responsible for maintaining crowd control and safety while fans and spectators are present at sporting events. The administration will also initiate the emergency action plan in the occurrence of a catastrophic event.

5. Coaches/Staff

The coaches will assist in directing individuals to safety and maintain a controlled environment for both the staff and athletes participating.

### **Medical Coverage**

1. Practice

The Athletic Trainer will be on site and available to be reached by proper communication (i.e. cell phone).

2. Games

The Athletic Trainer will be on site will be on site and available to be reached by proper communication (i.e. cell phone).

3. Travel

The Athletic Trainers will travel with varsity football to every event as well as possible playoff contests. The Athletic Trainer will also travel to all sports playoff games when the schedule allows.

4. Visiting Teams:

The Athletic Trainer will provide medical coverage for visiting teams in the absence of their Athletic Trainer. In the event of an injury, they will follow the NDHS emergency procedure plan and their Athletic Trainer and/or athletic director will be contacted.

### **Medical Equipment**

1. AED

- a. One AED is located in the main hallway located to the right when entering the main front entrance the high school. This will be the primary AED used for

basketball, wrestling, volleyball, and other events that utilizes the main high school gymnasium.

- b. The second AED is located in the Athletic Training room and will be carried by the Athletic Trainer during outdoor athletic events. This will be the primary AED used for baseball, softball, football, soccer, tennis, track, cross country, and events located in and around the annex.

## 2. Supplies

- a. The Athletic Trainer is responsible for providing all necessary medical equipment to all games and practices. This includes medical kit, trauma kit, crutch bag, AED, and ice.
- b. Each team is provided with a medical kit at the beginning of every season. The coach(es) and the members of the team are responsible for making sure this kit is present at every game and practice.
- c. Water is provided for all outdoor venues by the Athletic Trainer. Water is available at:
  - i. Athletic Training room
  - ii. At the rear of the Annex building
  - iii. Between the soccer field and baseball field
  - iv. Various water fountains located in the main hallway in the high school

## **Environmental Conditions:**

### 1. Lightning/Thunder

In case of lightning, the referee or athletic director is responsible for the decision to stop the game. However, ATC can inform referee and/or athletic director of a possible hazard. Decisions will be based on guidelines from the NATA Position Statement: Lightning Safety for Athletics and Recreation. The Athletic Trainer will monitor weather conditions via an electronic lightning detector and the use of internet websites such as weather.com or local news website.

### 2. Emergency Shelters

In the event of a lightning storm, all coaches, staff, athletes, and spectators are to seek shelter in the nearest available building, i.e. high school or annex. In the event that no building is available, those stated above should seek shelter in the nearest vehicles.

### 3. Heat/Cold

ATC should be current on both heat and cold injuries signs and symptoms and be able to treat ill or injured athlete(s) accordingly based on the NATA Position Statement: Exertional Heat Illnesses and the NATA Position Statement Environmental Cold

Injuries. If the situation does arise where weather conditions might affect athletes, the Athletic Trainer will monitor weather conditions via the use of internet websites such as weather.com or local news website. The Athletic Trainer will follow the NATA Position Statement: Exertional Heat Illnesses as a reference for determining attire, extent of practices, signs and symptoms, prevention, and treatment of heat injuries and illnesses.

#### 4. Tornado Watch/Warning

If a tornado watch is issued for our area, the weather will be closely monitored by the athletic training staff. Practices will continue as planned, unless the athletic training staff makes the decision that the conditions are not safe for practice to continue.

If a tornado warning is issued for our area, all practices will be suspended and we will immediately seek shelter in the high school cafeteria. After the tornado warning is over, all practices will be suspended and all athletes will be sent home for the remainder of the day.

### **Emergency Care**

Apply basic emergency care as each situation requires. Care might include:

1. Check life threatening conditions
  - a. Level of consciousness – if unconscious call 911 immediately
  - b. Airway – is airway blocked
  - c. Breathing – is person breathing
  - d. Circulation – does person have pulse
  - e. Bleeding – is person bleeding severely
2. Call 911 now if necessary
3. Emergency equipment
  - a. AED, spine board, cervical collar, first aid kit
4. Apply basic first aid as each situation requires
  - a. Adult CPR: 30 compressions then every 2 breaths
  - b. Bleeding: direct pressure over injury; elevate injury over heart if possible; apply sterile dressing over injury
  - c. Splint fractures
  - d. Cervical Collar – apply if suspected neck injury; prevent any movement of neck when applying cervical collar
  - e. Spine Boarding – use if suspected head, neck or spine injury; prevent any movement of spine while attaching to spine board
  - f. Treat for Shock – if necessary (Symptoms include, but are not limited to: confusion, lack of alertness, rapid/weak pulse, and pale skin)
5. Any other emergency procedures as necessary

6. Other things to consider during emergency situation:
  - a. Reassure and calm athlete
  - b. Don't move severely injured athlete unless he/she is in danger
  - c. Don't reduce fractures or dislocations
  - d. Sufficient lines of vision between the medical staff and all available emergency personnel should be established and maintained
  - e. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference
  - f. Keep players, coaches, spectators away and prevent them from helping injured athlete

### **Documentation**

All actions and treatments pertaining to the injured athletes will be recorded on a standardized injury form. Documentation will include all aspects of the initial injury and event, all preceding follow up treatment and progress will also be included. The Athletic Trainer will be in charge of recording information. The documentation will be kept in the Athletic Training Room in the athlete's file, and a copy of the injury form will also be kept in the Athletic Director's office. In addition, the Athletic Trainer will fill out a secondary insurance form (Bollinger) that will be completed by parent, returned to the Athletic Trainer, and given to principle or designee immediately.

### **Venue Locations**

#### Indoor Locations

1. Main Gym
2. Annex Gym/ Athletic Training Room

#### Outdoor Location

3. Baseball Field
4. Football Field
5. Soccer Field
6. Softball Field
7. Softball Practice Field
8. Tennis Courts
9. Track

1. Main Gym- Basketball, Volleyball, Wrestling

- a. In the case of an emergency situation, EMS will enter the high school via Church Road and proceed to the east side of the high school. There EMS will enter from the back entrance of the gym. Maintenance on duty will be responsible for directing EMS to the main gym entrance.

- i. A map of the venue is located in the appendix of the EAP

2. Annex Gym/ Athletic Training Room – Basketball practice, Wrestling room, Weight Room

- a. In the case of an emergency situation, EMS will enter the high school via Church Road and proceed to the front entrance of the Annex building, directly behind the high school. There EMS will enter from the main entrance of the Annex, where the gym is located to the left upon entering; the Athletic Training Room is straight ahead through the gates upon entering. Maintenance on duty will be responsible for directing EMS to the annex gym entrance.

- i. A map of the venue is located in the appendix of the EAP

3. Baseball Field

- a. In the case of an emergency situation, EMS will enter via the gates located on Farmersville Road just past the main high school entrance. Maintenance on duty will be responsible for directing EMS to the gates of the baseball field.

- i. A map of the venue is located in the appendix of the EAP

4. Football Field

- a. In the case of an emergency situation, EMS will enter the high school via Church Road and proceed to the north of the high school. EMS will enter through the gate at the east side of the Annex building. Maintenance on duty will be responsible for directing EMS to the football field.

- i. A map of the venue is located in the appendix of the EAP

## 5. Soccer Field

- a. In the case of an emergency situation, EMS will enter via the main high school entrance on Farmersville Road. EMS will enter the field through the emergency run-way located on the east side of the field, between the soccer field and softball field. Maintenance on duty will be responsible for directing EMS to the emergency run-way of the soccer field.

- i. A map of the venue is located in the appendix of the EAP

## 6. Softball Field

- a. In the case of an emergency situation, EMS will enter via the main high school entrance on Farmersville Road. EMS will enter the field through the emergency run-way located behind visitor's dugout, between the softball field and soccer field. Maintenance on duty will be responsible for directing EMS to the emergency run-way of the softball field.

- i. A map of the venue is located in the appendix of the EAP

## 7. Softball Practice Field

- a. In the case of an emergency situation, EMS will enter the high school via Church Road and proceed to the north west of the high school. EMS will enter the outfield of the softball practice field through an emergency run-way located on the west side of the annex. Maintenance on duty will be responsible for directing EMS to the emergency run-way of the soccer field.

- i. A map of the venue is located in the appendix of the EAP

## 8. Tennis Court

- a. In the case of an emergency situation, EMS will enter via the main high school entrance on Farmersville Road. The tennis court entrance is located on the right of the main high school entrance. Maintenance on duty will be responsible for directing EMS to the tennis courts.

- i. A map of the venue is located in the appendix of the EAP

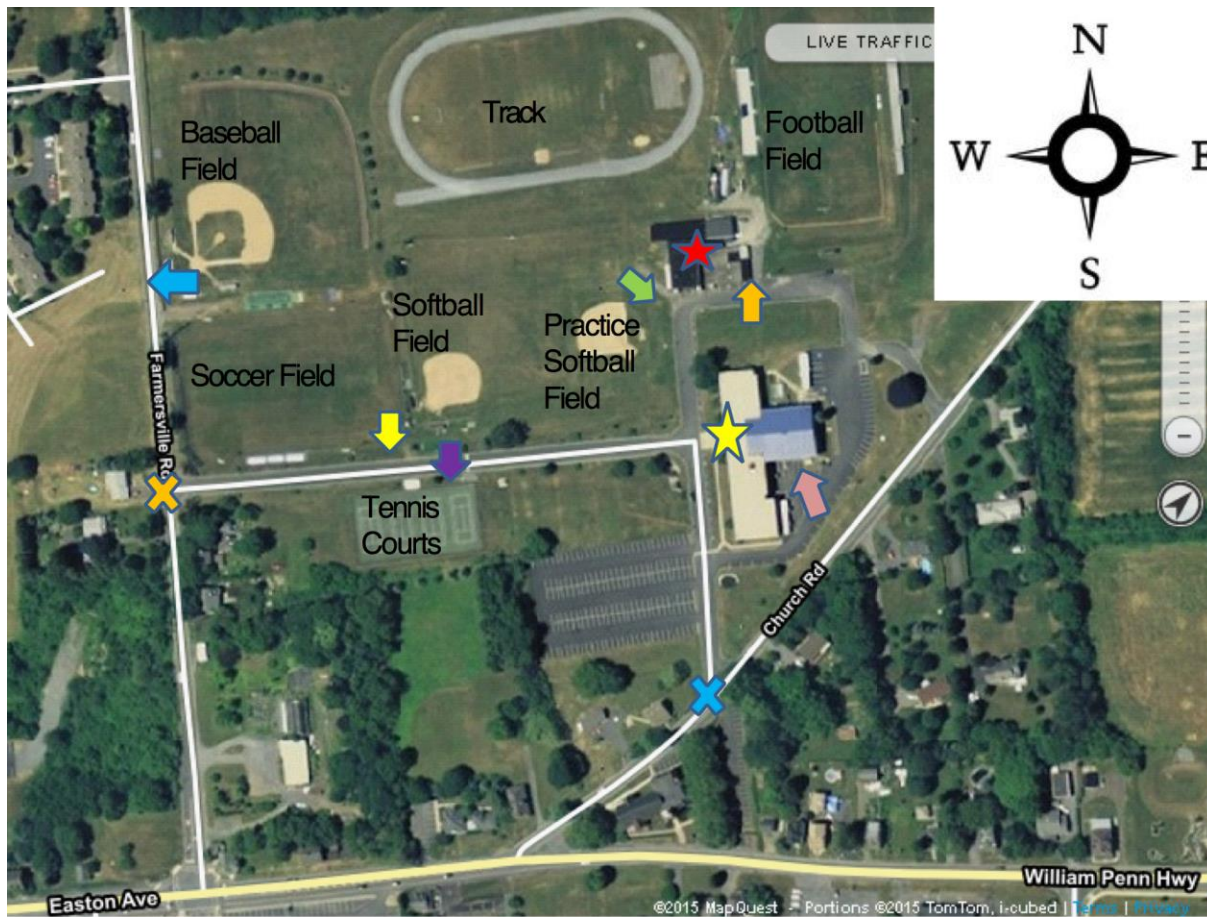


9. Track

- a. In the case of an emergency situation, EMS will enter the high school via Church Road and proceed to the north west of the high school. EMS will enter the field through an emergency run-way located on the west side of the annex and continue through the field to the track. Maintenance on duty will be responsible for directing EMS to the emergency run-way of the soccer field.

- i. A map of the venue is located in the appendix of the EAP

**Appendix**





Notre Dame High School



Annex Building/ Athletic Training Room



Main High School Entrance



Church Road High School Entrance



Emergency Run-Way for Softball practice field and Track



Emergency Entrance for Baseball



Emergency Run-Way for Soccer and Softball



Football Field Entrance



Main High School Gym Entrance



Tennis Court Entrance