

## **VERDEN PUBLIC SCHOOLS ATHLETICS/ACTIVITIES EMERGENCY ACTION PLANS**

**Purpose:** The purpose of this document is to instruct and inform coaches, activity coordinators, athletic trainers, administrators, and emergency personnel of the procedures to follow should an emergency situation arise during an athletic/extracurricular event at Verden Public Schools. An emergency is a sudden state of health or being that poses a threat to an individual's life or limb(s). Because of the nature of athletics, emergency situations can occur at any moment. It is imperative that proper medical treatment be provided as quickly as possible in order to avoid life-altering complications. This emergency plan is intended to prepare our athletics and activity staff to provide the best care possible in the event of an emergency. The document is divided into four main sections: Emergency Personnel, Emergency Equipment, Emergency Communication, and Specific Venue EAP instructions.

**Emergency Personnel:** All athletic/activities personnel who will be in direct contact with athletes should review this policy at the beginning of each academic year. Coaches should go over the plan and their role in the case of an emergency with the Certified Athletic Trainer (ATC) if one is present for the event. If an athletic trainer is not present at a practice or game, it is the coach's responsibility to carry out the emergency action plan.

### **Members of the Emergency Team include:**

*Certified Athletic Trainer:* When Present

*Head Coaches:* Darin Hughes – HS/MS Boys Basketball  
Whitney Ludwell - HS/MS Girls Basketball  
Kevin McLendon – HS/MS Slowpitch  
Waylon Heavin – HS/MS Baseball  
Marilee Heavin – HS/MS Cheerleading  
Kevin McLendon – HS/MS Fastpitch Softball  
Darin Hughes – 5&6 Basketball  
Marc Boles - Ag Teacher/FFA Sponsor

*Athletic Director:* Mickey Edwards

*EMS - 911*

*Verden Fire Department - 405-453-7171*

*Verden Police - 405-453-7234*

*Grady County Sheriff - 405-224-0984*

**Possible roles delegated to members of the emergency team** (roles may vary depending on various factors such as the athletic venue, the type of emergency, or instructions of the first responder to the scene):

1. *Immediate Care of the Athlete:* The immediate care of the athlete is the first and most important role for the emergency team. Acute care should always be provided by the most qualified individual at the scene. Other emergency personnel should adhere to the instructions of the most qualified individual at the scene.
2. *Emergency Equipment Retrieval:* Retrieval of emergency equipment may be performed by any member of the emergency team who knows the type(s) and location(s) of emergency equipment.
3. *Activation of Emergency Medical Services (EMS):* Activation of EMS should be done as soon as the situation is deemed an emergency. The call to EMS may be made by any member of the emergency team who will remain calm and communicate well with the EMS dispatcher. This person should stay on the phone with the dispatcher or the EMS until they have arrived on the scene.
4. *Direction to the Exact Emergency Site:* One, two, or three member(s) of the emergency team, or a competent bystander, should be instructed to meet the ambulance at the appropriate entrance and direct it to the site of the emergency.
5. *Crowd Control:* One member of the emergency team will need to keep the other athletes and bystanders a comfortable distance away from the athlete. This person will be designated at the scene.

**Emergency Equipment:** All emergency equipment should be thoroughly inspected and in working condition prior to the first practice every season. All personnel who may find themselves in a situation where they need to use the equipment should be properly trained at the beginning of each school year. Re-inspection of the emergency equipment should take place periodically throughout the school year. Emergency equipment must be readily available at all athletic events hosted by the school (including practice).

The emergency equipment that might be used during an athletic emergency includes but is not limited to:

- Backboard (Spine Board) – Backboarding/Spineboarding should only be performed by EMS. The backboards are available through EMS and Verden Fire Department.
- Splints – Available in the athletic training room. The EMS or Coach will be in charge of all application of splints.
- Automatic External Defibrillators –
  - Cafeteria – North Wall next to the restroom

**Emergency Communication:** In the event of an emergency, a member of the emergency team should contact EMS as quickly as possible. A sample emergency phone call “script” is available at the end of this document. If a Certified Athletic Trainer is available at the scene, he/she should always have a cellular phone on their person. Head coaches should also carry a cellular phone to practice sessions and games. In the event that a cellular phone is not available, the nearest land phone should be listed on the page of this document designated for each athletic venue.

Communication should occur in the following order:

1. Call 911
2. Give the dispatcher:
  - a. Your name
  - b. The exact geographical location of the injured/ill person
  - c. The number of injured person(s)
  - d. The condition of the victim(s)
  - e. The care that is currently being provided to the victim(s)
  - f. The number that you are calling from
  - g. Be sure to only hang up AFTER the dispatcher has hung up.
3. Make sure someone is designated to retrieve any emergency equipment needed.
4. Dispatch members of the Emergency Team to meet and direct EMS to the scene of the emergency.
5. Appoint a coach/qualified individual to serve as crowd control.

**Specific Venue Instructions:**

**VENUE: GYM**  
**SPORT: BASKETBALL**

**Emergency Team:** Coaching Staff, Athletic Director, Administrator on Duty, EMS, Fire Department, Police

**If and when a person is injured:**

1. The first responder arrives at the scene of the injured person and alerts the head coach.
2. The coach determines that emergency care is needed and tells an assistant coach or athletic director to call 911. The assistant coach or student athletic director gives the 911 operator all the necessary information as he/she receives the information from the coach administering treatment to the injured person.
3. Another coach or athletic director, administrator goes to the front entrance on the southeast corner of the venue to further direct EMS.
4. While waiting for EMS, appropriate care is given to the injured person by the head coach.
5. Upon arrival of EMS, the head coach gives the EMS personnel all pertinent information regarding the injured person's current condition and the treatment that has been given up to that point. The injured person is prepared to be transported.
6. When the injured person is loaded into the ambulance, a coach, school representative, or athlete's parent will accompany the injured person to the hospital.

**Communication Devices:** If a mobile phone is available to call 911, use it. If not, the designated phone in the Gymnasium is on the scorer's table. This telephone number is (405) 453-7836 Ext. 7507.

**Information to be given to 911 Operator:**

1. Type of emergency
2. Type of suspected injury
3. Current condition of injured person
4. Current care being given
5. Location of the phone being used
6. Exact location of the field

**Parent/Emergency Contact Notification:** Sport coaching staff, administration

**Directions:**

1. Come to Verden Schools at 196 South Locust
2. Take main entrance to the school off of Highway 62.
3. Turn into the first entrance of the gymnasium parking lot and proceed to the Northeast entrance.
4. A staff member will be there to meet you and direct you to the emergency.

## **VENUE: SOFTBALL/BASEBALL FIELDS**

### **SPORTS: FAST-PITCH/SLOW PITCH SOFTBALL AND BASEBALL**

**Emergency Team:** Coaching Staff, Athletic Director, Administrator on Duty, EMS, Fire Department, Police

**If and when a person is injured:**

1. The first responder arrives at the scene of the injured person and alerts the head coach.
  2. The coach determines that emergency care is needed and tells an assistant coach or athletic director to call 911. The assistant coach or student athletic director gives the 911 operator all the necessary information as he/she receives the information from the coach administering treatment to the injured person.
  3. Another coach or athletic director, administrator goes to the front entrance of the field to further direct EMS.
  4. While waiting for EMS, appropriate care is given to the injured person by the head coach.
  5. Upon arrival of EMS, the head coach gives the EMS personnel all pertinent information regarding the injured person's current condition and the treatment that has been given up to that point. The injured person is prepared to be transported.
- When the injured person is loaded into the ambulance, a coach, school representative, or athlete's parent will accompany the injured person to the hospital.

**Communication Devices:** If a mobile phone is available to call 911, use it. If not, locate a parent who has a cellular phone available to call 911. If cellular access is not available proceed to the high school or cafeteria to use the phone.

**Information to be given to 911 Operator:**

1. Type of emergency
2. Type of suspected injury
3. Current condition of injured person
4. Current care being given
5. Location of the phone being used
6. Exact location of the field

**Parent/Emergency Contact Notification:** Sport coaching staff, administration

**Directions:**

1. Come to Verden Schools at 196 South Locust
2. Turn in the campus through the main entrance off of Highway 62.
3. Turn left at the first road and follow it around to the softball field.
4. Continue straight on the main entrance to the baseball field.

## **VENUE: SHOW BARN/AG FACILITY**

### **EVENTS: STOCK SHOWS AND CARNIVALS**

**Emergency Team:** Ag Teacher, Administrator on Duty, EMS, Fire Department, Police

**If and when a person is injured:**

1. The first responder arrives at the scene of the injured person and alerts the head coach.
2. The coach determines that emergency care is needed and tells an assistant coach or athletic director to call 911. The assistant coach or student athletic director gives the 911 operator all the necessary information as he/she receives the information from the coach administering treatment to the injured person.
3. Another coach or athletic director, administrator goes to the front entrance of the field to further direct EMS.
4. While waiting for EMS, appropriate care is given to the injured person by the head coach.
5. Upon arrival of EMS, the head coach gives the EMS personnel all pertinent information regarding the injured person's current condition and the treatment that has been given up to that point. The injured person is prepared to be transported.  
When the injured person is loaded into the ambulance, a coach, school representative, or athlete's parent will accompany the injured person to the hospital.

**Communication Devices:** If a mobile phone is available to call 911, use it. If not, locate a parent who has a cellular phone available to call 911. If cellular access is not available proceed to the high school or cafeteria to use the phone.

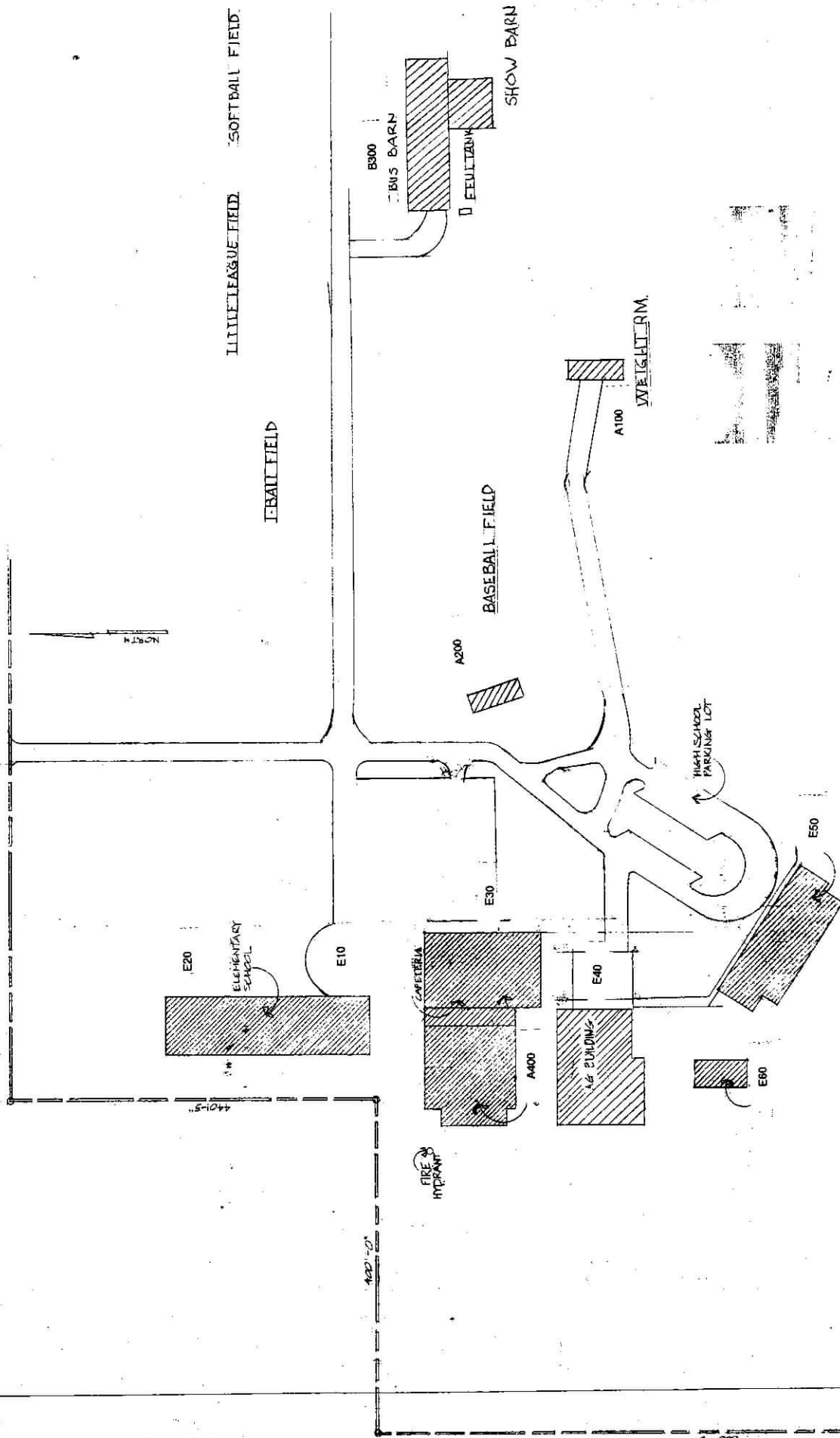
**Information to be given to 911 Operator:**

1. Type of emergency
2. Type of suspected injury
3. Current condition of injured person
4. Current care being given
5. Location of the phone being used
6. Exact location of the field

**Parent/Emergency Contact Notification:** Ag Teacher, Administration

**Directions:**

1. Come to Verden Schools at 196 South Locust
2. Turn in the campus through the main entrance off of Highway 62.
3. Turn left at the first road and follow it around to the show barn.



# SITE PLAN-VERDEN PUBLIC SCHOOL

SCALE: 1"=100'