

# **APPENDIX C**

## **On-Campus BYU Emergency Action Plans**

## Emergency Action Plan Table

<b>Site Name</b>	
<b>Academic Year</b>	

*For each site used during the current academic year where students are involved in patient care or observation-only experiences, provide all venues at that site and identify the location of the EAP at each venue.*

[illegible]

[illegible]



## BYU Baseball Emergency Action Plan: **Miller Park**

August 2015

### Addresses

Miller Park (MLRP)  
400 East University Parkway  
Provo, UT 84604

Indoor Practice Facility (IPF)  
1060 North 150 East  
Provo, UT 84604

### Venue Directions

Location for arrival of EMS

- MLRP: Ambulance will proceed east on University Parkway to the field entrance on the third base side, just prior to the 450 E. stoplight. Ambulance will pull down concrete driveway to the field's edge. Ambulance will not enter onto the playing surface unless absolutely necessary. Staff athletic trainer as well as head grounds crew has keys to the gate.
- IPF: EMS will be directed to the northwest roll up door of the facility. The ambulance will enter through that door and go directly to the injured athlete. Controls for the door have open access.

### Emergency Personnel

- A certified athletic trainer on staff will be present for all competitions and practices. He will be seated with the team in the dugout.
- Student assistant athletic trainers will be seated with the team in the dugout.
- An MD will be seated with the team or will be on call.
- EMS will be summoned by calling 911. BYU EMT will be dispatched unless request for transportation is given, in which case Provo city EMS will be dispatched. EMS is not usually present for practices or competition.

### Emergency Communication

The staff athletic trainer will have a cell phone at competition and practice. EMS should be requested via cell phone to ensure Provo EMS services are contacted.

Calling 911 from a BYU phone will contact BYU emergency services. ***The person calling should specifically point out that Provo EMS services are required for transportation. The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route.*** Be sure that BYU EMS is not the only service sent, as BYU EMS has no ability to transport an injured athlete.

#### Location of Telephones

- The staff athletic trainer will have a cell phone at competitions and practices. EMS should be requested via cell phone to ensure Provo EMS services are contacted.
- If necessary, the nearest phone is located in the 3<sup>rd</sup> base dugout. Phones are also located in the clubhouse, coach's office, and in the training room.
- If practice is held in the Indoor Practice Facility, the nearest phone is in the athletic training room inside the IPF, or across the street in the student athlete building.

### Emergency Equipment

- During practices the emergency equipment is located in the training room under the stadium. The doors should remain open during practice, but if it is locked, the staff athletic trainer or the coaches all have a key/passcode.

- During competition, the emergency equipment will be in the tunnel behind the third base dugout.
- Equipment includes
  - One tall/large spine board.
  - Appropriate straps and restraints for the spine board.
  - Cervical collars.
  - Sam splints, vacuum splints.
  - Crutches.
  - \*AED
- An AED is located in the training room during practices.

### **Role of Personnel for Emergencies**

- The staff athletic trainer will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
- If an injury occurs on the field, the staff athletic trainer will attend to the athlete. The student athletic trainers will stand nearby and assist as needed.
- It will be the role of the student athletic trainers to unlock and open gates for the ambulance and direct players from the team to roll the tarp out of the way.
- If EMS is required, the staff athletic trainer will call by cell phone or direct someone to call.
- The staff athletic trainer will direct the student athletic trainer to get the MD if needed. The MD will come to the field and stand by or assist if their help is needed or requested.
- The student athletic trainers will stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- If the visiting team brings a certified athletic trainer, BYU personnel will assist as needed during any emergency involving a visiting player. If the visiting team does not bring any medical staff, the BYU staff athletic trainer will direct care.
- During practices when a certified athletic trainer is not present, the student athletic trainer will call EMS if necessary (or direct someone to do so) and initiate appropriate first aid. The student will contact the staff athletic trainer as soon as possible thereafter.
- During both practices and competition, coaches will be responsible for keeping the remainder of the team out of the scene and provide support as directed by the staff athletic trainer.

### **Other Information**

- All medical records and health insurance information for the BYU baseball team is located in the training room of the student athlete building. If any information is required, the staff athletic trainer can facilitate those needs.
- A campus map and directory along with directions to the facility are attached at the end of this document.

## **Emergency Procedure for SOFTBALL**

### **Personnel**

1. An ATC on staff will be present for all games. They will be seated in the dugout.
2. An ATS will be seated with the team in the dugout.
3. The host ATS will also sit in BYU's dugout but will be available to the other team for any of their needs.
4. An MD will be on call if not in attendance.
5. During practice, an ATS will always be present, while an ATC will either be present or will have contact with the student by radio or cell phone.
6. EMS will be summoned by calling 911. EMS is not usually present for practices or competition.

### **Role of Personnel for Emergencies**

1. The staff ATC will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified (e.g., MD, EMS) who is affiliated with BYU or summoned by BYU personnel.
2. If an injury occurs on the field, the staff ATC will attend to the athlete. One ATS will stand nearby and assist. One ATS will also be responsible for calls to EMS, directions to the site and retrieval of emergency equipment, as directed by the ATC.
3. If the visiting team brings a ATC, BYU personnel will assist as needed during any emergency. The host ATS will contact the BYU staff ATC to communicate any needs if there is not an obvious injury on the court. If the visiting team brings a student or does not bring any medical staff, the staff ATC will direct care.
4. During practices when an ATC is not present, the ATS will call EMS if necessary (or direct someone to do so) and initiate appropriate first aid. The ATS will contact the staff ATC as soon as possible thereafter.

### **Location of Telephones**

1. The staff ATC will have a cell phone at competitions. EMS should be requested via cell phone to ensure Provo EMS services are contacted.
2. If necessary, the nearest phone is located in the BYU locker room. The code for this door should be known to all athletic trainers working with softball.
3. If practice is held in the Indoor Practice Facility, the nearest phone is in the athletic training room. All athletic trainers working softball should know the code to enter this room.
4. Calling 911 from a BYU phone will contact BYU emergency services. The person calling should specifically point out that Provo EMS services are required for transportation. The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. Be sure that BYU EMS is not the only service sent, as BUY EMS has no ability to transport an injured athlete.

### **Emergency Equipment**

1. During practices, the emergency equipment is located in the underground storage on the BYU softball side of the stadium. This door should remain open during practice, but if it is locked, the staff ATC or the coaches all have a key.
2. During competition, the emergency equipment will be under the bench in the BYU dugout.
3. Emergency equipment includes:
  - a. Spine Board & straps
  - b. Cervical Collars
  - c. Sam splints & Vacuum splints
  - d. Crutches
  - e. AED
4. An AED is located in the training room during practices.

### **Location for Arrival of EMS**

1. Miller Park: EMS will be directed to enter from the back of the stadium on the road between Helaman Halls and the track. Pull into the stadium area and proceed west to the entrance between the seating and the bullpen. Back into this area, the ambulance will not fit through the fence. If transport on a spine board or stretcher are required, the gurney or the gator must be brought out on the field. The athlete will be secured

to either and transported to the ambulance. An ATS will direct the ambulance from the parking lot of the stadium.

2. Indoor Practice Facility: EMS will be directed to the northwest roll up door of the facility. The ambulance will enter through that door and go directly to the injured athlete.

## Emergency Procedure for **FOOTBALL**

### I. Practice

- a. Phones  
Each staff member has a cell phone from which they can call 911 to activate EMS. The radios that we have are also able to activate EMS by turning the radio to channel 1H. This channel connects you directly to the University Police who can send EMS. Be sure to give you location, your name, and the extent of the injuries if known. Direct the ambulance to come to the East gate through which they may enter. Land based phones are located in the Athletic Training Room in the SAB (Room 123). The Head Football ATC and the Head Equipment Manager have keys to this gate in the event that they are locked. The ambulance can drive directly onto the field.
- b. Personnel  
An ATS will proceed to the East gate to wait for EMS to arrive, and direct them to the athlete. Other ATS should provide a large enough space for the treating ATC to work. They should keep athletes, media, and other non-essential personnel from interfering with the evaluation, and treatment of the injured athlete.

### II. Games

- a. GTA Responsibilities  
The GTA will be responsible for making sure all the emergency supplies (i.e., spine board bag, O2, air splints, crutch bag) are located at the 50 yard line of the home bench.
- b. EMS Liaison  
When the home team sideline is on the press box side, West side, an ATS will be assigned to have a radio, and be the EMS liaison. When the home team sideline is on the East side a host ATC will be given a radio and serve as the EMS liaison.  
The EMS liaison will accompany the staff ATC before the game to meet the EMS crew, and show them their seats at the North 20-yard line West Side. When an athlete is down the EMS liaison will position themselves on the 20 yard line and 5 yards on the field where they can see both the staff ATC and the EMS crew. If the staff ATC gives the emergency signal by circling their hand overhead the EMS liaison will notify the EMS crew personally.
- c. Ambulance Transportation  
In the event of a spinal cord injury, or a suspected spinal cord injury the ambulance crew and the ambulance will be brought on to the field directly to the location of the injured athlete. They will enter through the portal on the northwest corner of LaVell Edwards Stadium. Before the game, the ambulance will be situated in the turning lane of Canyon Road in front of LaVell Edwards Stadium on the west side.
- d. Medical Personnel  
The following medical personnel will be at each football game, whether at home, or away:  
  - Head ATC:** Responsible for all medical personnel, and equipment on the sidelines. They are responsible for communication with the coaches, and the media. They are responsible for all on the field, and off the field injuries unless a physician has been asked to care for the athlete. They are also responsible for giving all signals to the ATC assigned to receive them. The Head ATC is responsible for C-spine stabilization during care for an injured athlete, and giving directions to all involved in that situation. They will designate an ATC to assist them in removing the face mask.
  - Team Orthopedist:** The team Orthopedist is responsible for all musculoskeletal injuries occurring during the game. When asked to evaluate an injury by the Head Football ATC, the Team Orthopedist will determine return to play, X-Ray, and any other medical procedures required for the benefit of the athlete. They may ask the Team Physician for assistance with these duties when they feel it is necessary, or the Team Orthopedist is not available.
  - Team Physician:** The Team Physician is responsible for all illnesses, concussions, lacerations, or other non-musculoskeletal injuries occurring on the field, or during the game. They will administer medications, IV's, and any other medical procedure not covered by the Team Orthopedist. They may ask assistance from the Team Orthopedist in the care of athletes if needed.



**Team Chiropractor:** The Team Chiropractor will be responsible for spinal mobilization, acupuncture, and other chiropractic services before, and after the game to athletes. If asked by the Team Orthopedist or Team Physician they may assist in the care of athlete injuries during the game.

e. Game Day Signals

The Head Football ATC and a staff ATC proceed on to the field when an athlete is injured. They may signal to the staff ATC designated to watch for these signals. However, ATS's should also watch so that they can assist when necessary. Each ATS must know the following signals and their meaning. The signals can be found on the following pages.

## FOOTBALL SIGNALS AND COMMANDS

Command	Signal
1. Assistance for removal of an injured athlete from off the field.	Hand placed forward with a number of fingers raised designating how many people are needed to help (usually two). The designated athletic trainer on the sidelines will watch and choose two appropriate sized people. For example, two fingers raised for a 6'6" three hundred pound offensive lineman will require two large football players, not two small managers.
2. Paramedics needed for a life threatening emergency.	Several large circles made with the arm overhead.
3. Call 911.	Thumb to ear, fifth finger to mouth, other fingers flexed, as if making a telephone call.
4. Doctor to come to the field.	Hand placed palm down on top of the head.
5. Doctor's bag to be brought to the field.	Signal for the doctor followed by the signal for a bag (shoulder abducted at 90 degrees, elbow bent, hand down in a fist, as if carrying a bag).
6. Trainer's bag to be brought to the field.	Hand placed on chest followed by the signal for a bag, as above.
7. Stretcher and assistance.	Arm to the side with the elbow bent and forming a square in front of the body with the palm up. This is followed by the hand in front with a number of fingers raised indicating the number of people needed for assistance. Again, the designated athletic trainer should note the size of the athlete to be transported.
8. Cervical collar to be brought to the field.	Hand cupped forming a C followed by grabbing the throat.
9. Airway to be brought to the field.	Index finger hooked and placed in the mouth on the lower jaw, mouth open.
10. Tape or wrap to be brought to the field.	Hands held in front, one or two fingers extended, hands rolling around each other. Body part to be taped is pointed to.
11. Ice bag needed.	Both hands cupped, forming a snowball with each other. Plastic wrap or ace is also needed.
12. X-rays needed.	Forearms crossed in front of face.
13. Sports chair to be brought to the field.	Same sign as for a stretcher, followed by one hand making a rolling motion (like a wheel) at the side.
14. Athlete is cramping.	Shake fist, point to the body part affected.

## **Emergency Procedures for GYMNASTICS**

### **Personnel**

- A certified athletic trainer on staff will be present for all meets. They will be present with the team on the floor.
- A student athletic trainer will also be on the floor with the team.
- Another student athletic trainer will act as 'host trainer' and will be on the floor near the visiting team.
- An MD will be seated in the audience or will be on call.
- During practice, a student athletic trainer will be present, while a certified athletic trainer will either be present or will have contact with the student by radio or cell phone.
- EMS will be summoned by calling 911. EMS is not usually present for practices or competition.

### **Role of Personnel for Emergencies**

- The staff athletic trainer will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
- If an injury occurs on the floor, the staff athletic trainer will attend to the athlete. The student athletic trainer on the side of the injury will stand nearby and assist.
- If EMS is required, the staff athletic trainer will call by cell phone or direct someone to call.
- The staff athletic trainer will direct the student athletic trainer to get the MD if needed.
- The student athletic trainer on the floor opposite of the injury will stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- If the visiting team brings a certified athletic trainer, BYU personnel will assist as needed during any emergency. The host student athletic trainer will contact the BYU staff athletic trainer to communicate any needs if there is not an obvious injury on the floor. If the visiting team brings a student or does not bring any medical staff, the staff athletic trainer will direct care.

### **Location of Telephones**

- The staff athletic trainer will have a cell phone at competitions. EMS should be requested via cell phone to ensure Provo EMS services are contacted.
- If necessary, the nearest telephone is located in 60 SFH near the main entrance where tickets are taken (the women's volleyball coaches' offices). If that door is locked, the code to open the door is 15253.
- Calling 911 from a BYU phone will contact BYU emergency services. The person calling should specifically point out that Provo EMS services are required for transportation. The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. Be sure that BYU EMS is not the only service sent, as BYU EMS has no ability to transport an injured athlete.

### **Emergency Equipment**

- Emergency equipment is located in the upstairs cage in the storage area attached to the indoor track on the south side. The combination to that lock is 2-16-10. Some emergency equipment is stored in the SFH training room storage (marked with an asterisk\*).
- Equipment includes
  - One tall/large spine board.
  - Appropriate straps and restraints for the spine board.
  - Cervical collars.
  - Sam splints, vacuum splints.
  - Crutches.
  - \*AED
  - \*Oxygen
- During competition, the emergency equipment will be placed behind the northwest curtain. The AED will be placed by the training table at the north side.
- An AED is located in the training room during all practices.

**Location for Arrival of EMS**

- SFH: Main entrance, north side of the building.
- Location is accessible without needing keys, etc.

Special equipment or other considerations:  
no special equipment is necessary.

## **Emergency Procedure for TENNIS**

### **Outdoor Courts**

- The nearest phone is located in the building as you walk into the tennis complex. This phone can be used to dial 911. If for some reason that phone is not in operation the next closest phone is inside the Smith Fieldhouse. As you walk in the Smith Fieldhouse from the tennis courts, the phone is located on the left hand side of the hallway in a public phone booth. This phone could also be used to dial 911.
- Direct the ambulance through the east gates of the tennis complex for any emergencies. Directions to the ambulance will be to go to the south parking lot and drive up the sidewalk to the main entrance.

### **Indoor Courts**

- The nearest phone is located in the indoor tennis office near the east doors of the building. This phone should be used to call 911. If this phone is inoperable the same phone as described above should be used inside the Smith Fieldhouse.
- Direct the ambulance through the northwest doors as the other entrances may be less convenient.

### **Notes**

- It is always advisable to familiarize yourself with the surroundings and locate the nearest phone as phone hook-ups may change.
- It is also advisable for one of the trainers to stay with the injured athlete until help arrives while the other trainer, coach, or player goes to meet the emergency vehicle responding to the call. This should be either at the gates of the outdoor tennis complex or at the doors of the indoor building. This will help the emergency response team to locate the athlete in need.

## Emergency Action Plan for **SOCCER – SOUTH FIELD (GAMES)**

### Personnel

- **Head ATC**
  - A certified athletic trainer on staff will be present for all games. They will be located on the sidelines, behind the bench.
- **Athletic Training Students (ATS)**
  - The athletic training students will be located on the sidelines, behind the bench.
- **Team Physician**
  - An MD will be located on the sidelines behind the bench.
- **Other (coaches, EMS, etc.)**
  - EMS will be summoned by calling 911. EMS is not present for practices or competition.

### Role of Personnel During an Emergency

- **Head ATC**
  - The staff athletic trainer will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
  - If an injury occurs on the field, the staff athletic trainer will attend to the athlete. The student athletic trainer, who is designated the first assistant on that day, will go on the field with the head ATC and assist.
  - If EMS is required, the staff athletic trainer will call by cell phone or direct someone to call. The athletic training student, who is designated second assistant on that day, will meet the ambulance and direct them on the field.
- **Athletic Training Students (ATS)**
  - Will be designated as first, second and third assistant which will rotate every game.
  - The first assistant will go onto the field with the radio and kit to assist the head ATC.
  - The second assistant will be the host athletic trainer and retrieve any equipment needed on the field.
  - The third assistant will attend to the team's needs on the bench and during an injury time-out. They will also assist help carry an athlete off the field if needed.
- **Team Physician**
  - The MD will come to the field and stand by or assist if their help is requested or needed.
- **Other (coaches, EMS, etc.)**
  - If the visiting team brings a certified athletic trainer, BYU personnel will assist as needed during any emergency. If the injured athlete has been moved off of the field, the host athletic training student, who is designated the second assistant on that day, will contact the visiting ATC and communicate any needs to the BYU staff athletic trainer.
  - If the visiting team brings an athletic training student or does not bring any medical staff, the BYU staff athletic trainer will direct care.

### Location of Communication Devices

- **Cell Phone**
  - The staff athletic trainer will have a cell phone at practice and competitions. EMS should be requested via cell phone to ensure Provo EMS is contacted.

### Location of Emergency and Specialty Equipment

- **Spineboard**—located at the bottom of the stairs in the equipment room behind the team bench.
- **Splint bag**—located behind the team bench
- **AED**—located behind the team bench
- **Crutches**—located behind the team bench
- **Lightning detector**—accessed through internet on computer located at the scores table or via cell phone.

### Other Considerations

- The ATC will have keys to the athletic training room. The event management will have keys to the field gates where EMS will enter. The ATC will have keys to the field gates for EMS for games.
- A coach will be sent to the ER if a guardian or ATS is not available.

## Emergency Action Plan for **SOCCER – HAWS PRACTICE FIELD (PRACTICE)**

### Personnel

- **Head ATC**
  - A certified athletic trainer on staff will be present for all games. They will be located on the sidelines, behind the bench.
- **Athletic Training Students (ATS)**
  - The athletic training students will be located on the sidelines, behind the bench.
- **Other (coaches, EMS, etc.)**
  - EMS will be summoned by calling 911. EMS is not present for practices.

### Role of Personnel During an Emergency

- **Head ATC**
  - The staff athletic trainer will direct care and designate responsibilities during an emergency.
  - If an injury occurs on the field, the staff athletic trainer will attend to the athlete. All Athletic training students present will go on the field with the head ATC and assist.
  - If EMS is required, the staff athletic trainer will call by cell phone or direct one of the athletic training students to call. The athletic training student, who is designated second assistant on that day, will meet the ambulance and direct them on the field.
- **Other (coaches, EMS, etc.)**
  - If the visiting team brings a certified athletic trainer, BYU personnel will assist as needed during any emergency. If the injured athlete has been moved off of the field, the host athletic training student, who is designated the second assistant on that day, will contact the visiting ATC and communicate any needs to the BYU staff athletic trainer.
  - If the visiting team brings an athletic training student or does not bring any medical staff, the BYU staff athletic trainer will direct care.

### Location of Communication Devices

- **Cell Phone**
  - The staff athletic trainer will have a cell phone at practice. EMS should be requested via cell phone to ensure Provo EMS is contacted.

### Location of Emergency and Specialty Equipment

- **Spineboard**—located at the bottom of the stairs in the equipment room behind the team bench.
- **Splint bag**—located behind the team bench
- **AED**—located behind the team bench
- **Crutches**—located behind the team bench
- **Lightning detector**—via cell phones.

### Other Considerations

- The ATC will have keys to the athletic training room. The event management will have keys to the field gates where EMS will enter. The ATC will have keys to the field gates for EMS for practices.
- A coach will be sent to the ER if a guardian or ATS is not available.

## **Emergency Procedure for SWIMMING & DIVING**

### **Personnel**

- A certified athletic trainer will be present for all swim/dive meets. He/she will be present on deck west of the area between the competition pool and the dive tank. An athletic training student is also usually present. Athletic trainers are not usually present for practices.
- Lifeguards are present near the station of their choice for both competitions and practices (usually at three separate stations during competitions: west, south, and northeast sides of Pool C).
- BYU coaches are trained in water safety and extrication and are qualified for inclusion in this list. They are, of course, present at all meets and most practices.
- Physicians are usually on call, but if present will be with the athletic trainers.

### **Role of Personnel for Emergencies**

- The certified athletic trainer will direct care and designate responsibilities for athletes injured while competing in the meet. If an athlete requires extrication from the pool, the certified athletic trainer's responsibility will begin after the athlete is extricated. Anyone dealing with an emergency situation will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
- Lifeguards are responsible for extricating any injured athlete out of the water, and first aid for non-athletes. Whenever an athletic trainer is not present (as is the case normally during practices) lifeguards are responsible for emergencies. If there is an emergency, the lifeguard should call the athletic trainer after EMS is contacted and treatment is initiated. Lifeguards will refer athletes with nonemergency injuries to the athletic trainers.
- Coaches trained in water safety are present to assist the lifeguards as needed.
- If EMS is required, the staff athletic trainer will call by cell phone or direct someone to call.
- The athletic training student at the pool will stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- If the visiting team brings a certified athletic trainer or an athletic training student, BYU personnel will assist as needed during any emergency. If the visiting team does not bring any medical personnel, BYU's staff athletic trainer will direct care.

### **Location of Telephones**

- The staff athletic trainer will have a cell phone at competitions. EMS should be requested via cell phone to ensure Provo EMS services are contacted.
- If necessary, the nearest telephone is located outside the lifeguard office near the 5 meter platform ladder. Telephones are also located inside the lifeguard office.
- Calling 911 from a BYU phone will contact BYU emergency services. The person calling from a BYU phone should specifically point out that Provo EMS services are required for transportation. The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. Be sure that BYU EMS is not the only service sent, as BYU EMS has no ability to transport an injured athlete.

### **Emergency Equipment**

- The pool spine boards are designed for use in extrication as well as stabilizing a suspected spine injury. These are located at the pool behind the 5 meter platform stairs near the lifeguard office. Lifeguards are responsible for spine boards.
- Sam splints, vacuum splints, crutches, and oxygen will be present at meets, and can be brought from the athletic training room for practices. The athletic trainers are responsible for this equipment.
- An AED will be brought for competition with the above. An AED can be used at the pool; AEDs may be used in "casual water". For a swimming pool environment, this means that the victim may be sweaty or wet or the deck where the body is lying may be wet and there is no danger. However, the guidelines recommend that, if possible, water is removed as quickly as is reasonably possible without delaying the AED procedure. At our facility, with so many towels readily available, this shouldn't be a problem. In real life situations, the victim will have most likely been removed on a spinal board (ours are fortunately wood) and the AED would be applied while the victim is still secured to the board.

**Location for Arrival of EMS**

- The pool entrance is an unmarked door on the west side of the RB. This door is locked from the outside, so someone will need to stand by to open the door when EMS arrives, or it must remain open.
- The athletic training student, a coach, or a lifeguard will open the door, watch for the ambulance, and direct EMS to the injured athlete.



## **Emergency Action Plan for MEN'S & WOMEN'S BASKETBALL (Marriott Center Annex)**

### **Emergency Personnel**

1. Certified athletic trainer on site for all practices.
2. Team physician on-call for practices.
3. Additional sports medicine staff accessible from Smith Field House Athletic Training Room (1130 SFH).
4. Other personnel may also include student athletic trainers, coaches, managers, and emergency medical technicians.

### **Emergency Communications**

1. A fixed telephone line is located in the Athletic Training room
2. Cellular phones will also be used by emergency personnel.

### **Emergency Equipment**

Supplies on the court:

1. First-aid kit and supplies..
2. Additional emergency equipment (including splint bag, crutches, and spine board) maintained on the first floor of the Marriott Center in the Athletic Training Room.

### **Role of First Responders**

1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
  - A. Provide name, address, phone number.
  - B. Number of individuals injured.
  - C. Condition of the injured.
  - D. Care being given to the injured.
  - E. Specific directions.
  - F. Other information as requested.
4. Direct EMS to the scene.
  - A. Open appropriate gates.
  - B. Designate individual to meet EMS and direct them to the scene.
  - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

### **Location**

The Marriott Center Annex (MCA) is located east of the Marriott Center and West of the Broadcast Building on the main campus of Brigham Young University.

### **Emergency Phone Numbers**

Emergency Medical System 9-1-1

Campus Police 801-422-2222

Student Health Services 801-422-4636

BYU Sports Medicine 801-422-2946

## **Emergency Procedure for MEN'S VOLLEYBALL**

### **Personnel**

- A certified athletic trainer on staff will be present for all matches. They will be seated with the team.
- A student athletic trainer will also be seated with the team.
- Another student athletic trainer will act as 'host trainer' and will sit near the visiting team.
- An MD will be seated in the audience or will be on call.
- During practice, a student athletic trainer will be present, while a certified athletic trainer will either be present or will have contact with the student by radio or cell phone.
- EMS will be summoned by calling 911. EMS is not usually present for practices or competition.

### **Role of Personnel for Emergencies**

- The staff athletic trainer will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
- If an injury occurs on the court, the staff athletic trainer will attend to the athlete. The student athletic trainer on the side of the injury will stand nearby and assist.
- If EMS is required, the staff athletic trainer will call by cell phone or direct someone to call.
- The staff athletic trainer will direct the student athletic trainer to get the MD if needed.
- The student athletic trainer on the court opposite of the injury will stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- If the visiting team brings a certified athletic trainer, BYU personnel will assist as needed during any emergency. The host student athletic trainer will contact the BYU staff athletic trainer to communicate any needs if there is not an obvious injury on the court. If the visiting team brings a student or does not bring any medical staff, the staff athletic trainer will direct care.
- During practices when a certified athletic trainer is not present, the student athletic trainer will call EMS if necessary (or direct someone to do so) and initiate appropriate first aid. The student will contact the staff athletic trainer as soon as possible thereafter.

### **Location of Telephones**

- The staff athletic trainer will have a cell phone at competitions. EMS should be requested via cell phone to ensure Provo EMS services are contacted.
- If necessary, the nearest telephone is located in 60 SFH near the main entrance where tickets are taken (the women's volleyball coaches' offices). If that door is locked, the code to open the door is 15253.
- If practice is moved to the RB, telephones are located in many offices adjacent to the several gyms; many of these offices are open after normal business hours:
  - Health and Human Performance Services, 146A RB
  - Lifeguards office, 147E RB.
  - Information Center, 112A RB.
  - Intramural activities, 145 RB.
  - Custodial office, 142 RB.
  - The men's and women's locker rooms.
  - Two courtesy phones are located in the RB. One is in the hall between the men's locker room and the Y-Be Fit office and another is located at the northernmost end of the hall.
- Calling 911 from a BYU phone will contact BYU emergency services. The person calling should specifically point out that Provo EMS services are required for transportation. The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. Be sure that BYU EMS is not the only service sent, as BYU EMS has no ability to transport an injured athlete.

### **Emergency Equipment**

- Emergency equipment is located in the upstairs cage in the storage area attached to the indoor track on the south side. The combination to that lock is 2-16-10. Some emergency equipment is stored in the SFH training room storage (marked with an asterisk\*).

- Equipment includes
  - One tall/large spine board.
  - Appropriate straps and restraints for the spine board.
  - Cervical collars.
  - Sam splints, vacuum splints.
  - Crutches.
  - \*AED
  - \*Oxygen
- During competition, the emergency equipment will be placed behind the west bleachers. The AED will be placed by the team chairs on the north side.
- An AED is located in the training room during practices.

#### **Location for Arrival of EMS**

- SFH: Main entrance, north side of the building.
- RB: Entrance at the southwest of building.
- Both locations are accessible without needing keys, etc.

#### **Special Equipment or Other Considerations**

Besides the tall spine board appropriate for many volleyball players, no special equipment is necessary.



## WOMEN'S VOLLEYBALL EAP Smith Fieldhouse & Richards Building October 2016

**Addresses:** Smith Fieldhouse (SFH): Field House Dr.  
Richards Building (RB): Field House Dr.

### Venue Directions

#### Location for arrival of EMS

- SFH: Main entrance, north side of the building or auxiliary entrance on the south side of the building.
- RB: Entrance at the southwest of building.



### Emergency Personnel

- A certified athletic trainer on staff will be present for all matches. They will be seated with the team or directly behind the team on the first row in the audience.
- A student athletic trainer will be seated with the team.
- An MD will be seated in the audience or will be on call.
- During practice, a student athletic trainer will always be present, while a certified athletic trainer will either be present or will have contact with the student by cell phone.
- EMS will be summoned by calling 911. EMS is not usually present for practices or competition.

### Emergency Communication

The staff athletic trainer will have a cell phone at competition and practice. EMS should be requested via cell phone to ensure Provo EMS services are contacted.

Calling 911 from a BYU phone will contact BYU emergency services. ***The person calling should specifically point out that Provo EMS services are required for transportation. The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route.*** Be sure that BYU EMS is not the only service sent, as BYU EMS has no ability to transport an injured athlete.

### **Location of Telephones**

- SFH: nearest land line is located in 60 SFH near the main entrance where tickets are taken (the women's volleyball coaches' offices). If that door is locked, the code to open the door is 268456. A courtesy telephone is also located in the hallway near 6 SFH.
- RB: telephones are located in many offices adjacent to the several gyms; many of these offices are open after normal business hours:
  - Health and Human Performance Services, 146A RB
  - Lifeguards office, 147E RB.
  - Human Performance Resource Center, 112A RB.
  - Intramural activities, 145 RB.
  - Custodial office, 142 RB.
  - The men's and women's locker rooms.
  - Two courtesy phones are located in the RB. One is in the hall between the men's locker room and the Y-Be Fit office and another is located at the northernmost end of the hall.

### **Emergency Equipment**

- Emergency equipment is located in the upstairs cage in the storage area attached to the indoor track on the south side. The combination to that lock is 2-16-10. Some emergency equipment is stored in the SFH training room storage (marked with an asterisk\*).
- Equipment includes
  - One tall/large spine board.
  - Appropriate straps and restraints for the spine board.
  - Cervical collars.
  - Sam splints, vacuum splints.
  - Crutches.
  - \*AED
  - \*Oxygen
- During competition, the emergency equipment will be placed outside the court exit on the south side. The AED will be placed by the team chairs on the north side.
- An AED is located in the training room during practices.

### **Role of Personnel for Emergencies**

- The staff athletic trainer will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
- If an injury occurs on the court, the staff athletic trainer will attend to the athlete. The student athletic trainer on the side of the injury will stand nearby and assist.
- If EMS is required, the staff athletic trainer will call by cell phone or direct someone to call.
- The staff athletic trainer will direct the student athletic trainer to get the MD if needed. The MD will come to the court and stand by or assist if their help is needed or requested.
- The student athletic trainer on the court opposite of the injury will stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- If the visiting team brings a certified athletic trainer, BYU personnel will assist as needed during any emergency. The host student athletic trainer will contact the BYU staff athletic trainer to communicate any needs if there is not an obvious injury on the court. If the visiting team brings a student or does not bring any medical staff, the staff athletic trainer will direct care.
- During practices when a certified athletic trainer is not present, the student athletic trainer will call EMS if necessary (or direct someone to do so) and initiate appropriate first aid. The student will contact the staff athletic trainer as soon as possible thereafter.
- During both practices and competition, coaches will be responsible for keeping the remainder of the team out of the scene and provide support as directed by the staff athletic trainer.

## Emergency Action Plan for **ROBISON OUTDOOR TRACK AND FIELD**

### Emergency Personnel

A certified Athletic Trainer (ATC) will be present at all track and field practices during posted hours and during all home competitions. All individual practices outside of posted hours the Athletic Trainer will be on call. Additional athletic training staff may be accessible from the Smith Field House Athletic Training Room. The ATC or Coach will be responsible for leading emergency care team and summoning additional emergency medical services/care (EMS) as needed.

### Emergency Communication

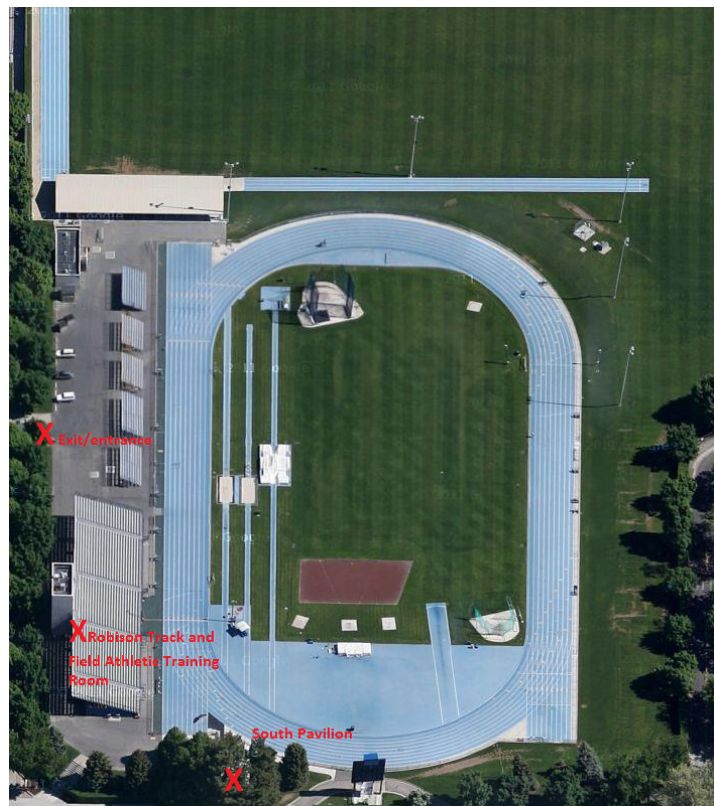
- Smith Field House Athletic Training Room: 801-422-8774
- Certified Athletic Trainer cell phone (Judd Franson): 801-471-7793
- Ambulance/EMS service response via 911

### Emergency Equipment

- Emergency equipment available: AED, splint kit, spine board, crutches, and biohazard supplies
- Practice: All emergency equipment is accessible at the south pavilion or in the Robison Athletic Training Room under the west bleachers
- Competition: All emergency equipment is accessible at the south pavilion or in the Robison Athletic Training Room under the west bleachers

### Role of First Responders

1. Immediate care of injured or ill student athlete
2. Activation of Emergency Medical System (EMS)
  - a. Call 911
  - b. Provide appropriate information:
    - i. Name
    - ii. Address: **Robison Track and Field 1600 N Canyon Rd, Provo Utah**
    - iii. Telephone number of caller
    - iv. Number of individuals injured, condition, first aid and treatment administered, other information as requested by dispatcher
  - c. Be the last to hang up
3. Emergency equipment retrieval
4. Direct EMS to scene (entrance on the west side of track or south side of track)
  - a. Open appropriate doors
  - b. Designate individual to meet EMS at west or south side of track by main entrance and direct to scene
  - c. Scene control: Limit scene to first aid providers and move teammates, coaches and bystanders away from the area



**EAP for Shooting**

1. Call 911
2. Contact PA announcer to announce immediate evacuation to the West and South West exits
3. Exit immediately to West and South West exits
4. Refer to first responder protocol



## Emergency Action Plan for **SMITH FIELDHOUSE INDOOR TRACK AND FIELD**

### Emergency Personnel

A certified Athletic Trainer (ATC) will be present at all track and field practices during posted hours and during all home competitions. All individual practices outside of posted hours the Athletic Trainer will be on call. Additional athletic training staff may be accessible from the Smith Field House Athletic Training Room. The ATC or Coach will be responsible for leading emergency care team and summoning additional emergency medical services/care (EMS) as needed.

### Emergency Communication

- Smith Field House Athletic Training Room: 801-422-8774
- Certified Athletic Trainer cell phone (Judd Franson): **801-471-7793**
- Ambulance/EMS service response via 911

### Emergency Equipment

- Emergency equipment available: AED, splint kit, spine board, crutches, and biohazard supplies
- Practice: All emergency equipment is accessible at trainer's station near the finish line.
- Competition: All emergency equipment is accessible at the trainer's station near the finish line.

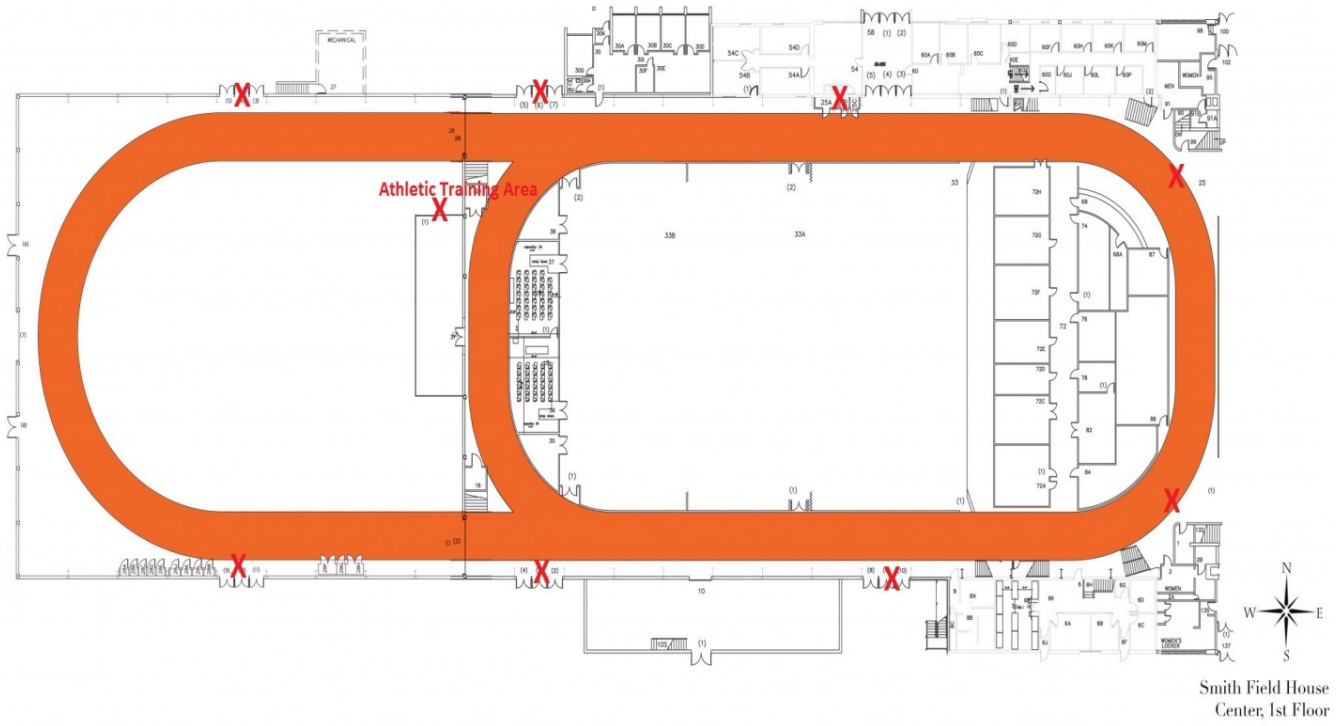
### Role of First Responders

1. Immediate care of injured or ill student athlete
2. Activation of Emergency Medical System (EMS)
  - a. Call 911
  - b. Provide appropriate information:
    - i. Name
    - ii. Address: **1 North University Avenue, Provo, UT 84604**
    - iii. Telephone number of caller
    - iv. Number of individuals injured, condition, first aid and treatment administered, other information as requested by dispatcher
  - c. Be the last to hang up
3. Emergency equipment retrieval
4. Direct EMS to scene (entrance on the west side of track to the large garage doors)
  - a. Open appropriate doors
  - b. Designate individual to meet EMS at west side of track by main entrance and direct to scene
  - c. Scene control: Limit scene to first aid providers and move teammates, coaches and bystanders away from the area

### EAP for Shooting

1. Call 911
2. Contact PA announcer to announce immediate evacuation to nearest exits (marked with Red X)
3. Exit immediately to nearest exits (marked with Red X)
4. Refer to first responder protocol





## Emergency Action Plan for DANCE – DANCE MEDICINE FACILITY

1. ATC or ATS will call 911
2. Caller will instruct emergency medical services (EMS) personnel to report to NW parking lot of the Richards Building (RB). Caller will direct EMS to the North door of the dance training room.
  - a. **Dance Athletic Training Room**
    - i. For BYU EMS, RB room 173 – NW corner of the RB
    - ii. Street entrance for ambulance: Travel East on Bulldog Blvd (1230 N St) and turn Right onto Field House Dr to enter RB parking lot. Make the first Left hand turn (U-turn) to arrive at the NW corner of the RB. Caller will meet the ambulance outside the NW doors of the RB and direct them to North door of dance training room.
3. Provide necessary information to EMS personnel:
  - a. Name, address (173 RB, BYU), telephone number of caller
  - b. Number of victims; condition of victims
  - c. First-aid treatment initiated
  - d. Specific directions as needed to locate scene
  - e. Other information as requested by dispatcher
4. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed

### Additional Notes

- Obtain insurance information
- Dance medicine staff member should accompany patient to hospital
- Notify other dance medicine staff immediately
- Emergency contact should be contacted by dance medicine staff
- Inform directors, instructors and administration
- Appropriate injury reports should be completed (including University incident report)

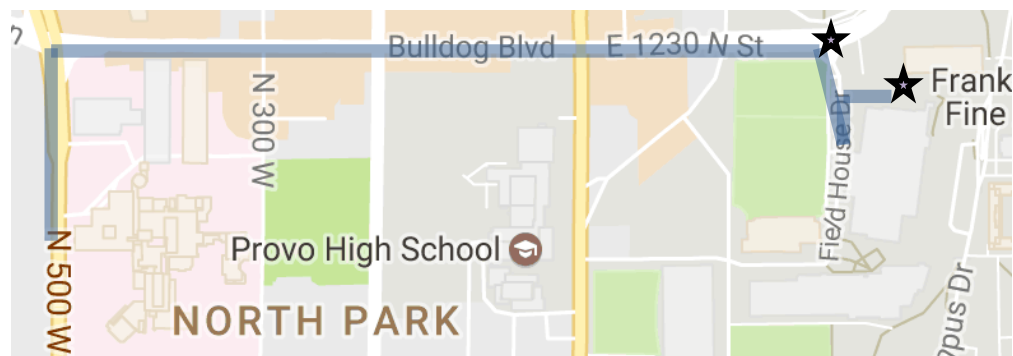
### Emergency Telephone Numbers

Utah Valley Hospital: (801) 357-7850

Utah Valley Hospital Emergency Department: (801) 357-2130

Campus Police: (801) 422-2222

Emergency Signal for Paramedics: Point to North entrance of the training room and wave toward service vehicle area.



## Emergency Action Plan for **DANCE – DANCE STUDIO**

1. ATC or ATS will call 911
2. Caller will instruct and direct emergency medical services (EMS) personnel where to go according to the following locations:
  - a. **Main Floor Dance Studio or RB Theater**
    - i. For BYU EMS, RB studio number or theatre (185 or 1137) – NW corner of the RB
    - ii. Street entrance for ambulance: Travel East on Bulldog Blvd (1230 N St) and turn Right onto Field House Dr to enter RB parking lot. Make the first Left hand turn (U-turn) to arrive at the NW corner of the RB. Caller will meet the ambulance outside the NW doors of the RB and direct them to RB appropriate entrance.
  - b. **Second Floor Dance Studio**
    - i. For BYU EMS, RB studio number
    - ii. Street entrance for ambulance: Travel East on Bulldog Blvd (1230 N St) and turn Right into Tanner Building parking lot (2<sup>nd</sup> Right after Canyon Road). Immediate Right to head South toward RB. Caller(s) will direct ambulance from parking lot entrance to RB loading dock.
3. Provide necessary information to EMS personnel:
  - a. Name, address (RB, BYU), telephone number of caller
  - b. Number of victims; condition of victims
  - c. First-aid treatment initiated
  - d. Specific directions as needed to locate scene
  - e. Other information as requested by dispatcher
4. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed

### Additional Notes

- Obtain insurance information
- Dance medicine staff member should accompany patient to hospital
- Notify other dance medicine staff immediately
- Emergency contact should be contacted by dance medicine staff
- Inform directors, instructors and administration
- Appropriate injury reports should be completed (including University incident report)

### Emergency Telephone Numbers

Utah Valley Hospital: (801) 357-7850

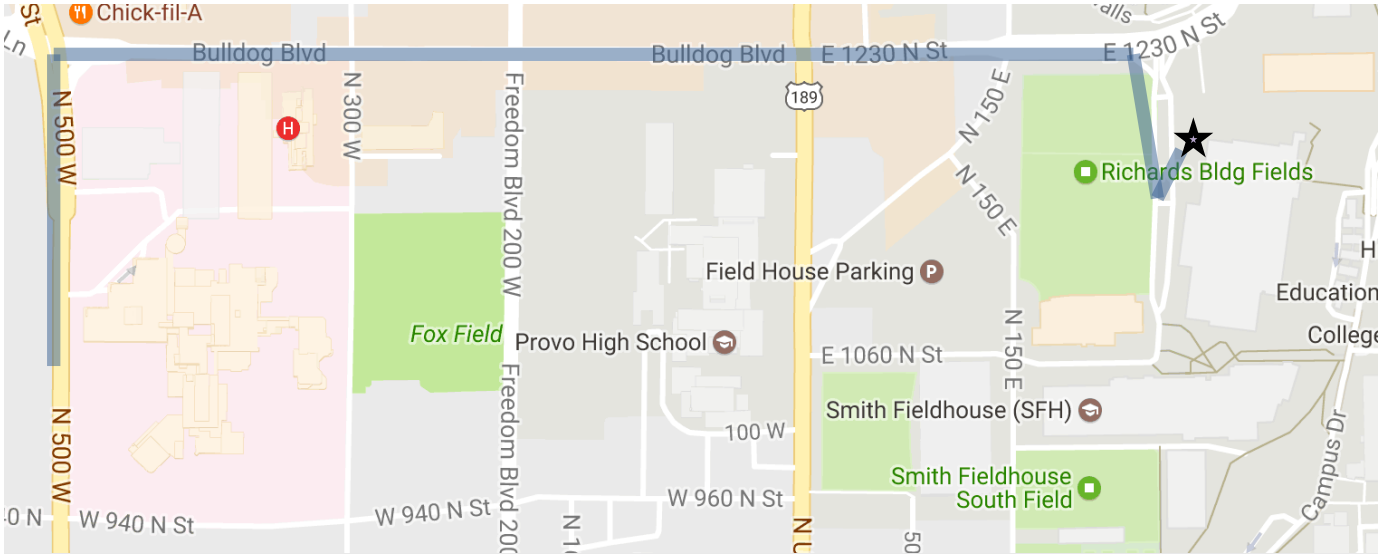
Utah Valley Hospital Emergency Department: (801) 357-2130

Campus Police: (801) 422-2222

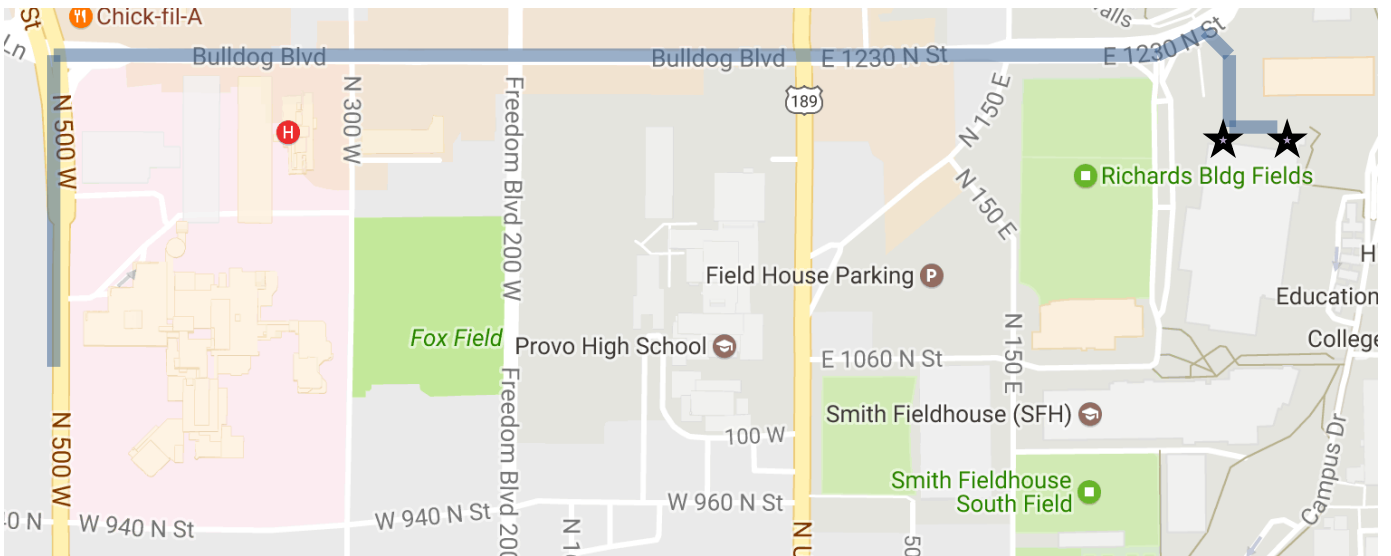
### Emergency Signal for Paramedics

Point where ambulance needs to go dependent on floor or studio location and wave them in.

### Main Floor Dance Studio or RB Theater EAP Map



### Second Floor Dance Studio EAP Map



## Emergency Action Plan for DANCE – HFAC

1. ATC or ATS will call 911
2. Caller will instruct emergency medical services (EMS) personnel to report to East tunnel of the Harris Fine Arts Center (HFAC).
  - a. **Harris Fine Arts Center**
    - i. For BYU EMS, HFAC theatre or green room - East tunnel access
    - ii. Street entrance for ambulance: Travel East on Bulldog Blvd (1230 N St), go straight through the round-a-bout and turn Right into visitor parking area. Follow parking lot South along Museum of Art (MOA) and HFAC buildings. Caller will meet the ambulance at the SE corner of parking lot and direct them onto the sidewalk (cone and chain barriers should be removed) and to East tunnel entrance. Once inside, caller will lead ambulance to necessary location.
3. Provide necessary information to EMS personnel:
  - a. Name, address (HFAC, BYU), telephone number of caller
  - b. Number of victims; condition of victims
  - c. First-aid treatment initiated
  - d. Specific directions as needed to locate scene
  - e. Other information as requested by dispatcher
4. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed

### Additional Notes

- Obtain insurance information
- Dance medicine staff member should accompany patient to hospital
- Notify other dance medicine staff immediately
- Emergency contact should be contacted by dance medicine staff
- Inform directors, instructors and administration
- Appropriate injury reports should be completed (including University incident report)

### Emergency Telephone Numbers

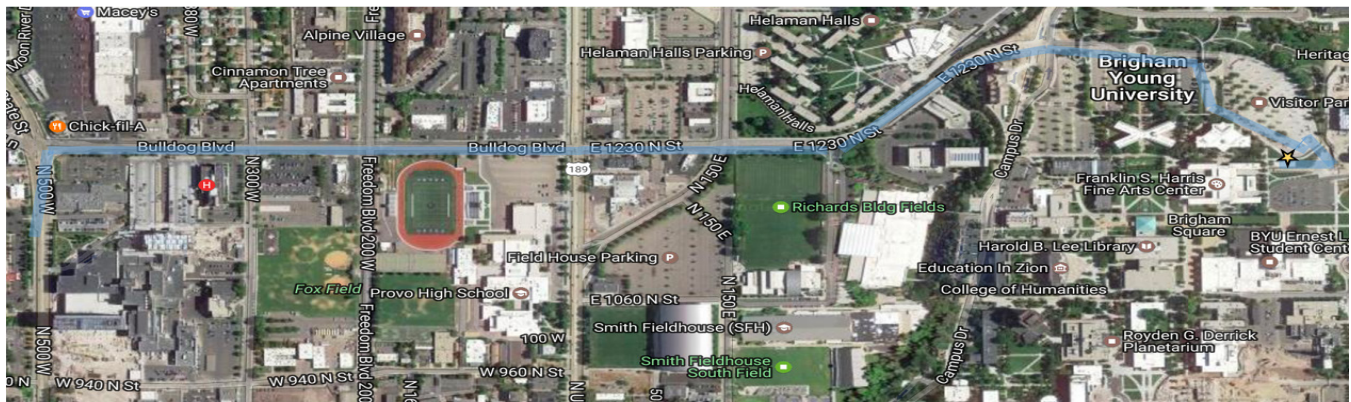
Utah Valley Hospital: (801) 357-7850

Utah Valley Hospital Emergency Department: (801) 357-2130

Campus Police: (801) 422-2222

### Emergency Signal for Paramedics

Point to East tunnel of HFAC and wave ambulance over sidewalk and into tunnel entrance.



## Emergency Action Plan for DANCE – MARRIOTT CENTER

1. ATC or ATS will call 911
2. Caller will instruct and direct emergency medical services (EMS) personnel to West tunnel of the Marriott Center.
  - a. **Marriott Center**
    - i. For BYU EMS, Marriott Center – West tunnel entrance
    - ii. Street entrance for ambulance: Travel East on Bulldog Blvd (1230 N St) and turn Left onto Campus Dr. Turn Right into West tunnel of Marriott Center. Caller will meet the ambulance at the entrance of the tunnel and direct them into the Marriott Center.
3. Provide necessary information to EMS personnel:
  - a. Name, address (Marriott Center, BYU), telephone number of caller
  - b. Number of victims; condition of victims
  - c. First-aid treatment initiated
  - d. Specific directions as needed to locate scene
  - e. Other information as requested by dispatcher
4. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed

### Additional Notes

- Obtain insurance information
- Dance medicine staff member should accompany patient to hospital
- Notify other dance medicine staff immediately
- Emergency contact should be contacted by dance medicine staff
- Inform directors, instructors and administration
- Appropriate injury reports should be completed (including University incident report)

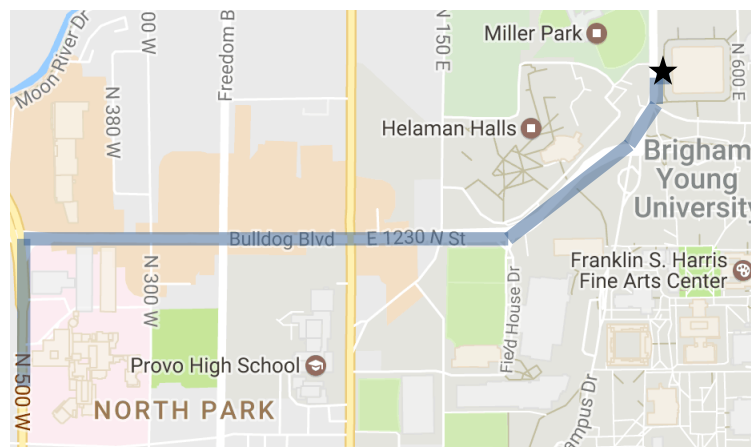
### Emergency Telephone Numbers

Utah Valley Hospital: (801) 357-7850

Utah Valley Hospital Emergency Department: (801) 357-2130

Campus Police: (801) 422-2222

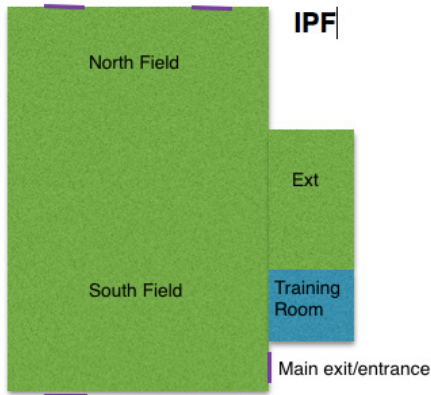
Emergency Signal for Paramedics: point to tunnel entrance and wave them into the Marriott Center.





## Emergency Action Plan for **WOMEN'S LACROSSE**

Two sites are used for practice or games. Either the **BYU Indoor Practice Field (IPF)** or **North University Fields (NUF)**. More time is spent in the IPF as the majority of the season is during the winter months and practices are early mornings at this time.



North University Fields  
Parking located on South and East Side  
Entrance to fields located at parking lots  
No training room present

### Description of Emergencies

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

Head Athletic Trainer is the highest person in command unless team physician is present. Student athletic trainers are second in command and then head coach.

Person in charge determines if EMS should be activated and then calls 911 or instructs another person to call 911. Person in command directs others in management of the injured person, opening of gates for ambulance and guidance of paramedics to the location of the injury. Both sites allow access for a vehicle on the field.

All equipment is located in training room at IPF. When practices or games occur at NUF supplies must be brought out to the field. Necessary supplies include: Kit, AED, splints, table, coolers and water bottles.

### Address for NUF

77 E 2230 N St, Provo, UT 84604

### Address for IPF

1060 N 150 E, Provo, UT, 84604

## Emergency Procedure for **EXTRAMURAL SPORTS**

Lacrosse, Rugby, and Soccer Practice—Haws Field, RB Turf, Indoor Practice Facility, and Helaman Field

### Personnel

- **Staff ATC** – A certified athletic trainer on staff will be present for all practices and games.
- **Athletic training student** – An athletic training student may or may not be present at a practice or a game.
- **Coaches** – Head Coach Assistant Coaches
- **EMS** – EMS will be activated by calling 911. EMS is not usually present at practices or games.

### Role of Personnel During Emergency

- **Staff ATC** – The staff athletic trainer will direct care and designate responsibilities during an emergency. If EMS is required, the staff athletic trainer will direct someone to call. The ATC will defer control to someone who is more qualified (physician or Provo EMS) when he/she feels comfortable with doing that.
- **Athletic training student** – An athletic training student, if present, will assist by helping with an evaluation, retrieving emergency equipment, and following directions given by the ATC or team physician.
- **Coaches** – Head and assistant coaches will assist by calling 911, directing EMS personnel to the site, providing crowd control, and giving priesthood blessings.
- **EMS** – EMS will be called from a cell phone. The person who calls will stay on the line, give directions, and meet the EMS personnel at the gate/door to allow them in. Also, the person who calls must make sure that Provo EMS is dispatched, not just BYU EMS.

### Emergency Equipment

- Spineboard/Cervical Collar – Located in the Extramural Sports Athletic Training Room (ESATR) in the Indoor Practice Facility (IPF) – not taken out to every practice.
- AED – Extramural Sports has two. One is taken out to every practice.
- Splints/Crutches – Located in the ESATR. Not taken out to every practice.
- Cell Phone – Each ATC has a personal cell phone, as does each coach. Whoever calls will use their own phone.

### Other Considerations

- Insurance Information – All Athletes insurance/emergency contact information is located in a plastic folder in the ATC's athletic training kit.
- Accompaniment – An athletic training student or coach will accompany the athlete to the hospital if the practice is continuing. The ATC will go to the hospital when practice is over.



## Emergency Procedure for **EXTRAMURAL SPORTS**

Lacrosse, Rugby, and Soccer Games—South Field and Helaman Field

### Personnel

- **Staff ATC** – A certified athletic trainer on staff will be present for all games.
- **Athletic Training Student** – An athletic training student may or may not be present.
- **Team Physician** – A team physician is usually present at every home game.
- **Coaches** – Head Coach Assistant Coaches
- **EMS** – EMS will be activated by calling 911. EMS is not usually present at practices or games.

### Role of Personnel During Emergency

- **Staff ATC** – The staff athletic trainer will direct care and designate responsibilities during an emergency. If EMS is required, the staff athletic trainer will direct someone to call. The ATC will defer control to someone who is more qualified (physician or Provo EMS) when he/she feels comfortable with doing that.
- **Athletic Training Student** – An athletic training student, if present, will assist by helping with an evaluation, retrieving emergency equipment, and following directions given by the ATC or team physician.
- **Team Physician** – A team physician will assist with any emergency when summoned by the ATC.
- **Coaches** – Head and assistant coaches will assist by calling 911, directing EMS personnel to the site, providing crowd control, and giving priesthood blessings.
- **EMS** – EMS will be called from a cell phone. The person who calls will stay on the line, give directions, and meet the EMS personnel at the gate/door to allow them in. Also, the person who calls must make sure that Provo EMS is dispatched, not just BYU EMS.

### Emergency Equipment

- **Spineboard/Cervical Collar** – A Spineboard and cervical collar will be located by the home bench at every game.
- **AED** – Extramural Sports has two. One is taken out to every game and kept by the home bench.
- **Splints/Crutches** – Located by the home bench at every game.
- **Cell Phone** – Each ATC has a personal cell phone, as does each coach. Whoever calls will use their own phone.
- **Consecrated Oil** – A vial of consecrated oil is located in the ATC's athletic training kit.

### Other Considerations

- **Insurance Information** – All Athletes insurance/emergency contact information is located in a plastic folder in the ATC's athletic training kit.
- **Accompaniment** – A student trainer or coach will accompany the athlete to the hospital if a family member is not present. The ATC will go to the hospital when the game is over.

### If Athlete Is a Visiting Team Member

- **Visiting team has an ATC with them** – The BYU staff ATC will find out before the game if the visiting team has an ATC with them. The BYU staff ATC, student trainer, and/or team physician will assist with any emergency as needed.
- **Visiting team does not have an ATC with them** – The BYU ATC will handle an emergency in this case the same as with any BYU athlete.

### When BYU Is Traveling

- **Personnel** – A staff ATC will always travel with an Extramural team. A student trainer may or may not be present. A team physician will not be present. The staff ATC will direct care and designate responsibilities during any emergency situation. The coaches will assist by conferring with someone who can call 911 and direct EMS to the site, crowd control, giving priesthood blessings, and assisting the trainer in any way necessary.
- **Emergency Equipment** – An AED will always be taken when traveling. Also, a bag with crutches and splints will be taken if there is not a conflict with other games at home when it might be needed.

- The ATC will always have a personal cell phone. When traveling internationally, the coach will have cell phone that will work. A vial of consecrated oil is kept in every ATC's athletic training kit.
- **Insurance Information** – All athletes' insurance/emergency contact information is located in a plastic folder in the ATC's athletic training kit.
- **Accompaniment** – A coach will accompany the athlete to the hospital in the event no family member is present. The ATC will go to the hospital once the game is over.

## Emergency Action Plan for **CHEER**

### Personnel

- A certified athletic trainer on staff will be present for team performances. They will follow the bulk of the team or be seated at a spot designated and known to the team.
- A certified athletic trainer may travel with the squad for major competitions and performances. Usually, however, when the performance is at an athletic competition away from BYU (for example, a football game competing away from home) the physicians or athletic trainers working with that athletic team will provide emergency care. The cheer coach will have a way to contact that doctor or athletic trainer, usually by cell phone.
- If the squad does not travel with an athletic trainer or with an athletic team staffed by an athletic trainer, the coach will assume responsibility for care, or call EMS to provide care.
- An MD is available at football and basketball games. An MD will be present or on call during women's volleyball games.
- A certified athletic trainer will always be present during practice.
- EMS is usually on site during football and men's basketball games. During football games, the certified athletic trainer will have a radio to notify EMS of emergency via the host athletic trainer with that assignment. During basketball games, the athletic trainer can notify EMS directly.
- EMS will be summoned by calling 911 during women's basketball and volleyball games, and cheer practice.

### Role of Personnel for Emergencies

- The certified athletic trainer will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
- If EMS is required, the staff athletic trainer will call by cell phone or direct someone to call.
- The staff athletic trainer will direct the coach or cheerleader to get the MD if needed (when they are present at games). The MD will come and stand by or assist if their help is needed or requested.
- Cheer assigns squad members specific responsibilities, including meeting the ambulance, directing EMS to the site, and assisting as directed by the AT.

### Practice Procedures

- The practice facility is located in room 149 SFH (the gymnastics gym).
- The most accessible location for ambulance transport is through the south doors of the gymnastics gym. Dispatchers should be told to have the ambulance drive up on the sidewalk between the soccer field (South Field) and south side of the Smith Fieldhouse up to the indoor tennis courts.
- Emergency equipment: vacuum splints, cervical collars and spine boards are located in the storage room of the main athletic training facility in the SFH and in the gymnastics gym at the southwest corner.
- **Special considerations**
  - Emergency transport of a cheerleader who is lying in the foam pit involves unique circumstances. The foam is unstable, which may cause unwanted movement of the cheerleader, and makes it difficult for rescuers to get good footing. Prior practice of this skill is needed before attempting it in an emergency situation.
  - Be aware that the 4" and 8" foam mats are very soft, and can cause unwanted movement of the cheerleader if the rescuer approaches it too quickly. Take slow deliberate steps when approaching a cheerleader who is lying on one of these mats.

## Emergency Action Plan for **COUGARETTES**

### Personnel

- A certified athletic trainer will be present at most athletic events for Cougarettes performances. They will follow the team or be seated at a spot designated and known to the team.
- A certified athletic trainer may travel with the squad for major competitions and performances. Usually, however, when the performance is at an athletic competition away from BYU (for example, a football game competing away from home) the athletic trainers working with that athletic team will provide emergency care for Cougarettes. The coach will have a way to contact that athletic trainer, or the team physician, usually by cell phone.
- If Cougarettes do not travel with an athletic trainer or with an athletic team staffed by an athletic trainer, the coach will assume responsibility for care, or call EMS to provide care.
- An MD is available at football and basketball games.
- A certified athletic trainer will be on call in the athletic training room during practice.
- EMS is usually on site during football and men's basketball games. During football games, the certified athletic trainer will have a radio to notify EMS of emergency via the host athletic trainer with that assignment. During basketball games, the athletic trainer can notify EMS directly.
- EMS will be summoned by calling 911 during women's basketball and volleyball games, and practice.

### Role of Personnel for Emergencies

- The certified athletic trainer will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified (for example, to a qualified physician or EMS) who is affiliated with BYU or summoned by BYU personnel.
- If EMS is required, the athletic trainer will call by cell phone or direct someone to call.
- The staff athletic trainer will direct the coach, student athletic trainer, or squad member to get the MD if needed (when they are present at games). The MD will come and stand by or assist if their help is needed or requested.

### Practice Procedures

- The practice facility is located in room 177 RB. It is the dance room in the northwest corner of the Richard's Building.
- The most accessible location for ambulance transport is the west parking lot near the entrance closest to the north end of the building.
- **Emergency equipment:** vacuum splints, cervical collars and an AED are located in the storage room of the main athletic training facility in the SFH.