

APPENDIX D

Off-Campus Emergency Action Plans

Emergency Action Plan Table

Site Name	
Academic Year	

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]

Springville High School Emergency Action Plan – Extracurricular Athletics

Personnel

Head ATC: Lisa Walker

- ATC is available in person or by phone for all home practices/competitions. Will be seated with the team or available by phone and will go to needed venue as able.

Athletic Training Students (ATS)

- An athletic training student may be with the team by assignment.

EMS will be summoned by calling 911

Athletic Director/Administration Present at all varsity games. Available by phone.

Role of Personnel During Emergency

Head ATC

- The ATC will direct care and designate responsibilities during an emergency.

Athletic Training Students (ATS)

- ATS will proceed under the direction of the ATC

Physician (if available) will stand by or assist if their help is needed or requested.

Other (coaches, EMS, etc)

- If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
- If the ATC is not available, responsibility of injury treatment rests on the coach or AD. SHS requires that all coaches maintain a current CPR and First Aid certification.

EMS when summoned will follow local EMS protocol

Location of Communication Devices

Standard Telephone

- If necessary, there is a telephone located in the Athletic Training Facility office, in any classroom or at the main office. You must dial 9 (dial tone) to get an outside line.

Cell Phone

- Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. ATC, AD/ADMN carry cell phones.

Location and Directions for EMS

Person calling 911 will direct EMS to the correct venue/location of the injured athlete. The address of Springville High School is 1205 East 900 South, Springville. The EMS personnel should enter the large student parking lot on the West side of the main building. EMS will be met by a coach/administrator and directed to the location of the injured athlete.

Location of Emergency and Specialty Equipment

Spine-board – located in the athletic training facility or classroom G-3 (Walker).

Splints – located in athletic training facility, in the office on the shelf in the yellow and black bag, or classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in Medical Kit with team.

AED – There are 7 AEDs located on the SHS campus.

1. G wing just outside the gym
2. Main building, Main hallway by the copy center
3. Main building, Hallway between the main gym and the auditorium, just down from the AT facility
4. Main building, Landing next to the underground track next to the door for the “cage”
5. I wing, inside of Oakridge School main hallway
6. Portable located inside of classroom, Walker, B8
7. Portable located inside of large black emergency bag inside of AT facility under the cabinet next to the white board
8. Crutches — located in the athletic training facility or classroom B8 (Walker)

Other Considerations

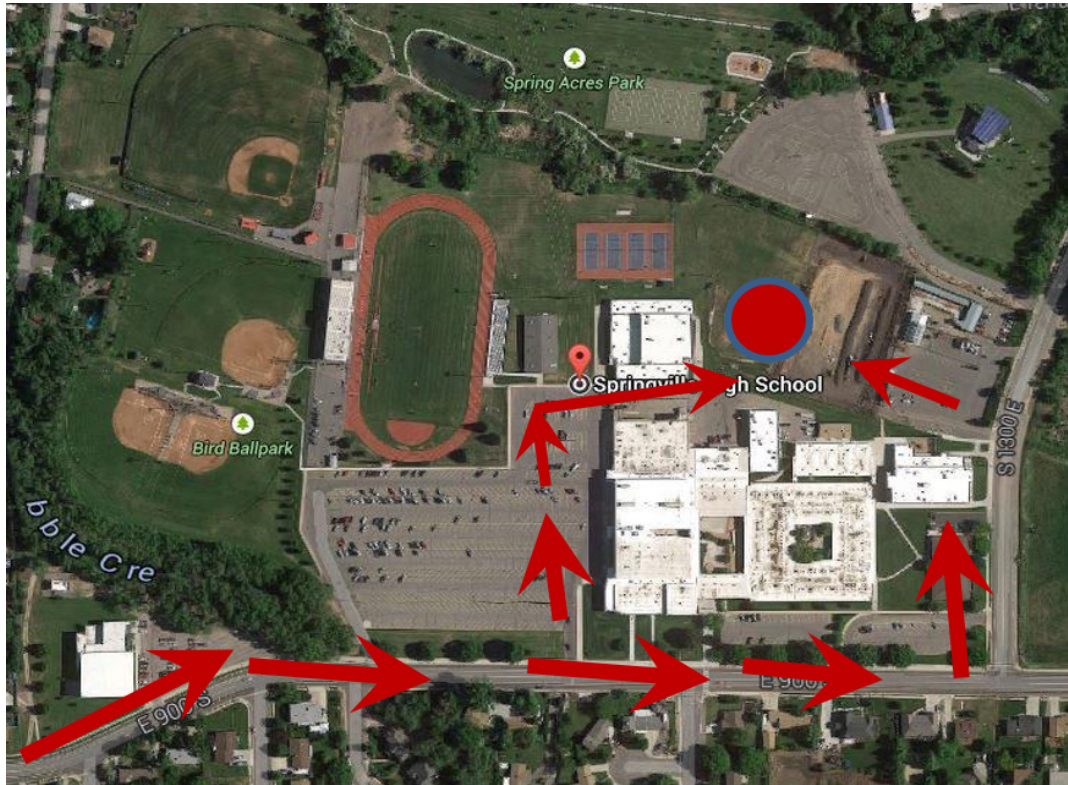
- Only the AD/Admin, ATC have keys to the Athletic Training facility.
- Keys to the outside doors and gates are with coaches, AD, ATC, Admin, Custodial staff. ATS will have keys to the athletic training facility and the athletic department.
- The athlete's contact and health insurance information is located in the Medical kit. The ATC and the AD also have this information.
- All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete

Springville High School Emergency Action Plan – Soccer Field

Address: 1205 East 900 South Springville, Utah 84663

Venue Directions

Coming south on highway 89, turn east onto 800 south and continue straight as it turns to 900 south. High school will be on the left side of the road. EMS can either enter the west parking lot and proceed around to the northeast side of the school to the soccer field or continue on 900 south and turn left onto 1300 east and proceed to the soccer field.



Position	Name	Phone
Athletic Trainer – available in person or by phone for all home events.	Lisa Walker	801 376 4954
Athletic Training Students – may be available at venue for basic first aid & assistance	BYU Students	Contact AT
Athletic Director – may be present at competitions or available by phone	Mark Binks	801 310-5771
Administration – present at all varsity competitions. Available by phone.	Everett Kelipolo Scott Johnson Tiffanie Miley	801 319-7354 801 319-6790 801 376-0344
EMS – to be summoned in an emergency		911

Role of Personnel During Emergency

Head ATC

1. Immediate care of the injured or ill student-athlete
2. Direct care and designate responsibilities during an emergency

Athletic Training Student (ATS)

1. ATS will proceed under the direction of the ATC
2. Emergency equipment retrieval

Physician (if available)

1. Will stand by to assist if their help is needed or requested

Athletic Director/Administrator/Coach

1. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Notify parent/guardian
2. Direct EMS to the scene:
 - a. Open appropriate gates
 - b. Designate someone to 'flag down' EMS and direct them to the scene
 - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

Other Staff/Visitors

1. If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
2. **If the ATC is not available, responsibility of injury treatment rests on the coach or athletic director.** SHS requires that all coaches maintain a current CPR and First Aid certification.

Location of Communication Devices

Standard Telephone

- If necessary, there is a telephone in the main office or in any classroom. You must dial 9 (dial tone) to get an outside line.

Cell Phone

- Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. AT, AD/ADMN carry cell phones.

Location of Emergency and Specialty Equipment (Soccer Field)

Spine Board: Located in the athletic training facility behind the ice machine or classroom B8 (Walker)

Splints: Located in the athletic training room facility under the mat table (black and yellow bag) or in classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in the team medical kit.

AED:

1. G wing just outside the gym
2. Portable located inside of large black emergency bag inside of AT facility under the cabinet next to the whiteboard or on site.
3. Main building: Hallway between the main gym and the auditorium, just down from the AT facility
4. Main building: main hallway by the copy center
5. Main building: Landing next to the underground track, next to the door for the "cage"
6. Portable located inside of classroom B8 (Walker)
7. I wing (in the Oakridge school section)

Other Considerations

Keys

1. Only the AD/Admin, ATC, and ATS have keys to the athletic training facility
2. Keys to outside doors and gates are with the coaches, AD, AT, Admin, Custodial staff.

Insurance

1. The athlete's contact and health insurance information is located in the team medical kit. This is also available on 'register my athlete'

Parents

1. All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete.

Springville High School Emergency Action Plan – Tennis Court

Address: 1205 E 900 S Springville, UT 84663

Venue Directions

Coming south on Highway 89, turn east onto 800 S. Continue straight as the road turns to 900 S and high school will be on the left. To access tennis court, use southeast entrance of west parking lot and continue straight past main school and G-wing. EMS will be met by a coach



Position	Name	Phone
Athletic Trainer- available in person or by phone for home events.	Lisa Walker	801 376 4954
Athletic Training Students- may be available at venue for basic first aid & assistance under the direction of the ATC	BYU Students	Contact AT
Athletic Director- Present at competitions or available by phone	Mark Binks	801 310 5771
Administration- Present at varsity competitions. Available by phone.	Everett Kelipolo Scott Johnson Tiffanie Miley	801 319 7354 801 319 6790 801 376 0344
EMS- to be summoned in an emergency		911

Emergency Personnel & Communication

Role of Personnel During Emergency

Head ATC

1. Immediate care of the injured or ill student-athlete
2. Direct care and designate responsibilities during an emergency

Athletic Training Student (ATS)

1. ATS will proceed under the direction of the AT
2. Emergency equipment retrieval

Physician (if available)

1. Will stand by to assist if their help is needed or requested

Athletic Director/Administrator/Coach

1. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Notify parent/guardian
2. Direct EMS to the scene:
 - a. Open appropriate gates
 - b. Designate someone to 'flag down' EMS and direct them to the scene
 - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

Other Staff/Visitors

1. If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
2. **If the ATC is not available, responsibility of injury treatment rests on the coach or athletic director.** SHS requires that all coaches maintain a current CPR and First Aid certification.

Location of Communication Devices

Standard Telephone

If necessary, there is a telephone in the main office, or in any classroom. You must dial 9 (dial tone) to get an outside line.

Cell Phone

Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. AT, AD/ADMN carry cell phones.

Location of Emergency and Specialty Equipment

Spine Board: Located in the athletic training facility behind the ice machine or classroom B8 (Walker)

Splints: Located in the athletic training room facility, under the mat table in the yellow and black bag, or in classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in the team medical kit. Other splints stored in Rhino cart on the sideline or black emergency bag on golf cart.

AED:

1. G-wing just outside the gym
2. Portable one located inside of large black emergency bag inside of AT facility under the cabinet next to the white board or on site
3. I-wing in Oakridge school section
4. Portable located inside of classroom B8 (Walker)
5. Main building: Hallway between the main gym and the auditorium, just down from the AT facility
6. Main building: main hallway by the copy center
7. Main building: Landing next to the underground track, next to the door for the "cage"

Other Considerations

Keys

1. Only the AD/Admin, ATC have keys to the athletic training facility
2. Keys to outside doors and gates are with the coaches, AD, AT, Admin, Custodial staff.

Insurance

1. The athlete's contact and health insurance information is located in the team medical kit. This information is also available on "Register my athlete."

Parents

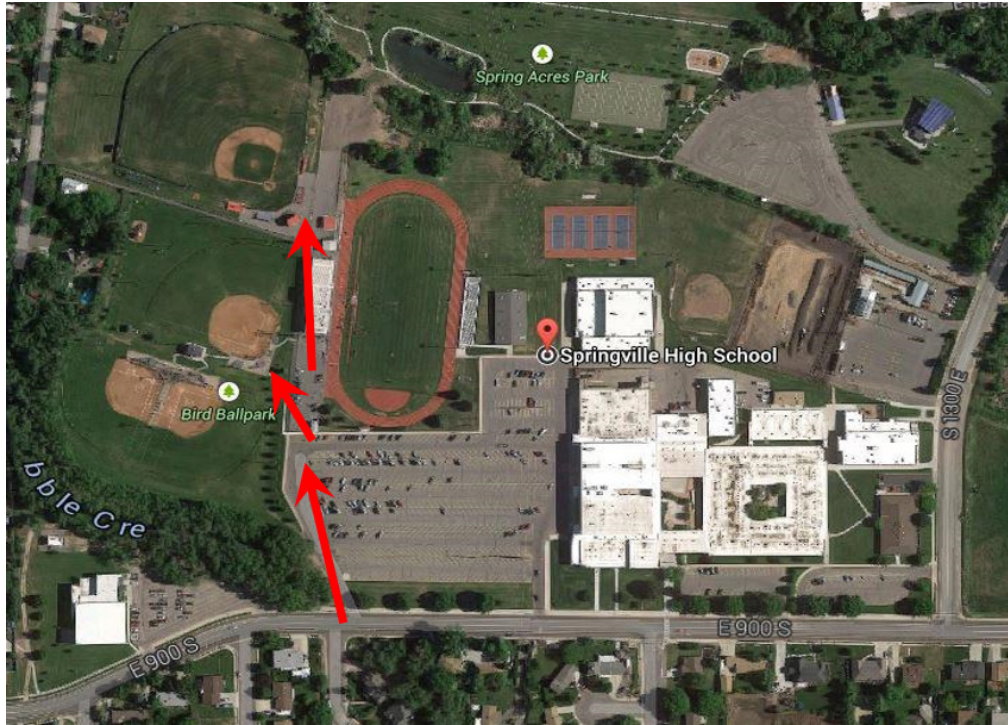
1. All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete.

Springville High School Emergency Action Plan – Baseball / Softball

Address: 1205 E 900 S Springville, UT 84663

Venue Directions

Coming south on Highway 89, turn east onto 800 S. Continue straight as the road turns to 900 S and high school will be on the left. To access either field, use southwest entrance of west parking lot. Softball field is just to the left and baseball field is past football stadium on the left. EMS will be met by a coach



Position	Name	Phone
Athletic Trainer- available in person or by phone for home events.	Lisa Walker	801 376 4954
Athletic Training Students- may be available at venue for basic first aid & assistance under the direction of the ATC	BYU Students	Contact AT
Athletic Director- Present at competitions or available by phone	Mark Binks	801 310 5771
Administration- Present at varsity competitions. Available by phone.	Everett Kelipolo Scott Johnson Tiffanie Miley	801 319 7354 801 319 6790 801 376 0344
EMS- to be summoned in an emergency		911

Emergency Personnel & Communication

Role of Personnel During Emergency

Head ATC

1. Immediate care of the injured or ill student-athlete
2. Direct care and designate responsibilities during an emergency

Athletic Training Student (ATS)

1. ATS will proceed under the direction of the AT
2. Emergency equipment retrieval

Physician (if available)

1. Will stand by to assist if their help is needed or requested

Athletic Director/Administrator/Coach

1. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Notify parent/guardian
2. Direct EMS to the scene:
 - a. Open appropriate gates
 - b. Designate someone to 'flag down' EMS and direct them to the scene
 - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

Other Staff/Visitors

1. If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
2. **If the ATC is not available, responsibility of injury treatment rests on the coach or athletic director.** SHS requires that all coaches maintain a current CPR and First Aid certification.

Location of Communication Devices

Standard Telephone

If necessary, there is a telephone in the main office, or in any classroom. You must dial 9 (dial tone) to get an outside line.

Cell Phone

Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. AT, AD/ADMN carry cell phones.

Location of Emergency and Specialty Equipment

Spine Board: Located in the athletic training facility behind the ice machine or classroom B8 (Walker)

Splints: Located in the athletic training room facility, under the mat table in the yellow and black bag, or in classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in the team medical kit. Other splints stored in Rhino cart on the sideline or black emergency bag on golf cart.

AED:

1. Portable one located inside of large black emergency bag inside of AT facility under the cabinet next to the white board or on site
2. G-wing just outside the gym
3. I-wing in Oakridge school section
4. Portable located inside of classroom B8 (Walker)
5. Main building: Hallway between the main gym and the auditorium, just down from the AT facility
6. Main building: main hallway by the copy center
7. Main building: Landing next to the underground track, next to the door for the "cage"

Other Considerations

Keys

1. Only the AD/Admin, ATC have keys to the athletic training facility
2. Keys to outside doors and gates are with the coaches, AD, AT, Admin, Custodial staff.

Insurance

1. The athlete's contact and health insurance information is located in the team medical kit. This information is also available on "Register my athlete."

Parents

1. All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete.

Springville High School Emergency Action Plan – Football

Address: 1205 E 900 S Springville, UT 84663

Venue Directions

Coming south on Highway 89, turn east onto 800 S. Continue straight as the road turns to 900 S and high school will be on the left. To access football stadium, use southwest entrance of west parking lot. EMS will be met by a coach



Position	Name	Phone
Athletic Trainer- available in person or by phone for home events.	Lisa Walker	801 376 4954
Athletic Training Students- may be available at venue for basic first aid & assistance under the direction of the ATC	BYU Students	Contact AT
Athletic Director- Present at competitions or available by phone	Mark Binks	801 310 5771
Administration- Present at varsity competitions. Available by phone.	Everett Kelipolo Scott Johnson Tiffanie Miley	801 319 7354 801 319 6790 801 376 0344
EMS- to be summoned in an emergency		911

Emergency Personnel & Communication

Role of Personnel During Emergency

Head ATC

1. Immediate care of the injured or ill student-athlete
2. Direct care and designate responsibilities during an emergency

Athletic Training Student (ATS)

1. ATS will proceed under the direction of the AT
2. Emergency equipment retrieval

Physician (if available)

1. Will stand by to assist if their help is needed or requested

Athletic Director/Administrator/Coach

1. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Notify parent/guardian
2. Direct EMS to the scene:
 - a. Open appropriate gates
 - b. Designate someone to 'flag down' EMS and direct them to the scene
 - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

Other Staff/Visitors

1. If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
2. **If the ATC is not available, responsibility of injury treatment rests on the coach or athletic director.** SHS requires that all coaches maintain a current CPR and First Aid certification.

Location of Communication Devices

Standard Telephone

If necessary, there is a telephone in the main office, or in any classroom. You must dial 9 (dial tone) to get an outside line.

Cell Phone

Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. AT, AD/ADMN carry cell phones.

Location of Emergency and Specialty Equipment

Spine Board: Located in the athletic training facility behind the ice machine or classroom B8 (Walker)

Splints: Located in the athletic training room facility, under the mat table in the yellow and black bag, or in classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in the team medical kit. Other splints stored in Rhino cart on the sideline or black emergency bag on golf cart.

AED:

1. Portable one located inside of large black emergency bag inside of AT facility under the cabinet next to the white board or on site
2. G-wing just outside the gym
3. I-wing in Oakridge school section
4. Portable located inside of classroom B8 (Walker)
5. Main building: Hallway between the main gym and the auditorium, just down from the AT facility
6. Main building: main hallway by the copy center
7. Main building: Landing next to the underground track, next to the door for the "cage"

Other Considerations

Keys

1. Only the AD/Admin, ATC have keys to the athletic training facility
2. Keys to outside doors and gates are with the coaches, AD, AT, Admin, Custodial staff.

Insurance

1. The athlete's contact and health insurance information is located in the team medical kit. This information is also available on "Register my athlete."

Parents

1. All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete.

Springville High School Emergency Action Plan – G Wing

Address: 1205 East 900 South Springville, Utah 84663

Venue Directions

Coming south on highway 89, turn east onto 800 south and continue straight as it turns to 900 south. High school will be on the left side of the road. EMS should enter the west parking lot and will be met by coach/administrator to direct to injured athlete.



Position	Name	Phone
Athletic Trainer- available in person or by phone for home events.	Lisa Walker	801 376 4954
Athletic Training Students- may be available at venue for basic first aid & assistance under the direction of the ATC	BYU Students	Contact AT
Athletic Director- Present at competitions or available by phone	Mark Binks	801 310 5771
Administration- Present at varsity competitions. Available by phone.	Everett Kelipolo Scott Johnson Tiffanie Miley	801 319 7354 801 319 6790 801 376 0344
EMS- to be summoned in an emergency		911

Role of Personnel During Emergency

Head ATC

1. Immediate care of the injured or ill student-athlete
2. Direct care and designate responsibilities during an emergency

Athletic Training Student (ATS)

1. ATS will proceed under the direction of the ATC
2. Emergency equipment retrieval

Physician (if available)

1. Will stand by to assist if their help is needed or requested

Athletic Director/Administrator/Coach

1. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Notify parent/guardian
2. Direct EMS to the scene:
 - a. Open appropriate gates
 - b. Designate someone to 'flag down' EMS and direct them to the scene
 - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

Other Staff/Visitors

1. If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
2. **If the ATC is not available, responsibility of injury treatment rests on the coach or athletic director.** SHS requires that all coaches maintain a current CPR and First Aid certification.

Location of Communication Devices

Standard Telephone

If necessary, there is a telephone in the main office or in any classroom. You must dial 9 (dial tone) to get an outside line.

Cell Phone

Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. AT, AD/ADMN carry cell phones.

Location of Emergency and Specialty Equipment (G Wing Gym)

Spine Board: Located in the athletic training facility behind the ice machine or classroom B8 (Walker)

Splints: Located in the athletic training room facility under the mat table (black and yellow bag) or in classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in the team medical kit.

AED:

1. G wing just outside the gym
2. Main building: Hallway between the main gym and the auditorium, just down from the AT facility
3. Main building: main hallway by the copy center
4. Main building: Landing next to the underground track, next to the door for the "cage"
5. Portable located inside of classroom B8 (Walker)
6. Portable located inside of large black emergency bag inside of AT facility under the cabinet next to the whiteboard or on site.
7. I wing (in the Oakridge School section)

Other Considerations

Keys

1. Only the AD/Admin, ATC, and ATS have keys to the athletic training facility
2. Keys to outside doors and gates are with the coaches, AD, AT, Admin, Custodial staff.

Insurance

1. The athlete's contact and health insurance information is located in the team medical kit. This is also available on 'register my athlete'

Parents

1. All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete.

Emergency Action Plan

Home Game Assignments

School: _____ Location: _____

Home Team: _____ Visiting Team: _____

On Site Lead Medical: _____ Position: _____ Phone Number: _____

Home Medical Staff _____

Present: _____

☐ Athletic Trainer ☐ Doctor/Specialty: _____ ☐ Other: _____

Visiting Medical Staff Present: _____

☐ Athletic Trainer ☐ Doctor/Specialty: _____ ☐ Other: _____

School Admin Covering Event: _____ Position: _____

☐ Initial: _____ Playing surface was examined and deemed ready to play on.

☐ Initial: _____ Emergency plan reviewed with all parties.

☐ Initial: _____ Lightning protocol was reviewed by all parties.

By initialing below you state you have heard and understand the Emergency and Lightning plans and agree to follow them if they need to be enacted.

_____ Visiting Head Coach _____ Head Official _____ Home Head Coach _____ Announcer

Person assigned to lead evacuation: _____

Person assigned to call EMS if needed: _____

Person assigned to meet EMS and bring to incident: _____

Person assigned to unlock doors for evacuation or EMS: _____

Nearest AED: _____

Medical Supplies on site: ☐ Athletic Trainers Kit ☐ Cervical Collar ☐ Spine Board ☐ Splints ☐ Ice
☐ Crutches ☐ AED

Springville High School Emergency Action Plan – Main Gym

Address: 1205 East 900 South Springville, Utah 84663

Venue Directions

Coming south on highway 89, turn East onto 800 south and continue straight as it turns to 900 south. High school will be on the left side of the road. EMS should enter the west parking lot and will be met by coach/administrator to direct to injured athlete.



Position	Name	Phone
Athletic Trainer- available in person or by phone for home events.	Lisa Walker	801 376 4954
Athletic Training Students- may be available at venue for basic first aid & assistance under the direction of the ATC	BYU Students	Contact AT
Athletic Director- Present at competitions or available by phone	Mark Binks	801 310 5771
Administration- Present at varsity competitions. Available by phone.	Everett Kelipolo Scott Johnson Tiffanie Miley	801 319 7354 801 319 6790 801 376 0344
EMS- to be summoned in an emergency		911

Role of Personnel During Emergency

Head ATC

1. Immediate care of the injured or ill student-athlete
2. Direct care and designate responsibilities during an emergency

Athletic Training Student (ATS)

1. ATS will proceed under the direction of the ATC
2. Emergency equipment retrieval

Physician (if available)

1. Will stand by to assist if their help is needed or requested

Athletic Director/Administrator/Coach

1. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Notify parent/guardian
2. Direct EMS to the scene:
 - a. Open appropriate gates
 - b. Designate someone to 'flag down' EMS and direct them to the scene
 - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

Other Staff/Visitors

1. If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
2. **If the ATC is not available, responsibility of injury treatment rests on the head coach or athletic director.** SHS requires that all coaches maintain a current CPR and First Aid certification.

Location of Communication Devices

Standard Telephone

If necessary, there is a telephone in the main office or in any classroom. You must dial 9 (dial tone) to get an outside line.

Cell Phone

Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. AT, AD/ADMN carry cell phones.

Location of Emergency and Specialty Equipment (Main Gym)

Spine Board: Located in the athletic training facility behind the ice machine or classroom B8 (Walker)

Splints: Located in the athletic training room facility, under the mat table (black and yellow bag) or in classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in the team medical kit.

AED:

1. Main building: Hallway between the main gym and the auditorium, just down from the AT facility
2. Main building: main hallway by the copy center
3. Main building: Landing next to the underground track, next to the door for the "cage"
4. Portable located inside of classroom B8 (Walker)
5. Portable located inside of large black emergency bag inside of AT facility under the cabinet next to the whiteboard or on site.
6. G wing just outside the gym
7. I wing (in the Oakridge school section)

Other Considerations

Keys

1. Only the AD/Admin, ATC and ATS have keys to the athletic training facility
2. Keys to outside doors and gates are with the coaches, AD, AT, Admin, Custodial staff.

Insurance

1. The athlete's contact and health insurance information is located in the team medical kit. This is also available on 'register my athlete'

Parents

1. All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete.

Springville High School Emergency Action Plan – Underground Facilities

Address: 1205 E 900 S Springville, UT 84663

Venue Directions

Coming south on Highway 89, turn east onto 800 S. Continue straight as the road turns to 900 S and high school will be on the left. To access underground facilities, use southeast entrance of west parking lot. To the right, take the ramp down to the indoor track. Travel left around the track and on the right will be the indoor cages, left will be the wrestling room, and past that on the right will be the weight room. EMS will be met by a coach



Position	Name	Phone
Athletic Trainer- available in person or by phone for home events.	Lisa Walker	801 376 4954
Athletic Training Students- may be available at venue for basic first aid & assistance under the direction of the ATC	BYU Students	Contact AT
Athletic Director- Present at competitions or available by phone	Mark Binks	801 310 5771
Administration- Present at varsity competitions. Available by phone.	Everett Kelipolo Scott Johnson Tiffanie Miley	801 319 7354 801 319 6790 801 376 0344
EMS- to be summoned in an emergency		911

Emergency Personnel & Communication

Role of Personnel During Emergency

Head ATC

1. Immediate care of the injured or ill student-athlete
2. Direct care and designate responsibilities during an emergency

Athletic Training Student (ATS)

1. ATS will proceed under the direction of the AT
2. Emergency equipment retrieval

Physician (if available)

1. Will stand by to assist if their help is needed or requested

Athletic Director/Administrator/Coach

1. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Notify parent/guardian
2. Direct EMS to the scene:
 - a. Open appropriate gates
 - b. Designate someone to 'flag down' EMS and direct them to the scene
 - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

Other Staff/Visitors

1. If the visiting team brings a certified athletic trainer, SHS personnel will assist as needed during any emergency. If the visiting team does not have an ATC, visiting team will be informed of ATC at SHS. ATC will assist the visiting team with care of the injured athlete.
2. **If the ATC is not available, responsibility of injury treatment rests on the coach or athletic director.** SHS requires that all coaches maintain a current CPR and First Aid certification.

Location of Communication Devices**Standard Telephone**

If necessary, there is a telephone in the main office, or in any classroom. You must dial 9 (dial tone) to get an outside line.

Cell Phone

Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. AT, AD/ADMN carry cell phones.

Location of Emergency and Specialty Equipment

Spine Board: Located in the athletic training facility behind the ice machine or classroom B8 (Walker)

Splints: Located in the athletic training room facility, under the mat table in the yellow and black bag, or in classroom B8 (Walker) on the top shelf in the red and black bag. Small splints may be present in the team medical kit. Other splints stored in Rhino cart on the sideline or black emergency bag on golf cart.

AED:

1. Main building: Landing next to the underground track, next to the door for the "cage"
2. Portable one located inside of large black emergency bag inside of AT facility under the cabinet next to the white board or on site
3. Portable located inside of classroom B8 (Walker)
4. Main building: Hallway between the main gym and the auditorium, just down from the AT facility
5. Main building: main hallway by the copy center
6. G-wing just outside the gym
7. I-wing in Oakridge school section

Other Considerations**Keys**

1. Only the AD/Admin, ATC have keys to the athletic training facility
2. Keys to outside doors and gates are with the coaches, AD, AT, Admin, Custodial staff.

Insurance

1. The athlete's contact and health insurance information is located in the team medical kit. This information is also available on "Register my athlete."

Parents

All efforts will be made to notify the parent/guardian or other approved contact of the athlete with information about the whereabouts of the athlete.

Timpview High School Emergency Action Plan – Football

THS Football Field

Personnel

- **Ben Ross ATC**
 - Games: on sideline with team.
 - Practices: on practice field with team or in Training Room.
- **BYU Athletic Training Students**
 - Games: on sideline with team.
 - Practices: on practice field with team or in Training Room.
- **Dr. Scott Jackson**—Team Physician
 - Games: on sideline with team; varsity only, on call for sophomore and JV games. (He may be at some the sophomore games 2006 football season.)
 - Practice: on call.
- **Rogan Taylor**—Physical Therapist (Or a Therapist from his office.)
 - Games: on sideline with team. (Varsity games only; other games on call.)
 - Practices: on call.
- **Timpview Athletic Training Students**
 - Games: on sideline with team
 - Practices: on field with team or in the Training Room.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Games: EMS will be motioned onto the field when needed, Varsity only. Other games EMS will be summoned by calling 911.
 - Practice: EMS will be summoned by calling 911.

Role of Personnel during Emergency

- **ATC**
 - The 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).
- **Athletic Training Students**
 - Assist with athlete as needed.
 - To get MD if needed.
 - Stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- **Team Physician**
 - The MD will come onto the field and stand by or assist if their help is needed or requested.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Assist as requested and needed.
 - If a visiting team brings a certified athletic trainer, Timpview personnel will assist as needed during any emergency. If the visiting team does not bring qualified medical staff, the Timpview ATC will direct care.

Location of Communication Devices

- **Cell phone**
 - ATC will have a cell phone at competitions and practices. Coach Wong and others will have a cell phone on the field.
- **Standard telephone**
 - If necessary, the nearest telephone is located in the weight room office. The weight room door is located just north of the Public Restrooms. The ATC, football coaches, administration, and janitorial staff will have keys to unlock the doors.
- **Walkie talkie**
 - Usually administer on sideline has a walkie talkie to communicate to staff (varsity games only).

Location and Directions for EMS

- **EMS** on location for varsity games only.
 - EMS parks at the northeast corner of the track/field.
- **For all other games call 911.** The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. If using school phone dial 9 (to get outside line) then dial 911.
- **Directions**
 - **Address: 3570 North 650 East (Timpview Drive).** Go north of Timpview High to the corner of Timpview Drive and Quail Drive. Drive east on Quail Drive to the second parking lot. Turn right into student parking lot. Drive to the southeast corner of the parking lot until you see an opening between the seminary building and the industrial arts building. Turn up into the driving range/upper parking lot and drive to the gate and ticket booth at the southeast corner of the driving range. From there you will see football field and the road that goes down to the field.

Location of Emergency and Specialty Equipment

- **AED**—located on home sideline
- **Splint bag**—located on home sideline
- **Crutches**—located on home sideline
- **Spine board**—located on home sideline or training room

Other Considerations

- The ATC will have keys to the building doors and gates where EMS must enter. Administrators and janitorial staff will also have building and gate keys.
- The athlete's contact and health insurance information is located in the team training kit on the sideline.
- A coach or athletic trainer will be sent to the ER if a guardian is not available.

Timpview High School Emergency Action Plan – Baseball

THS Baseball Field

Personnel

- **Ben Ross ATC**
 - Game: In dugout with team or on call from another THS field.
 - Practices: on practice field with team or in Training Room.
- **BYU Athletic Training Students**
 - Game: In dugout with team
 - Practices: on practice field with team or in Training Room.
- **Team Physician**
 - Game: on call
 - Practice: on call.
- **Timpview Athletic Training Students**
 - Games: in dugout with team.
 - Practices: on field with team or in the Training Room.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Games: EMS will be summoned by calling 911.
 - Practice: EMS will be summoned by calling 911.

Role of Personnel during Emergency

- **ATC**
 - The 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).
- **Athletic Training Students**
 - Assist with athlete as needed.
 - Get MD if needed.
 - Stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- **Team Physician**
 - On call
- **Other (Coaches, EMS, Administrator, etc.)**
 - Assist as requested and needed.
 - If a visiting team brings a certified athletic trainer, Timpview personnel will assist as needed during any emergency. If the visiting team does not bring qualified medical staff, the Timpview ATC will direct care.

Location of Communication Devices

- **Cell phone**
 - ATC will have a cell phone at competitions and practices. Coaches and others will have a cell phone.
- **Standard telephone**
 - If necessary, the nearest telephone is located in the training room. The ATC,
 - BYU SAT, administration and janitorial staff will have keys to unlock the doors if needed.

Location and Directions for EMS

- **EMS**
 - Call 911: The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. If using school phone dial 9 (to get outside line) then dial 911.
- **Directions**
 - **Address: 3570 North 650 East (Timpview Drive).** The Baseball field is south of the High School. From the intersection of 3230 North and Timpview Drive just past the first house to your right heading north on Timpview Drive turn right heading east into a gated road that goes up past the city park around the back of the baseball field, and brings you onto the field by the dugouts.

Location of Emergency and Specialty Equipment

- **AED**—located on home dugout or at another THS field
- **Splint bag**—located on home sideline or at another THS field.
- **Crutches**—located in training room.
- **Spine board**—located in training room.

Other Considerations

- The ATC will have keys to the building doors and gates where EMS must enter. Administrators and janitorial staff will also have building and gate keys.
- The athlete's contact and health insurance information is located in the team training kit on the sideline or coaches bag.
- A coach or athletic trainer will be sent to the ER if a guardian is not available.

Timpview High School Emergency Action Plan – Boys and Girls Soccer

THS Football/Soccer Field

Personnel

- **Ben Ross ATC**
 - Games: on sideline with team.
 - Practices: on practice field with team or in Training Room.
- **BYU Athletic Training Students**
 - Games: on sideline with team.
 - Practices: on practice field with team or in Training Room.
- **Team Physician**
 - Games: on call
 - Practice: on call.
- **Timpview Athletic Training Students**
 - Games: on sideline with team
 - Practices: on field with team or in the Training Room.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Games: EMS will be summoned by calling 911.
 - Practice: EMS will be summoned by calling 911.

Role of Personnel during Emergency

- **ATC**
 - The 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).
- **Athletic Training Students**
 - Assist with athlete as needed.
 - To get MD if needed.
 - Stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- **Team Physician**
 - On call
- **Other (Coaches, EMS, Administrator, etc.)**
 - Assist as requested and needed.
 - If a visiting team brings a certified athletic trainer, Timpview personnel will assist as needed during any emergency. If the visiting team does not bring qualified medical staff, the Timpview ATC will direct care.

Location of Communication Devices

- **Cell phone**
 - ATC will have a cell phone at competitions and practices. Coaches and others will have a cell phone on the field.
- **Standard telephone**
 - If necessary, the nearest telephone is located in the weight room office. The weight room door is located just north of the Public Restrooms. The ATC, coaches, administration, and janitorial staff will have keys to unlock the doors.

Location and Directions for EMS

- **EMS**
 - **Call 911:** The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. If using school phone dial 9 (to get outside line) then dial 911.
- **Directions**
 - **Address: 3570 North 650 East (Timpview Drive).** Go north of Timpview High to the corner of Timpview Drive and Quail Drive. Drive east on Quail Drive to the second parking lot. Turn right into student parking lot. Drive to the southeast corner of the parking lot until you see an opening between the seminary building and the industrial arts building. Turn up into the driving range/upper parking lot and drive to the gate and ticket booth at the southeast corner of the driving range. From there you will see football/soccer field and the road that goes down to the field.

Location of Emergency and Specialty Equipment

- **AED**—located on home sideline
- **Splint bag**—located on home sideline
- **Crutches**—located on home sideline or training room.
- **Spine board**—located in training room.

Other Considerations

- The ATC will have keys to the building doors and gates where EMS must enter. Administrators and janitorial staff will also have building and gate keys.
- The athlete's contact and health insurance information is located in the team training kit on the sideline.
- A coach or athletic trainer will be sent to the ER if a guardian is not available.

Timpview High School Emergency Action Plan – Softball

THS Softball Field

Personnel

- **Ben Ross ATC**
 - Game: In dugout with team or on call from another THS field.
 - Practices: on practice field with team or in Training Room.
- **BYU Athletic Training Students**
 - Game: In dugout with team
 - Practices: on practice field with team or in Training Room.
- **Team Physician**
 - Game: on call
 - Practice: on call.
- **Timpview Athletic Training Students**
 - Games: in dugout with team.
 - Practices: on field with team or in the Training Room.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Games: EMS will be summoned by calling 911.
 - Practice: EMS will be summoned by calling 911.

Role of Personnel during Emergency

- **ATC**
 - The 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).
- **Athletic Training Students**
 - Assist with athlete as needed.
 - Get MD if needed.
 - Stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- **Team Physician**
 - On call
- **Other (Coaches, EMS, Administrator, etc.)**
 - Assist as requested and needed.
 - If a visiting team brings a certified athletic trainer, Timpview personnel will assist as needed during any emergency. If the visiting team does not bring qualified medical staff, the Timpview ATC will direct care.

Location of Communication Devices

- **Cell phone**
 - ATC will have a cell phone at competitions and practices. Coaches and others will have a cell.
- **Standard telephone**
 - If necessary, the nearest telephone is located in the main office of the school which is across the street east of the softball field. Administration and janitorial staff will have keys to unlock the doors if needed.

Location and Directions for EMS

- **EMS**
 - **Call 911:** The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. If using school phone dial 9 (to get outside line) then dial 911. If using main office phone push a number key to get an open line.
- **Directions**
 - **Address: 3570 North 650 East (Timpview Drive).** The Softball field is directly across the street west of the front of the High School.

Location of Emergency and Specialty Equipment

- **AED**—located on home dugout or at another THS field
- **Splint bag**—located on home sideline or at another THS field.
- **Crutches**—located in training room.
- **Spine board**—located in training room.

Other Considerations

- The ATC will have keys to the building doors and gates where EMS must enter. Administrators and janitorial staff will also have building and gate keys.
- The athlete's contact and health insurance information is located in the team training kit on the sideline or coaches bag.
- A coach or athletic trainer will be sent to the ER if a guardian is not available.

Timpview High School Emergency Action Plan – Boys & Girls Basketball and Volleyball **THS Thunderdome**

Personnel

- **Ben Ross ATC**
 - Games: on bench with team.
 - Practices: in gym with team or in Training Room.
- **BYU Athletic Training Students**
 - Games: on bench with team.
 - Practices: in gym with team or in Training Room.
- **Team Physician**
 - Games: on call; quite often in stands.
 - Practice: on call.
- **Timpview Athletic Training Students**
 - Games: on bench with team or in the stands behind the bench.
 - Practices: in gym with team or in the Training Room.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Games: EMS will be summoned by calling 911.
 - Practice: EMS will be summoned by calling 911.

Role of Personnel during Emergency

- **ATC**
 - The 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).
- **Athletic Training Students**
 - Assist with athlete as needed.
 - Get MD if needed.
 - Stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- **Team Physician**
 - On call. If in stands will assist when requested or if obviously needed without request.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Assist as requested and needed.
 - If a visiting team brings a certified athletic trainer, Timpview personnel will assist as needed during any emergency. If the visiting team does not bring qualified medical staff, the Timpview ATC will direct care.

Location of Communication Devices

- **Cell phone**
 - ATC will have a cell phone at competitions and practices. Coaches and others will have a cell phone.
- **Standard telephone**
 - If necessary, the nearest telephone is located in the coaches' offices. The offices are located at the south end of the Thunderdome upper level. The ATC, coaches, administration, and janitorial staff will have keys to unlock the doors.
- **Walkie-talkie**
 - Usually administer in the gym has a walkie-talkie to communicate to staff (varsity games only).

Location and Directions for EMS

- **EMS on call.**
 - **Call 911:** The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. If using school phone dial 9 (to get outside line) then dial 911.

- **Directions**

- **Address: 3570 North 650 East/(Timpview Drive).** Go north of Timpview High to the corner of Timpview Drive and Quail Drive. Drive east on Quail Drive to the second parking lot. Turn right into student parking lot. Drive to the southeast corner of the parking lot until you see an opening between the seminary building and the industrial arts building. Turn up into the driving range/upper parking lot and drive to the gate and ticket booth at the southeast corner of the driving range. Go through the gate and follow the road down the hill to the back doors of the Thunderdome. This is very close to the court and the training room.

Location of Emergency and Specialty Equipment

- **AED**—located at home bench.
- **Splint bag**—located at home bench or in training room.
- **Crutches**—located in training room.
- **Spine board**—located in training room.

Other Considerations

- The ATC will have keys to the building doors and gates where EMS must enter. Administrators and janitorial staff will also have building and gate keys.
- The athlete's contact and health insurance information is located in the team training kit at the team bench.
- A coach or athletic trainer will be sent to the ER if a guardian is not available.

Timpview High School Emergency Action Plan – Boys & Girls Track

THS Track

Personnel

- **Ben Ross ATC**
 - Meet: at north end of track by high jump
 - Practices: on practice field with team or in Training Room.
- **BYU Athletic Training Students**
 - Meet: at north end of track by high jump
 - Practices: on practice field with team or in Training Room.
- **Team Physician**
 - Meets: on call
 - Practice: on call.
- **Timpview Athletic Training Students**
 - Games: at north end of track by high jump
 - Practices: on field with team or in the Training Room.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Games: EMS will be summoned by calling 911.
 - Practice: EMS will be summoned by calling 911.

Role of Personnel during Emergency

- **ATC**
 - The 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).
- **Athletic Training Students**
 - Assist with athlete as needed.
 - Get MD if needed.
 - Stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- **Team Physician**
 - On call
- **Other (Coaches, EMS, Administrator, etc.)**
 - Assist as requested and needed.
 - If a visiting team brings a certified athletic trainer, Timpview personnel will assist as needed during any emergency. If the visiting team does not bring qualified medical staff, the Timpview ATC will direct care.

Location of communication Devices

- **Cell phone**
 - ATC will have a cell phone at competitions and practices. Coaches and others will have a cell phone on the field.
- **Standard telephone**
 - If necessary, the nearest telephone is located in the weight room office. The weight room door is located just north of the Public Restrooms. The ATC, coaches, administration, and janitorial staff will have keys to unlock the doors.

Location and Directions for EMS

- **EMS**
 - **Call 911:** The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. If using school phone dial 9 (to get outside line) then dial 911.
- **Directions**
 - **Address: 3570 North 650 East (Timpview Drive).** Go north of Timpview High to the corner of Timpview Drive and Quail Drive. Drive east on Quail Drive to the second parking lot. Turn right into student parking lot. Drive to the southeast corner of the parking lot until you see an opening between the seminary building and the industrial arts building. Turn up into the driving range/upper parking lot and drive to the gate and ticket booth at the southeast corner of the driving range. From there you will see the track and the road that goes down to the field.

Location of Emergency and Specialty Equipment

- **AED**—located on home sideline
- **Splint bag**—located on home sideline
- **Crutches**—located on home sideline or training room.
- **Spine board**—located in training room.

Other Considerations

- The ATC will have keys to the building doors and gates where EMS must enter. Administrators and janitorial staff will also have building and gate keys.
- The athlete's contact and health insurance information is located in the team training kit on the sideline.
- A coach or athletic trainer will be sent to the ER if a guardian is not available.

Timpview High School Emergency Action Plan – Wrestling, Training Room, Weight Rooms, South Gym THS Wrestling Room, North Gym Training Room, Weight Rooms, South Gym

Personnel

- **Ben Ross ATC**
 - Games: on bench with team.
 - Practices: in gym with team or in Training Room.
- **BYU Athletic Training Students**
 - Games: on bench with team.
 - Practices: in gym with team or in Training Room.
- **Team Physician**
 - Games: on call; quite often in stands.
 - Practice: on call.
- **Timpview Athletic Training Students**
 - Games: on bench with team.
 - Practices: in gym with team or in the Training Room.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Games: EMS will be summoned by calling 911.
 - Practice: EMS will be summoned by calling 911.

Role of Personnel during Emergency

- **ATC**
 - The 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).
- **Athletic Training Students**
 - Assist with athlete as needed.
 - Get MD if needed.
 - Stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- **Team Physician**
 - On call. If in stands will assist when requested or if obviously needed without request.
- **Other (Coaches, EMS, Administrator, etc.)**
 - Assist as requested and needed.
 - If a visiting team brings a certified athletic trainer, Timpview personnel will assist as needed during any emergency. If the visiting team does not bring qualified medical staff, the Timpview ATC will direct care.

Location of Communication Devices

- **Cell phone**
 - ATC will have a cell phone at competitions and practices. Coaches and others will have a cell phone.
- **Standard telephone**
 - If necessary, the nearest telephone is located in the Training room. The ATC, coaches, administration, and janitorial staff will have keys to unlock the doors.
- **Radio**
 - Usually administer in the gym has a radio to communicate to staff (varsity games only).

Location and Directions for EMS

- **EMS on call.**
 - **Call 911:** The person calling should wait for verification from dispatch that Provo EMS has been contacted and is en route. **If using school phone dial “9” (to get outside line) then dial 911.**

- **Directions**

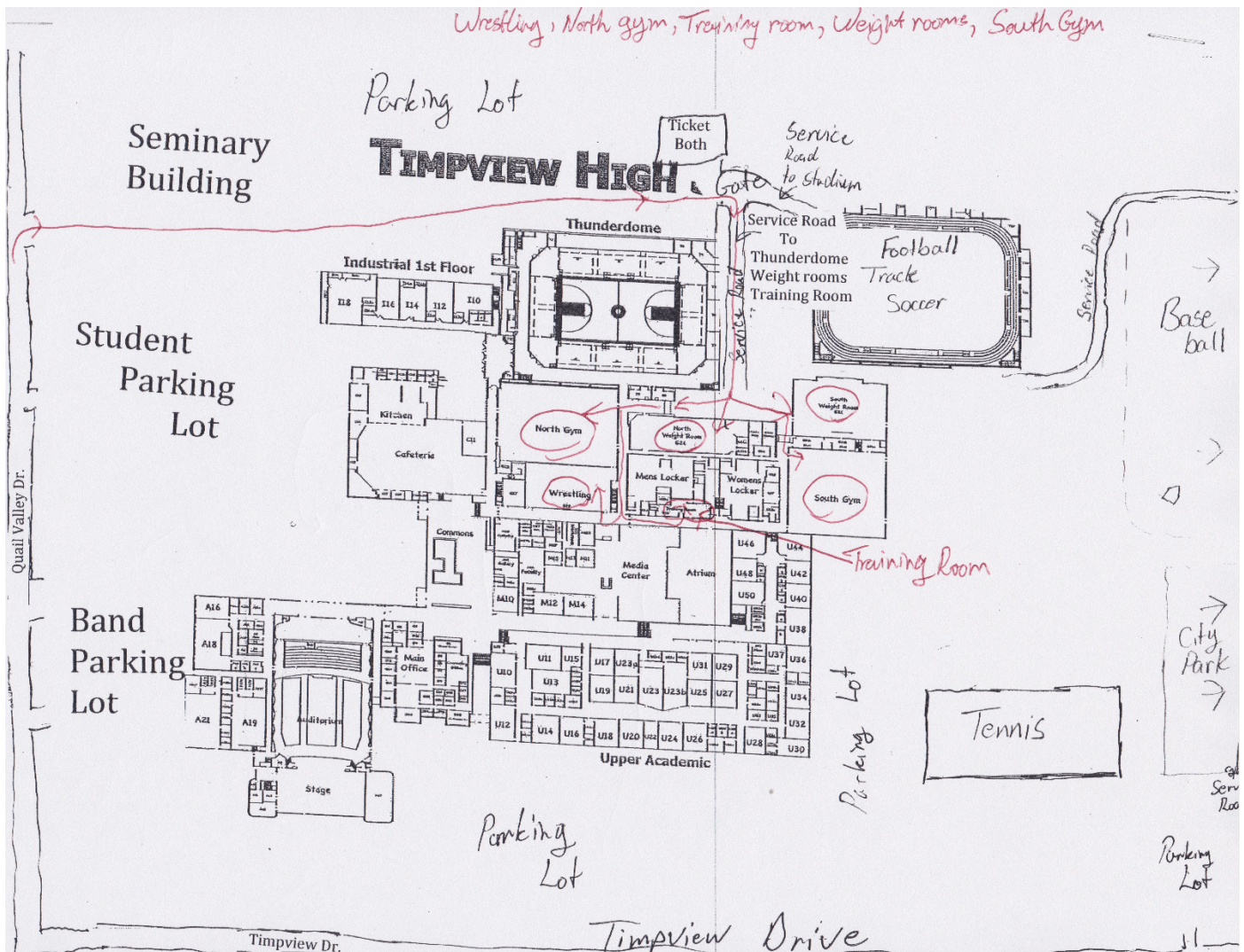
- **Address: 3570 North 650 East/(Timpview Drive).** Go north of Timpview High to the corner of Timpview Drive and Quail Drive. Drive east on Quail Drive to the second parking lot. Turn right into student parking lot. Drive to the southeast corner of the parking lot until you see an opening between the seminary building and the industrial arts building. Turn up into the driving range/upper parking lot and drive to the gate and ticket booth at the southeast corner of the driving range. Go through the gate and follow the road down the hill to the back doors of the Thunderdome. This is very close to the court and the training room.

Location of Emergency and Specialty Equipment

- **AED**—located at home bench, Training Room or Thunderdome
- **Splint bag**—located at home bench or in training room.
- **Crutches**—located in training room.
- **Spine board**—located in training room.

Other Considerations

- The ATC will have keys to the building doors and gates where EMS must enter. Administrators and janitorial staff will also have building and gate keys.
- The athlete's contact and health insurance information is available by connecting to Register My Athlete on line, or located in the Training Room Files.
- A coach or athletic trainer will be sent to the ER if a guardian is not available.



Pleasant Grove High School Emergency Action Plan

Purpose of EAP

To provide Pleasant Grove High School Athletics with an emergency action plan (EAP) in case of a serious or life-threatening condition that arises during practice or competitions. Athletic Trainers (ATC), 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.

Emergency Contacts

Land-line phones are not available outside the school building. Within the building, land-line (fixed) phones are available in both Training Rooms, the wrestling room, weight room, dance room, and conditioning room. In addition, cell phones are carried by the ATC, coaches, athletic staff and even spectators if necessary. The following is a list of important phone numbers needed in case of emergency:

Kristin Everett, Athletic Trainer (ATC)	801-830-2452
Nate Johnston, Athletic Director (AD)	801-372-1543
School Office Phone	801-610-8170
Pleasant Grove Fire Dept. and EMS	801-796-9496
Poison Control Center	1-800-222-1222
Ambulance, Fire, Police	911

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 and be the last one to hang up

ATC (or coach if ATC is not available) will make the decision to call EMS and will personally make the call or they may assign a responsible person to call. Runners should be designated to meet the ambulance and assist EMS in guiding them to the location of the injured athlete. Local EMS should also have a map of campus to aid in the response of an emergency. A map is located at the end of this document.

Chain of Command

ATC (if present) is in charge of emergency until EMS arrive. In the event the ATC is not present, the coach will be in charge until ATC or EMS arrive. Student AT interns, student coaches and administrators are also available to assist ATC but only if asked. The only exceptions are the visiting ATC, who is responsible for their team.

Emergency Qualifications

It is required that ATC, student athletic training interns, and coaches are all trained in CPR and first aid, and maintain a current certification in both. EMS will not be onsite for games and practices since they are located close enough to respond quickly to an emergency (exception: EMS is present for most home varsity football games). Visiting teams should also be informed of EAP procedures.

Responsibilities of Emergency Team Members

During home games, the home team ATC and the visiting ATC are responsible for their own teams but may assist the other ATC if needed. Since there is only one ATC on campus, all coaches are responsible for emergencies during practices and games until ATC, EMS, or doctor arrives on scene. Parents are the primary person to accompany student to hospital. If parents are not around, assistant coach will accompany athlete to hospital. Gates and locked doors can be opened by ATC, coaches and administrators.

Equipment and Supplies

All available supplies and equipment are stored in the Training Rooms (see map).

- Large/Old Training Room:** Door to training room is in the southeast corner of the A gym.
- Valhalla Training Room:** Southwest bottom corner of Valhalla fieldhouse.

All available equipment will be on site for games and quickly accessible including a fully stocked AT medical kit. Many sports will have a medical kit provided for their teams use. Coaches and student athletic training interns should take responsibility to ensure that their med kit is stocked and supplies are used appropriately. Equipment should be in good condition and personnel must be trained, in advance, to use it properly.

Ice machines, hydrocollator units, bandaging and taping supplies are located in both training rooms. Electric Stim/Ultrasound machine is kept in locked storage closet in the large/old training room. TENS units are in the wall-mounted cabinet in the Valhalla Training Room. Electrical modalities may only be used by ATC and are re-calibrated every 2 years.

Location of AED's

1. **Valhalla Training Room:** Wall-mounted cabinet in the hallway just outside the door to the training room
2. **A gym foyer:** Wall-mounted cabinet in the southwest corner of the foyer, to the right of the gym doors
3. **Large/Old Training Room:** Cabinet directly in front of the doors, AED sign posted on outside of cabinet
4. **Main Office entryway:** Wall-mounted cabinet across the entryway from the main office/attendance office
5. **Senior Hall by elevators:** Wall-mounted cabinet next to the elevator across from classroom 233 (downstairs in the "old" section of the school)
6. **Upstairs, new section:** Wall-mounted cabinet at the top of the stairs, across from room 211

Zone 1: Football/Soccer field

- **Directions: School address is 700 E 200 S in Pleasant Grove City**
 - From 200 South, turn R onto Locust Ave. Pull in to the PG Rec Center Parking lot and pull up to the south side of the football field. The gate to the field can be unlocked by ATC or coaches. Ambulance may pull on to track, but not on field.

Zone 2: Baseball field, Softball field, Tennis courts

- **Directions: School address is 700 E 200 S in Pleasant Grove City**
 - From 200 South, go east past the school and pull in to park entry on the right just past the seminary building and single private home. Tennis courts are on the left, softball field is in the middle, and the baseball field is on the right of the sports complex. To access the baseball field, stay to the right and follow until it "T's", then turn left to take the road closest to the field. Field gates can be opened by coaches, gates across road can be opened by ATC or coaches.

Zone 3: Valhalla fieldhouse/gym, Valhalla Training Room

- **Directions: School address is 700 E 200 S in Pleasant Grove City**
 - From 200 South, turn R onto Locust Ave. Pull in to the PG Rec Center Parking lot and drive all the way up past the football field to the corner of the fieldhouse. Enter thru the southwest doors.

Zone 4: Dance Room, Conditioning Room, C Gym, Weight Room

- **Directions: School address is 700 E 200 S in Pleasant Grove City**
 - From 200 South, go east past the school and pull in to park entry on the right just past the seminary building and single private home. Stay to the right and take the road down past the parking lot until the road "T's". Park in the spaces to the left near the baseball field/school.

Zone 5: A Gym, Wrestling Room, Large/Old Training Room

- **Directions: School address is 700 E 200 S in Pleasant Grove City**
 - From 200 South, turn right to enter the main parking lot just before (west of) the school. Drive along the west side of the school, thru gates and go between the school and the football field. Enter the doors near the "gymnasium" sign. The A gym is on the right, with the Large/Old training room in the opposite corner of the gym, and the wrestling room is halfway down the hall on the right.

American Fork High School Emergency Action Plan

Address: 510 North Caveman Blvd. (600 East), American Fork, UT 84003

Athletic Health Care Team (AHCT)

Becky Bailey, ATC	801.368.5232 801.610.8800 ext. 322
Joe Atwood (AD)	801.836.8119
Jeremy Lewis (Assist. AD)	801.243.0809
Principal Dan Weishar	801.830.2230
Rex Brimhall (Assistant Principal-Athletics)	801.787.2095
School Front Office	801.610.8800
Ryan Slater, MD (Sports Medicine)	801.763.3885 office 801.616.0989 cell
Paul Ritchie, MD (Orthopedics)	801.763.3885 office 801.885.6263 cell
Seth Kelson, DPT (Physical Therapy)	801.492.6577 office 801.230.2018 cell
American Fork Fire Dept. and EMS	911
Poison Control	1.800.222.1222
Ambulance, Fire, Police	911

Information to be provided over the phone in case of emergency

- Name and phone number you are calling from
- Exact location of the emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.)
- Type of injury or illness
- Condition of patient (s) and type of aid being provided
- Number of people injured
- Other information as requested and be the last one to hang up

Purpose of EAP

The purpose is to provide American Fork Athletics with an emergency action plan (EAP) in case of a serious or life-threatening condition that arises during practices or competitions. ATCs, ADs, coaches and others involved in athletics must constantly be on guard for potential injuries, and although the occurrence of limb 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.

Chain of Command

The ATC is in charge of the emergency until EMS arrives. Doctors will assist if summoned by the ATC. Coaches and student AT's are also available to assist ATC when asked. The only exceptions are the visiting ATC, who is responsible for their team, and when ATC is not at games or practices. In this situation, the head coach is in charge until ATC or EMS arrive.

Emergency Qualifications

It is required that ATC, student ATs and coaches are all trained in CPR and first aid. ATC for event may have student athletic trainers' onsite at competitions and practice as well as coaches to assist in providing emergency first aid as the ATC sees fit. New staff involved athletic activities should comply with this rule within 6 months of employment. It is recommended that ALL personnel also be trained in the prevention of disease transmission. EMS will not be on site for games or practices since they are located close enough to respond quickly to an emergency. Visiting teams should also be informed of EAP procedures.

EAP Training and Personnel

Education and rehearsal of the Athletics EAP are necessary for the plan to be successful. Personnel involved in EAP training should include, but are not limited to, ATC for school, AT students, all coaches, school doctor(s), emergency room doctor(s), paramedics and other EMS responders. ATC will be in charge of annual training and will meet with coaches before each season begins to rehearse EAP for each sport that season. Training will involve a review of EAP, a presentation of expectations and standards that each person will be held accountable for, assignments of responsibilities, and rehearsal EAP. Doctors should be at these meetings but if a conflict arises, ATC will meet with doctors as soon as time permits. A thorough understanding of the procedures associated with the emergency care plan is required to ensure quick and successful care. Training and review is required each time a member joins the personnel involved in emergency situation.

Responsibilities of Emergency Team Members

During home games, the home team ATC and the visiting ATC are responsible for their own teams but may assist the other ATC if needed. Since there is only one ATC on campus, all coaches are responsible for emergencies during practice and games until ATC, EMS, or doctor arrives on scene. Since insurance coverage varies among athletes, parents may decide how their athlete is cared for and where they are cared for. Parents are the primary person to accompany student to hospital. If parents are not around, assistant coach will accompany athlete to hospital.

Equipment and Supplies

All available supplies and equipment are stored in the AT room or AT storage room. The AT room is located east of the main gym in room 322. It is in the basement of the school between the boys' locker room and the wrestling room. The AT storage room is across the hall. All available equipment will be on site for games and quickly accessible including a fully stocked and complete AT kit for all games and competitions ATC attends. ATC is not required to bring main bag to practice but is required to bring personal AT bag. Equipment should be in good condition and personnel must be trained, in advance, to use it properly. Keys for AT room are held by ATC, administration, and athletic director. To ensure that emergency equipment is in working order, all equipment should be checked on a regular basis. In addition, medical records and emergency contacts for all athletes should be available both at the school and on the road.

Environmental Conditions:

LIGHTNING

In case of lightning, the athletic director is responsible for the decision to stop the game. However, ATC can inform referee and/or athletic director of possible hazard. Heat issues are not usually a problem in this area except during summer pre-season practice, especially during football. Cold conditions are also a possibility in this area. ATC should be current on both heat and cold injuries signs and symptoms and be able to treat ill or injured athlete(s) accordingly. If the situation does arise where weather conditions might affect athletes, ATC will keep track of weather conditions via psychrometer or if one is not available ATC will refer to weather conditions by use of internet websites such as weather.com or local news website. ATC should also 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.

FIRE

In case of a fire, everyone inside building will proceed to nearest exit and remain outside and away from building. The athletic director or administration should also call 911 to inform them of situation. In case of an earthquake, everyone inside school will immediately drop, cover, and hold on. If necessary, move only a few steps to a nearby safe place avoiding windows. Stay indoors until the shaking stops and you're sure it's safe to exit. If inside the school, expect the fire alarms and maybe sprinklers to go off during a quake. If you are outdoors, find a clear

spot away from buildings, trees, and power lines and drop to the ground. Once the shaking stops check yourself and others for injuries. Expect aftershocks and each time you feel one, drop, cover, and hold on. Get everyone out if the school is unsafe.

Emergency Care

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

1. Check life threatening conditions
 1. Level of consciousness – if unconscious call 911 immediately
 2. Airway – is airway blocked
 3. Breathing – is person breathing
 4. Circulation – does person have pulse
 5. Bleeding – is person bleeding severely
2. Call 911 now if necessary
3. Emergency equipment
 1. AED, spine board, cervical collar, first aid kit
4. Apply basic first aid as situation requires
 1. Adult CPR: 30 compressions then every 2 breaths
 2. Bleeding: direct pressure over injury; elevate injury over heart if possible; apply sterile dressing over injury
 3. Splint fractures
 4. Cervical Collar – apply if suspected neck injury; prevent any movement of neck when applying cervical collar
 5. Spine Boarding – use if suspected head, neck or spine injury; prevent any movement of spine while attaching to spine board
 6. Treat for Shock – if necessary
5. Any other emergency procedures as necessary
6. Other things to consider during emergency situation:
 1. Reassure and calm athlete
 2. Don't move severely injured athlete unless he/she is in danger
 3. Don't reduce fractures or dislocations
 4. Sufficient lines of vision between the medical staff and all available emergency personnel should be established and maintained
 5. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference
 6. Keep players, coaches, spectators away and prevent them from helping injured athlete

START Triage Plan

The concept of triage is simply a method of quickly identifying victims who have immediately life-threatening injuries and who have the best chance of surviving so that when additional rescuers arrive on scene, they are directed first to those patients. When the situation arises where there is a need to treat multiple victims, the head ATC at the site will be in charge of determining the order of care for the victims. All victims will be identified using athletic tape as follows:

- **IMMEDIATE** – 1 strip of tape for the serious, life-threatening injuries that need immediate care. These patients are at risk for early death - usually due to shock or a severe head injury. They should be stabilized and transported as soon as possible.
- **DELAYED** – 2 strips for moderate injuries that aren't immediately life threatening. Patients who have been categorized as **DELAYED** are still injured and these injuries may be serious. They were placed in the **DELAYED** category because their respirations were under 30 per minute, capillary refill was under 2 seconds and they could follow simple commands. But they could deteriorate. They should be reassessed when possible and those with the most serious injuries or any who have deteriorated should be top priorities for transport. Also, there may be vast differences between the conditions of these patients. Consider, for example, the difference between a patient with a broken leg and one with multiple internal injuries who is compensating initially. The second patient will need much more frequent re-assessment.
- **MINOR** – 3 strips for mild injuries that require the least amount of emergency care. Ask those who are not injured or who have only minor injuries to identify themselves. Tag those with minor injuries as

MINOR. Patients with *MINOR* injuries are still patients. Some of them may be frightened and in pain. Reassure them as much as you can that they will get help and transport as soon as the more severely injured patients have been transported. Any of these patients also could deteriorate if they had more serious injuries than originally suspected. They should be reassessed when possible.

As an ATC and first one on the scene, not starting CPR may be the hardest thing you must do at a multiple casualty scene. But if you perform CPR on one patient, many others may die. ATC will assign doctors, AT students, or coaches to assist in care until ATC or EMS can attend to athlete.

Documentation

All actions and treatments pertaining to the emergency situation should be recorded in registermyathlete.com. This is important for future reference for the EAP personnel. They need to be able to look back at the situation and response and improve or revise the EAP as they see fit. This will ensure better reactions and effectiveness for potential emergencies. ATC will be mainly in charge of recording information. Doctors may assist if they provide care or treatment.

Documentation should include the following:

1. Documentation of response and actions during emergency situation
2. Follow-up documentation on evaluation of response to emergency situation
3. Documentation of personnel training and rehearsals

All medical records should be kept at the school and copies made to be brought along when traveling. Records left at school are kept in AD office and keys are held by custodians and AD.

Procedures for Various Sport Locations at American Fork High School

Outdoor Sporting Events – Football, Soccer, Track, Tennis, Cross Country, Baseball, Softball

In case of emergency a cell phone on the field will be used by ATC or administration. The school is located at 510 N 600 E in American Fork. A member of the administrative team (preferably not the AD) will be assigned to meet EMS at the parking lot entrance to south of the school near the south gym (**except in the case of baseball, which is nearest the north parking lot**). **Custodial, Administrative, or coaching staff must ensure that one of the gates between the parking lot and the football field is unlocked prior to the EMS arrival.**

Main Athletics Complex – Basketball, Wrestling, Volleyball, Dance, Weight Room

In case of emergency a cell phone at the court will be used by ATC or administration. Someone will be assigned to meet EMS at the parking lot entrance to the SOUTH gym. The hallway between the South Gym and the Main Gym will be the primary avenue for the emergency response personnel. Access to the main Gym floor will be via the elevator. **Custodial, Administrative, or coaching staff must ensure that the gate between the parking lot and the South Gym entrance is unlocked prior to the EMS arrival. In addition, they must remove the jams on the doors exiting the gym near the basement entrance to the elevators.**

Auxiliary Gyms – North, East, and South and Cafeteria areas

In case of emergency a cell phone at the court will be used by ATC or administration. Someone will be assigned to meet EMS at the parking lot entrance to the South gym. **Custodial, Administrative, or coaching staff must ensure that the gate between the parking lot and the South Gym entrance is unlocked prior to the EMS arrival. In addition, they must remove any jams on the doors that might obstruct EMS crews.**

Emergency Care

Apply basic emergency care as situation requires.

1. Check life threatening conditions
 1. Level of consciousness – if unconscious call 911 immediately
 2. Airway – is airway blocked
 3. Breathing – is person breathing
 4. Circulation – does person have pulse
 5. Bleeding – is person bleeding severely
2. Call 911 now if necessary

3. Apply basic first aid as situation requires
 1. Adult CPR: 30 compressions for every 2 breaths (slow, don't force)
 2. Bleeding: direct pressure over injury; elevate injury over heart if possible; apply sterile dressing over injury;
 3. Splint fractures
 4. Cervical Collar – apply if suspected neck injury; prevent any movement of neck when applying cervical collar
 5. Spine Boarding – use if suspected head, neck or spine injury; prevent any movement of spine while attaching to spine board
 6. Treat for Shock – if necessary

Equipment and supplies

All available emergency equipment is stored in AT room located south of main gym in room 321-322 (see map).

Documentation

Medical records and other documents are kept in the athletic director's office.

Environmental Conditions

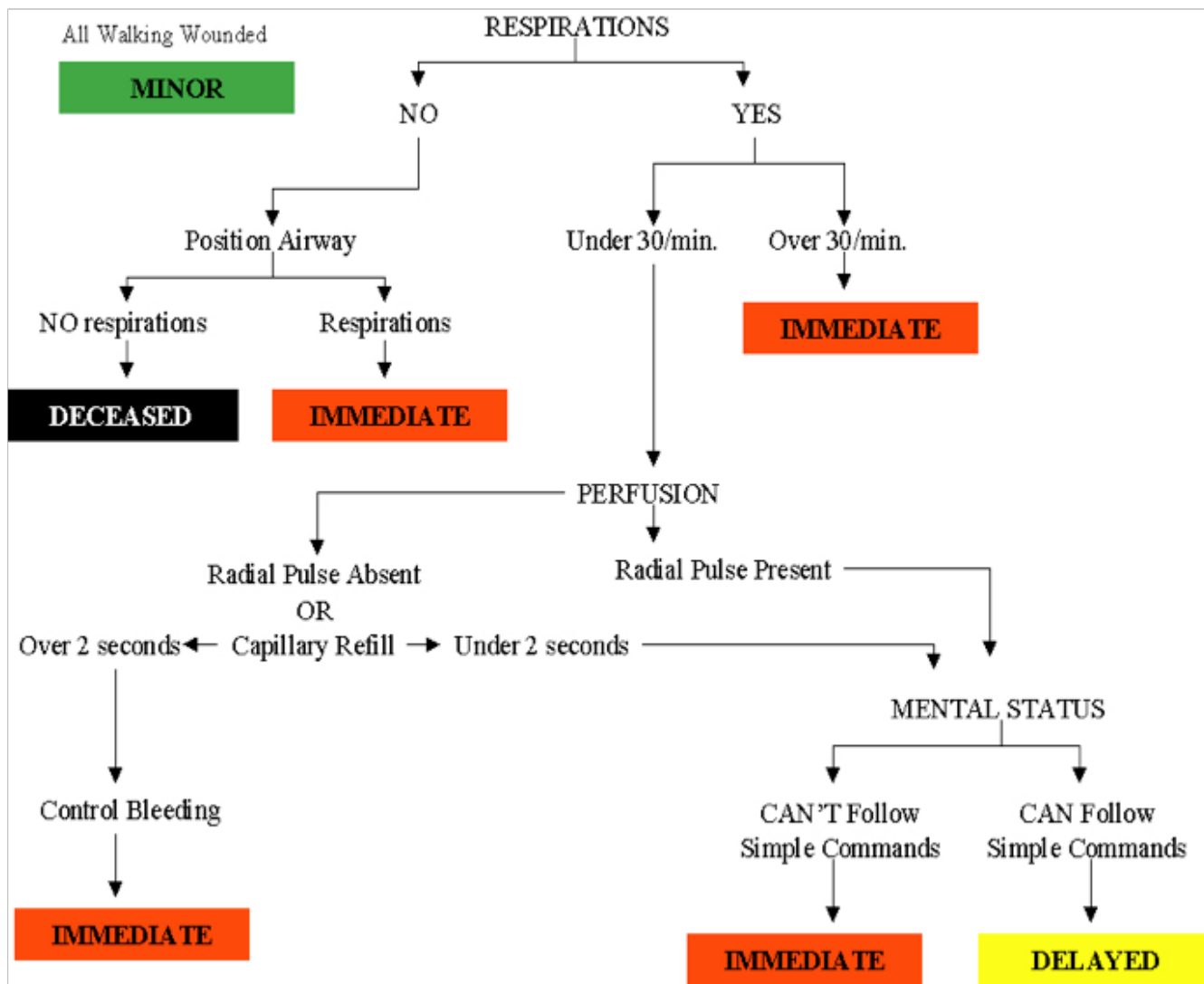
Heat Injuries

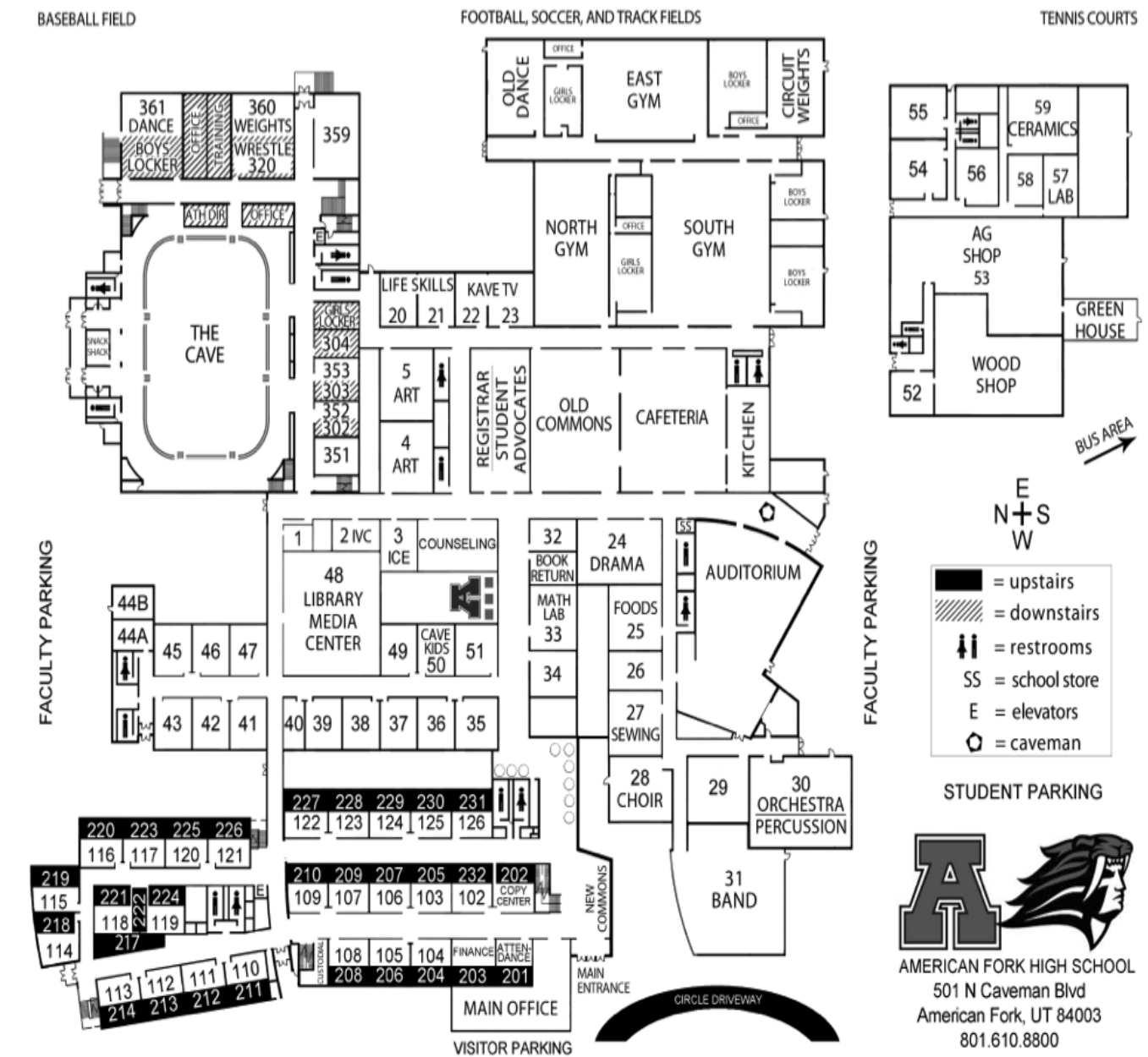
- **Heat Cramps** – dehydration, thirst, sweating, muscle cramps, fatigue
- **Heat Syncope** (fainting) – dehydration, fatigue, tunnel vision, pale or sweaty skin, decreased pulse rate, dizziness, lightheadedness, fainting
- **Heat Exhaustion** – normal or elevated temperature, dehydration, dizziness, lightheadedness, fainting, headache, nausea, diarrhea, decreased urine output, persistent muscle cramps, pale skin, profuse sweating, chills, cool/clammy skin, intestinal cramps, urge to defecate, weakness, hyperventilation
- **Heat Stroke** – high body-core temperature, central nervous system changes, dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, dehydration, weakness, hot and wet or dry skin, fast heart beat, low blood pressure, hyperventilation, vomiting, diarrhea; cool athlete immediately in any way possible, *can lead to death*

Cold Injuries

- **Frostnip** – white/waxy skin, numbness; typically cheeks, earlobes, fingers, and toes
- **Frostbite** – white skin, “wooden” feel to affected area, numbness, possible anesthesia; warm slowly, no rubbing
- **Hypothermia** – shivering, loss of function, slurred speech, dazed, irrational behavior, pale skin, dilated pupils, decreased pulse

Inform ATC and EMS of any emergency situation immediately.





American Fork High School Emergency Action Plan (Abridged)

Address: 510 North Caveman Blvd. (600 East), American Fork, UT 84003

Athletic Health Care Team (AHCT)

Becky Bailey, ATC	801.368.5232 801.610.8800 ext. 322
Joe Atwood (AD)	801.836.8119
Jeremy Lewis (Assist. AD)	801.243.0809
Principal Dan Weishar	801.830.2230
Rex Brimhall (Assistant Principal-Athletics)	801.787.2095
School Front Office	801.610.8800
Ryan Slater, MD (Sports Medicine)	801.763.3885 office 801.616.0989 cell
Paul Ritchie, MD (Orthopedics)	801.763.3885 office 801.885.6263 cell
Seth Kelson, DPT (Physical Therapy)	801.492.6577 office 801.230.2018 cell
American Fork Fire Dept. and EMS	911
Poison Control	1.800.222.1222
Ambulance, Fire, Police	911

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

- Name and phone number you are calling from
- Exact location of the emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.)
- Type of injury or illness
- Condition of patient (s) and type of aid being provided
- Number of people injured
- Other information as requested and be the last one to hang up

Emergency Care:

Apply basic emergency care as situation requires.

1. Check life threatening conditions
 1. Level of consciousness – if unconscious call 911 immediately
 2. Airway – is airway blocked
 3. Breathing – is person breathing
 4. Circulation – does person have pulse
 5. Bleeding – is person bleeding severely
2. Call 911 now if necessary
3. Apply basic first aid as situation requires
 1. Adult CPR: 30 compressions for every 2 breaths (slow, don't force)
 2. Bleeding: direct pressure over injury; elevate injury over heart if possible; apply sterile dressing over injury;
 3. Splint fractures
 4. Cervical Collar – apply if suspected neck injury; prevent any movement of neck when applying cervical collar
 5. Spine Boarding – use if suspected head, neck or spine injury; prevent any movement of spine while attaching to spine board
 6. Treat for Shock – if necessary

Equipment and supplies

All available emergency equipment is stored in AT room located south of main gym in room 321-322 (see map).

Documentation

Medical records and other documents are kept in the athletic director's office.

Environmental Conditions

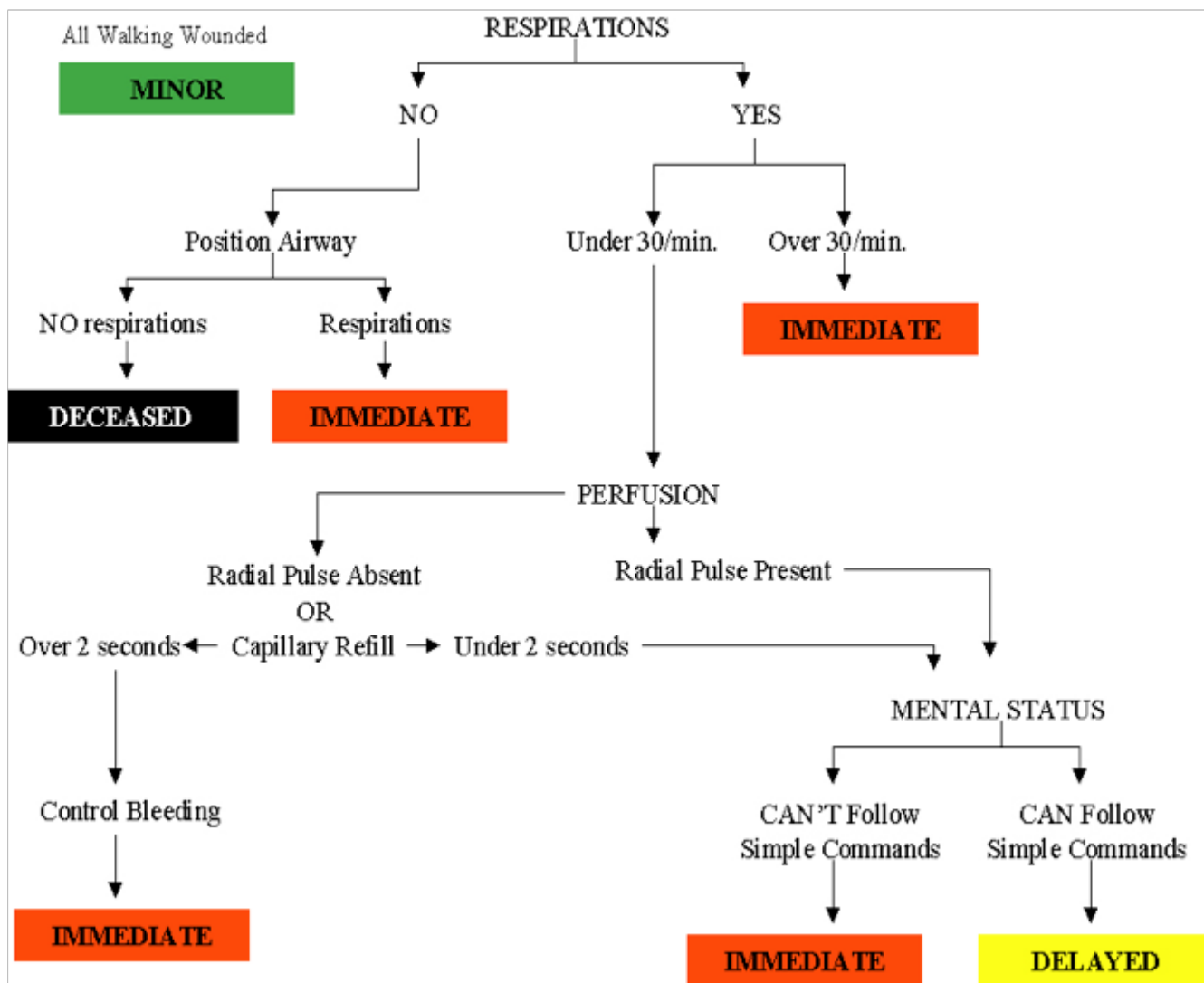
Heat Injuries

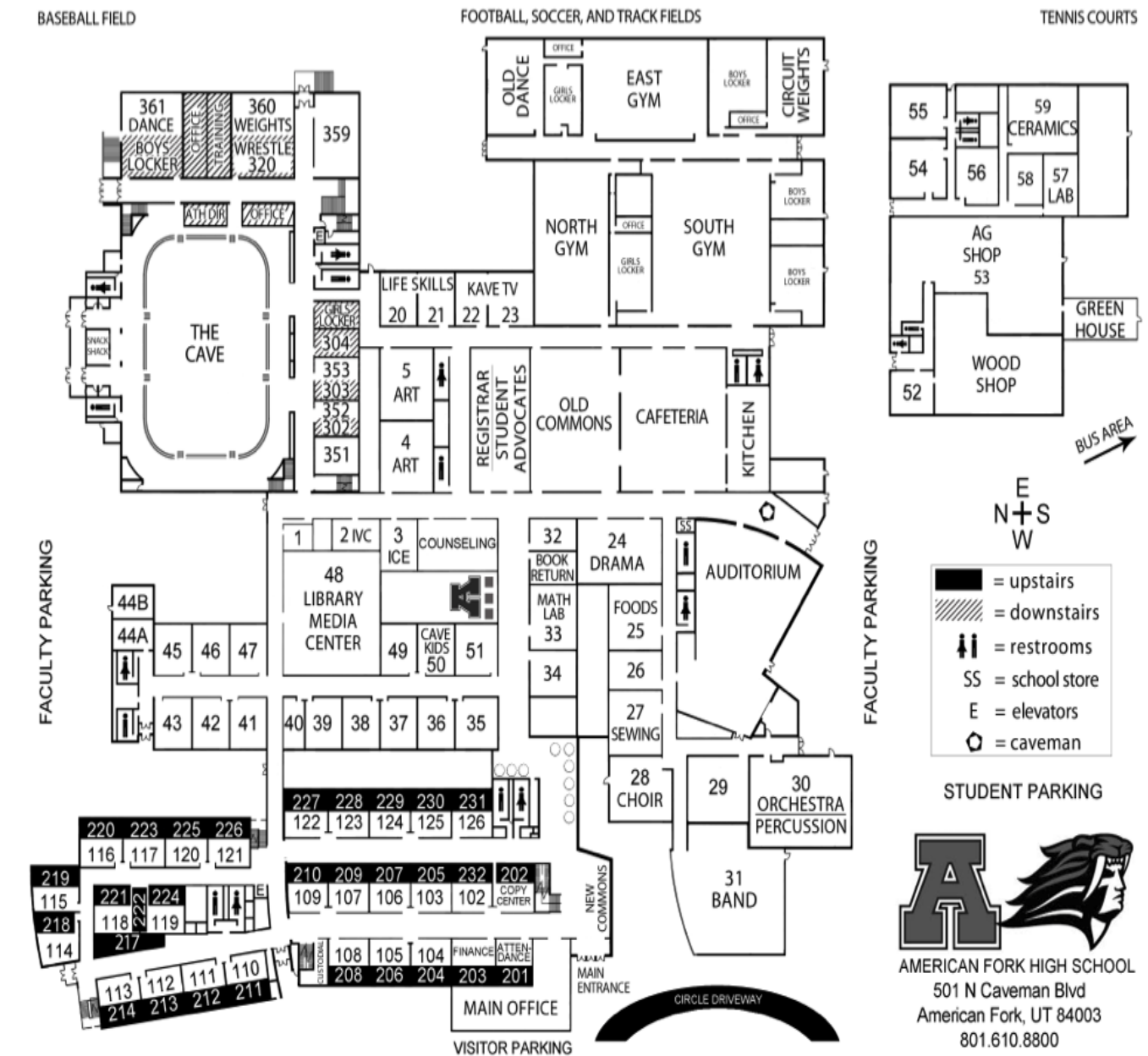
- **Heat Cramps** – dehydration, thirst, sweating, muscle cramps, fatigue
- **Heat Syncope** (fainting) – dehydration, fatigue, tunnel vision, pale or sweaty skin, decreased pulse rate, dizziness, lightheadedness, fainting
- **Heat Exhaustion** – normal or elevated temperature, dehydration, dizziness, lightheadedness, fainting, headache, nausea, diarrhea, decreased urine output, persistent muscle cramps, pale skin, profuse sweating, chills, cool/clammy skin, intestinal cramps, urge to defecate, weakness, hyperventilation
- **Heat Stroke** – high body-core temperature, central nervous system changes, dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, dehydration, weakness, hot and wet or dry skin, fast heart beat, low blood pressure, hyperventilation, vomiting, diarrhea; cool athlete immediately in any way possible, **can lead to death**

Cold Injuries

- **Frostnip** – white/waxy skin, numbness; typically cheeks, earlobes, fingers, and toes
- **Frostbite** – white skin, “wooden” feel to affected area, numbness, possible anesthesia; warm slowly, no rubbing
- **Hypothermia** – shivering, loss of function, slurred speech, dazed, irrational behavior, pale skin, dilated pupils, decreased pulse

Inform ATC and EMS of any emergency situation immediately.





American Fork High School Emergency Action Plan – Football

NOTES:

- ❖ An ambulance will be on site for all home Varsity football games, but not for JV/Sophomore. Dr. Michael Callahan, will also be present for most varsity games.
- ❖ A coaching staff member who has keys to the compound gate, the outside doors to the school and the training room needs to be present at every game, for the entire game. It would also be helpful if they had a cell phone.
- ❖ In the event of an emergency, the Certified Athletic Trainer (ATC) will be summoned if not already on site. If the ATC is not available, the head coach is now in charge.

Emergency Personnel

- Certified Athletic Trainer
- Coaches
 - Should all be CPR and First Aid certified
- Other First-aid/CPR trained staff

Emergency Communication

- Individual cell phones are best. If you have one, please bring it to the games. Land-line phone in the training room.
 - Dial 9 to get out of the system and then 9-1-1
 - Phone number for the training room is (801) 756-8547 Ext. 238
- To get into the training room you will possibly need three keys, one for the outer doors to the school (TE8), one to the east gym (1) and one for the training room (TR).

Emergency Equipment

- Team medical kit (on field)
 - Crutches—Right hand wall of training room storage closet
 - Air Splints—Last shelf, left hand side of training room storage closet
 - Ice cooler with bags—on the field and in the training room; bags on left hand side of ice machine

Role of First Responder #1

- Immediate care of injured or ill student-athlete
- Activation of emergency medical system (EMS) if needed
 - Call 911. Provide your name, address, telephone number, number of individuals injured, age, conditions and other information as requested.
 - Notify administration during school hours
 - Notify the student-athlete's parents. Locate the athletes physical in the team physical folder included in the medical kit. The physicals should be in alphabetical order.

Role of First Responder #2

- Emergency equipment retrieval
- Direction of EMS to the scene
 - Open appropriate gates (Compound gate key will be needed here.)
 - Designate or be the individual to —flag down EMS and direct them to the scene
 - Scene control: Limit scene to first aid providers and move bystanders and teammates away from the area

Venue Directions

- For any injuries on the football fields, direct EMS to come to the south end of the school to the compound gate. Have them come to their right to the football field (or give them further information as to where you are specifically.) It may be necessary to recruit the help of others to keep the crowd back so the ambulance can get in.

Medical Emergencies

- Include but are not limited to:
 - An athlete who is not breathing with or without a pulse
 - Severe difficulty breathing, whistling sound while breathing, gurgling sound, high pitched wheeze
 - Loss of consciousness or altered mental state longer than 10 minutes
 - Allergic reaction (bee sting, something ingested)
 - Broken bones, especially those through the skin
 - Severe bleeding

American Fork High School Emergency Action Plan – Soccer

NOTES:

- ❖ An administrator/athletic director who has keys to the compound gate, the outside doors to the school and the training room needs to be present at every game, for the entire game. It would also be helpful if they had a cell phone.
- ❖ In the event of an emergency, the Certified Athletic Trainer (ATC) will be summoned if not already on site. If the ATC is not available, the head coach is now in charge.

Emergency Personnel

- Certified Athletic Trainer Coaches
 - Should all be CPR and First Aid certified
- Other First-aid/CPR trained staff
- Athletic directors
- Administrators

Emergency Communication

- Individual cell phones are best. If you have one, please bring it to the games.
- Land-line phone in the training room.
 - Dial 9 to get out of the system and then 9-1-1
 - Phone number for the training room is (801) 756-8547 Ext. 238
- To get into the training room you will possibly need three keys, one for the outer doors to the school (TE8), one to the east gym (1) and one for the training room (TR).

Emergency Equipment

- Team medical kit (on field)
 - Crutches—Right hand wall of training room storage closet
 - Air Splints—Last shelf, left hand side of training room storage closet
 - Ice cooler with bags—on the field and in the training room; bags on left hand side of ice machine

Role of First Responder #1

- Immediate care of injured or ill student-athlete
- Activation of emergency medical system (EMS) if needed
 - Call 9-1-1. Provide your name, address, telephone number, number of individuals injured, age, conditions and other information as requested.
 - Notify administration during school hours
 - Notify the student-athlete's parents. Locate the athletes physical in the team physical folder included in the medical kit. The physicals should be in alphabetical order.

Role of First Responder #2

- Emergency equipment retrieval
- Direction of EMS to the scene
 - Open appropriate gates (Compound gate key will be needed here.)
 - Designate or be the individual to flag down EMS and direct them to the scene
 - Scene control: Limit scene to first aid providers and move bystanders and teammates away from the area

Venue Directions

- For any injuries on the soccer fields, direct EMS to come to the south end of the school to the compound gate. Have them come to their right to the football field fence and follow the fence around the south end heading north around the bleachers. The soccer field is northeast of the school. Give them further information as to where you are specifically. It may be necessary to recruit the help of others to keep the crowd back and to help direct the ambulance to the proper location.

Medical Emergencies

- Include but are not limited to:
 - An athlete who is not breathing with or without a pulse
 - Severe difficulty breathing, whistling sound while breathing, gurgling sound, high pitched wheeze
 - Loss of consciousness
 - Allergic reaction (bee sting, something ingested)
 - Broken bones, especially those through the skin
 - Severe bleeding

American Fork High School Emergency Action Plan – Volleyball / Basketball / Wrestling

NOTES:

- ❖ An administrator/athletic director who has keys to the compound gate, the outside doors to the school and the training room needs to be present at every game, for the entire game. It would also be helpful if they had a cell phone.
- ❖ In the event of an emergency, the Certified Athletic Trainer (ATC) will be summoned if not already on site. If the ATC is not available, the head coach is now in charge.

Emergency Personnel

- Certified Athletic Trainer
- Coaches
 - Should all be CPR and First Aid certified
- Other First-aid/CPR trained staff
- Athletic directors
- Administrators

Emergency Communication

- Individual cell phones are best. If you have one, please bring it to the games.
- Land-line phone in the training room. You will need a (1) key to access this phone.
 - Dial 9 to get out of the system and then 9-1-1.
 - Phone number for the training room is (801) 756-8547 Ext. 238
- Land-line phone in coach's office through the varsity boys locker room. You will need a (1) key to access this phone

Emergency Equipment

- Team medical kit (on court)
 - Crutches—Right hand wall of training room storage closet
 - Air Splints—Last shelf, left hand side of training room storage closet
 - Ice cooler with bags—on the field and in the training room; bags on left hand side of ice machine

Role of First Responder #1

- Immediate care of injured or ill student-athlete
- Activation of emergency medical system (EMS) if needed
 - Call 911. Provide your name, address, and telephone number, number of individuals injured, age, conditions and other information as requested.
 - Notify administration during school hours
 - Notify the student-athlete's parents. Locate the athletes physical in the team physical folder included in the medical kit. The physicals should be in alphabetical order.

Role of First Responder #2

- Emergency equipment retrieval
- Direction of EMS to the scene
 - Open appropriate gates (Compound gate key will be needed here.)
 - Designate or be the individual to —flag down EMS and direct them to the scene
- Scene control: Limit scene to first aid providers and move bystanders and teammates away from the area

Venue Directions

- For any injuries on the court, direct EMS to come to the south end of the school to the compound gate. Have them come straight in to the main gym doors, and then into the main gym (to their right.) Have someone meet the ambulance crew to direct them to an auxiliary gym if needed. It may be necessary to recruit the help of others to keep the crowd back so the ambulance can get in. If the injury occurred in the wrestling room, direct emergency personnel to the south east gym doors, in between the main and east gyms.

Medical Emergencies

- Include but are not limited to:
 - An athlete who is not breathing with or without a pulse
 - Severe difficulty breathing, whistling sound while breathing, gurgling sound, high pitched wheeze
 - Loss of consciousness
 - Allergic reaction (bee sting, something ingested)
 - Broken bones, especially those through the skin
 - Severe bleeding

Lehi High School Emergency Action Plan

Personnel

- Who will be present and location of each individual at the venue?
 - **Head ATC:** Katie Habecker
 - **Other ATC:** Steve Orrock
 - **Athletic Training Students (ATS):** as assigned
 - **Team Physician:** none
 - **Other (coaches, EMS, etc.):** Dan Rice, sports med teacher

Role of Personnel During Emergency

- Describe each member's role in detail. State the location of all emergency and specialty equipment. Who will retrieve the equipment during an emergency?
 - **Head ATC:** will attend to the situation along with other trained staff
 - **Other ATC**
 - **Athletic Training Students (ATS):** will retrieve equipment and assist the head ATC
 - **Team Physician:** isn't usually present
 - **Other (coaches, EMS, etc.):** will assist in helping ATC, crowd control, alerting EMS etc.

Location of Communication Devices

- State the devices that will be used at the venue in case of emergency and where they will be located. Please state where the closest land line phone will be located in addition to any cell phone.
 - **Standard telephone:** front office Pay phone:
 - **Cell phone:** with me at all times
 - **Emergency phone**
 - **Walkie-talkie:** staff and administrators have these at all times; they can call EMS from these radios

Location and Directions for EMS

- **Location**
 - EMS are on-site for football games only; they are parked at the north end of the track
- **Directions**
 - EMS can enter through a gate on the south end of the school, near the track. This gives access to all gyms. They can also enter on the northeast side of the school to access track, football field, soccer field, softball, and baseball fields.

Location of Emergency and Specialty Equipment

- **Spineboard:** athletic training room
- **Splint bag:** athletic training room
- **AED:** school nurse's office
- **Crutches:** none
- **Scoop stretcher:** none
- **Lightning detector:** none

Other Considerations

- Answer the following questions that apply. Please include any other special considerations you feel are important in case of an emergency.
- **Who has the keys** — Doug Webb, Principal; Lynn Allan, AD; other administrators
- **Contact information** (State this information or where you can find this information?)
- Please do not state phonebook or campus directory.)
 - **Athlete's parent:** on info card in office
 - **ATC:** all coaches and administrator should have it
 - **Athletic training facility:** no telephone
 - **Custodial:** contact via radio
 - **Coaches**
 - **Athletic director or Administrator**
- **Athlete's insurance:** on info card in office
- Who goes with the athlete to the ER? Usually a parent

Lone Peak High School Emergency Action Plan

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

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

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

Chain of Command

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

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

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

1. The highest person on the chain of command will be deemed the leader and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call (911 from a cell phone or payphone). EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, notify EMS that someone will be at the nearest intersection to guide them and the ambulance in. **DO NOT HANG UP UNTIL THE EMS HANGS UP FIRST.**
3. The leader will send runners to all intersections between where the athlete is located and the Lone Peak High School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the injured athlete.
4. The leader will designate another person to attempt contact with the athlete's parents.
5. If transport is deemed necessary by EMS, the athlete will be taken to American Fork Hospital (170 N 1100 E, American Fork, UT 84003) unless the parent requests otherwise.

Directions

Lone Peak High School

10189 N 4800 W

Highland, UT 84003 – **closest intersection is N 4800 and W Cedar Hills Drive**

Training Room

Coming off of N 4800, turn into the south entrance. Go through the first set of doors that are to the right, and training room is second door to the left.

Lone Peak High School Personnel Contacts

(Outside phone calls to faculty and staff members will need to have the numbers "653" dialed before the extension number).

Main Office: 801-717-4568

Athletic Trainer

Matt Kelsch, ATC/L

Cell: 801-592-9524

Training Room, Room #602, Room #206

Athletic Directors

Kip Saunders

Over Girls Athletics

Work: 801-717-4568 Ext. 752

Room #904

Braden Walker

Over Guys Athletics

Work 801-717-4568 Ext. 789

Counseling Office

Principal

Rhonda Bromley

Work: 801-717-4568 Ext. 750

Main Office

EMS: 911

Lone Peak Police Department

5400 Town Center W #3

Highland, UT 84003

801-756-9800

Lone Peak Fire District

5582 Pkwy W Dr

Highland, UT 84003

801-763-5365

Emergency Equipment

1. AED- automated electronic defibrillator used for restoring normal heartbeat using electric shock (ex. no heart beat).
 1. primary location: Athletic Training Room
 2. secondary location: Main Office
2. Spine Board – located in the Football equipment room, connected to the main gym in the south part of the school. Used to immobilize someone while transporting.
3. Aircast splints: located in the Athletic Training Room

Holder of Keys:

- a. **Custodians:** can open any gate, or door
- b. **Matt Kelsch:** can open any gate, or door excluding the gate coming in from the South entrance of the school, and the custodian's room in the East part of the school, containing golf carts.

Route for Emergency Vehicles

ZONE 1 (Softball, Practice Fields, Soccer Field, Field House, Tennis)

EMS Route #1: South entrance of school, N 4800 W

ZONE 2 (Baseball, Band)

EMS Route #2: Knight Ave and N 4800 W

ZONE 3 (Football)

EMS Route #3: W Cedar Hills Dr. and N 4800 W

Additional Emergency Events Procedures

Types of emergencies to be reported by site personnel:

1. **Medical**

Provide the following information when calling emergency personnel:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number),
- c. Your name and phone number from which you are calling.

If personnel trained in First Aid are not available, attempt to provide the following assistance:

- a. Stop bleeding with firm pressure on wounds. Avoid contact with blood or other bodily fluids
- b. Clear air passages using Heimlich maneuver in case of choking.

Maple Mountain High School Emergency Action Plan

Emergency Personnel

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, preference of the head athletic trainer, etc.

The four basic roles within the emergency team are:

1. **Establish scene safety and immediate care of the athlete**
This should be provided by the most qualified individual on the medical team. Krista Prusak will provide immediate care. If she is not present, the head coach will be the first responder.
2. **Activation of Emergency Medical Services**
Under the direction of Krista, the BYU Athletic Training Students will activate the Emergency Medical Services by calling 911 if needs be.
3. **Equipment Retrieval**
This role will be given to an individual prior to any event. The BYU Athletic Training students will most likely play this role.
- *Refer to Emergency Equipment for equipment type and location*
4. **Direction of EMS to the scene**
This role will be given to an individual prior to any event. This person is in charge of meeting the emergency medical personnel as they arrive at the site. They will be in charge of opening any necessary gates or doors. Krista, the BYU Athletic Training students, and Administration all have keys to unlock the necessary gates and doors. The address of Maple Mountain High School is **51 N. 2550 E. Spanish Fork, Utah 84660**.
- *Site specific directions and procedures are listed in the Venue Section*

Emergency Communication

Activating Emergency Medical Services

- **CALL 9-1-1**
- **Provide information**
 - Name of the caller
 - Address of Maple Mountain High School
 - **51 North 2550 East, Spanish Fork**
 - Number of athletes involved in the incident
 - Condition of the athlete(s)
 - First aid treatment initiated by the first responder
 - Specific directions as needed to locate the emergency scene
 - **Refer to Venue Information Chart**
 - Other information requested by the dispatcher

If non-medical, refer to the specified checklist of the school's non-athletics emergency action plan.

Location of Communication Devices

Standard Telephone

- If necessary, there is a telephone located in the Athletic Training Room at the southwest entrance of the building, in any classroom or at the main office. You must dial 9 (dial tone) to get an outside line.

Cell Phone

- Cell phones are the best form of communication to the EMS system, as it allows for direct relay of information to the EMS. ATC, AD/ADMIN carry cell phones.

Emergency Equipment

Location of Emergency and Specialty Equipment

- **Spine Board**—located in the athletic training room or classroom C-105
- **Splints**—located in athletic training room, in the black crutch bag. Small splints may be present in the medical kit provided for the team.
- **AED**—located in the athletic training room or with the athletic training staff.
Refer to Campus Map with AED Locations Marked
- **Crutches**—located in the athletic training room or classroom C-105
- **Helmet removal kit**
 - Drill and FM extractor located in the rhino cart which will be next to field during games, and in the athletic training room all other times.
 - Trainer angel and screw driver located in the butt pack which Krista will have on hand during games and practices and in AT room all other times.

Medical Transport

Medical Emergency Transportation

When an ambulance is present for varsity football events, the ambulance will be parked on the North East sidewalk next to the track. The route for entrance to the field will be cleared by the AD and administrators.

In the even that an ambulance is not on-site, the average EMS response time is 15-18 minutes. The distance from Maple Mountain to the Utah Valley Hospital is 12.4 miles and averages 18 minutes. The distance from Maple Mountain High School to the Mountain Star hospital in Payson is 9.3 miles and averages 18 minutes.

Non-Medical Emergencies

Fire, Bomb threats, Violent or Criminal behaviors etc. are addressed via the Nebo School District and Maple Mountain High School Emergency Action Plans and listed in the Crisis Management Handbook and Staff Handbook.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest in athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sport medicine personnel. The emergency action plan should be reviewed at least once a year with all the athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Maple Mountain High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Approval and acceptance of the Maple Mountain High School Emergency Action Plan for Athletics.

Approved by: _____ : Date _____
 School Principal

Approved by: _____ : Date _____
 School Athletic Director

Approved by: _____ : Date _____
 Head Athletic Trainer

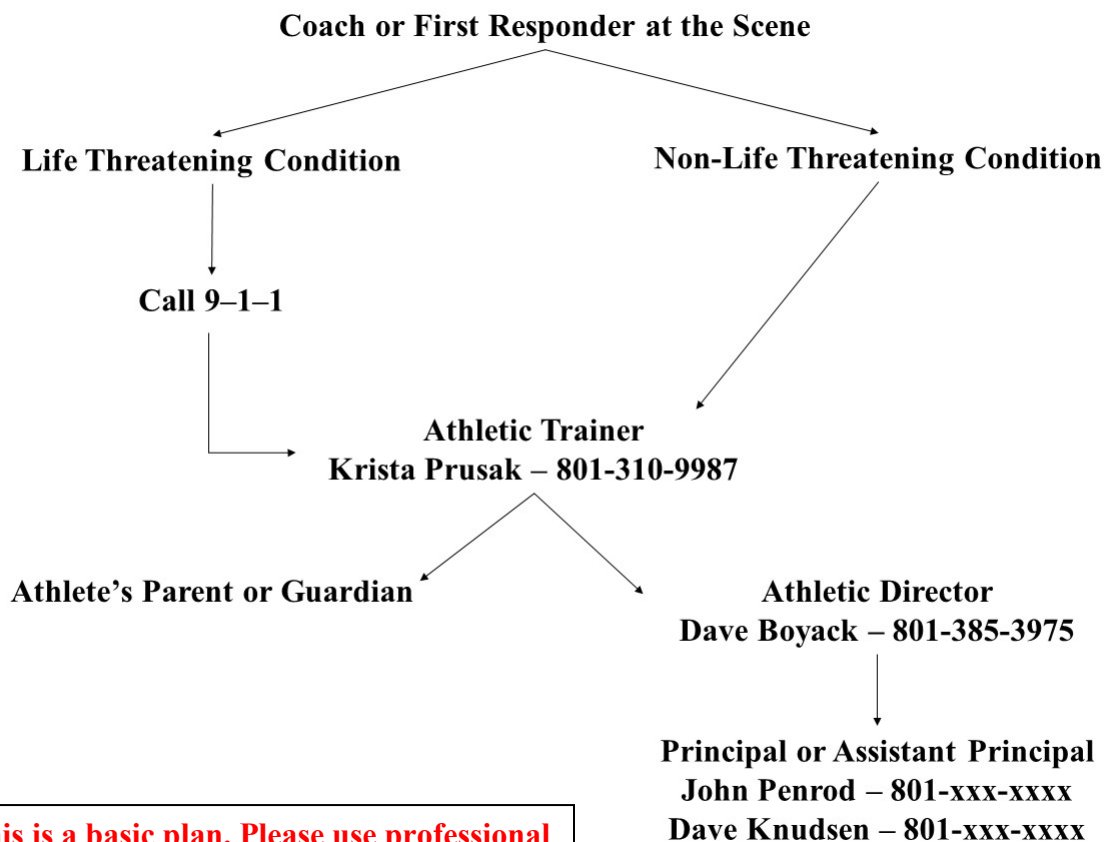
Emergency Contact List

OFF CAMPUS CONTACTS	PHONE NUMBER
Police Department	911
Fire and Ambulance	911
Utah Valley Hospital (Provo)	(801) 357-7850
Mountain View Hospital (Payson)	(801) 465-7000
Poison Control Center	(800) 222-1222

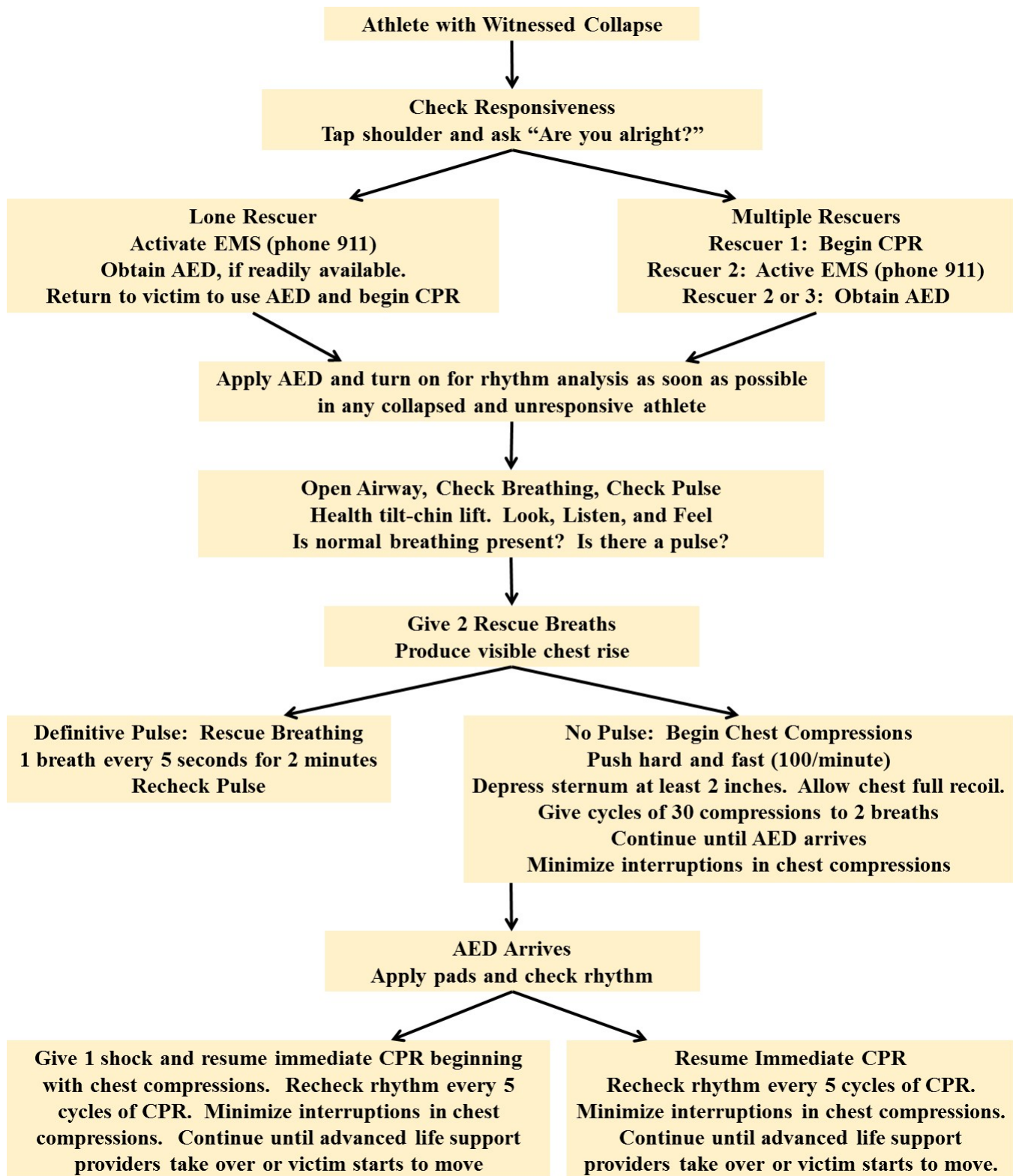
ON CAMPUS CONTACTS	PHONE NUMBER
Athletic Training Room	(801) 794-6740 ext. 1579
Athletic Director	(801) 794-6740 ext. 1503
Main Office	(801) 794-6740
Counseling Office	(801) 794-6740 ext. 1423
School Nurse	(801) 794-6740 ext. 1440

TITLE	NAME	OFFICE	CELL
Athletic Trainer	Krista Prusak	(801) 794-6740 ext. 1579 or 1518	(801) 310-9987
Athletic Director	Dave Boyack	(801) 794-6740 ext. 1503	(801) 385-3975
School Nurse	Diane Cooper	(801) 794-6740 ext. 1440	
Principal	John Penrod	(801) 794-6740	

Contact Tree



Note: this is a basic plan. Please use professional judgement when a player is injured. Move down the chart if you are unable to reach the appropriate staff member



Campus Map with Ambulance Routes



Campus Map with AED Locations



Campus Athletics Venue Information

VENUE	EMS ROUTE: ENTRANCE	PRIMARY AED	SECONDARY AED
Main and Auxiliary Gym	East 400 N, South 2550 E, Enter Driveway North of Seminary Building, enter building Southwest Doors	Athletic Trainer	Spin Room across from Wrestling room
Baseball, Softball, and Tennis	East 400 N, South 2550 E, Enter Driveway North of Seminary Building, drive up onto sidewalk and to desired location	Athletic Trainer	Spin Room across from Wrestling room
Football, Soccer, Track, Indoor Practice Facility	East 400 N, South 2550 E, West 130 N, Enter north parking lot- West side for Soccer and Football practice field, East side for Football field, Track, and Indoor facility	Athletic Trainer	Faculty Room
Dance/ Auditorium	East 400 N, South 2550 E, enter Parking lot near	Foyer by auditorium Northwest stair entrance	Faculty Room

Maple Mountain High School Emergency Action Plan – Volleyball / Basketball

Sport: Volleyball, Basketball

Venue: Main Gym/ Auxiliary Gym

Address: 51 N 2550 E, Spanish Fork, Utah 84660

Venue Directions: East 400 N, South 2550 E, Enter Driveway North of Seminary Building, enter building Southwest Doors

Map of Venue



Emergency Personnel

Athletic Training Room	Fixed Telephone line	801-794-6740 ext. 1579
Certified Athletic Trainer	Krista Prusak	801-310-9987
Athletic Director	Dave Boyack	801-794-6740 ext. 1503
Team Physician	Erik Robinson	801-225-8494
School Nurse	Diane Cooper	801-794-6740 ext 1440

Emergency Equipment

AED, Spine Board, Crutches, CPR Mask, and Emergency Oxygen is located with the Athletic Trainer during home competitions and practices. In the event that the athletic trainer is not present the nearest AED is located next to the Spin Room across from the Wrestling room

Role of First Responder

1. Immediate Care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Activate Phone Tree
3. Emergency Equipment retrieval
4. Direct EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to “flag down” EMS and direct to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from the area

Maple Mountain High School Emergency Action Plan – Baseball / Softball / Tennis

Sport: Baseball, Softball, Tennis

Venue: Baseball, Softball Fields or Tennis Court

Address: 51 N 2550 E, Spanish Fork, Utah 84660

Venue Directions

East 400 N, South 2550 E, Enter Driveway North of Seminary Building, drive up onto sidewalk and to desired location

Map of Venue



Emergency Personnel

Athletic Training Room	Fixed Telephone line	801-794-6740 ext. 1579
Certified Athletic Trainer	Krista Prusak	801-310-9987
Athletic Director	Dave Boyack	801-794-6740 ext. 1503
Team Physician	Erik Robinson	801-225-8494
School Nurse	Diane Cooper	801-794-6740 ext 1440

Emergency Equipment

AED, Spine Board, Crutches, CPR Mask, and Emergency Oxygen is located with the Athletic Trainer during home competitions and practices. In the event that the athletic trainer is not present the nearest AED is located next to the Spin Room across from the Wrestling room.

Role of First Responder

1. Immediate Care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Activate Phone Tree
3. Emergency Equipment retrieval
4. Direct EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to “flag down” EMS and direct to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from the area

Maple Mountain High School Emergency Action Plan – Football / Soccer / Track / Indoor Practices

Sport: Football, Soccer, Track, indoor practices

Venue: Football practice or competition field, soccer field, track, or indoor facility

Address: 51 N 2550 E, Spanish Fork, Utah 84660

Venue Directions

East 400 N, South 2550 E, Enter Driveway North of Seminary Building, drive up onto sidewalk and to desired location

Map of Venue



Emergency Personnel

Athletic Training Room	Fixed Telephone line	801-794-6740 ext. 1579
Certified Athletic Trainer	Krista Prusak	801-310-9987
Athletic Director	Dave Boyack	801-794-6740 ext. 1503
Team Physician	Erik Robinson	801-225-8494
School Nurse	Diane Cooper	801-794-6740 ext 1440

Emergency Equipment

AED, Spine Board, Crutches, CPR Mask, and Emergency Oxygen is located with the Athletic Trainer during home competitions and practices. In the event that the athletic trainer is not present the nearest AED is located next to the Spin Room across from the Wrestling room.

Role of First Responder

1. Immediate Care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Activate Phone Tree
3. Emergency Equipment retrieval
4. Direct EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to “flag down” EMS and direct to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from the area

Maple Mountain High School Emergency Action Plan – Dance

Sport: Dance

Venue: Dance Room or Auditorium

Address: 51 N 2550 E, Spanish Fork, Utah 84660

Venue Directions

East 400 N, South 2550 E, Enter Driveway North of Seminary Building, drive up onto sidewalk and to desired location

Map of Venue



Emergency Personnel

Athletic Training Room	Fixed Telephone line	801-794-6740 ext. 1579
Certified Athletic Trainer	Krista Prusak	801-310-9987
Athletic Director	Dave Boyack	801-794-6740 ext. 1503
Team Physician	Erik Robinson	801-225-8494
School Nurse	Diane Cooper	801-794-6740 ext 1440

Emergency Equipment

AED, Spine Board, Crutches, CPR Mask, and Emergency Oxygen is located with the Athletic Trainer during home competitions and practices. In the event that the athletic trainer is not present the nearest AED is located next to the Spin Room across from the Wrestling room.

Role of First Responder

1. Immediate Care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
 - a. Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)
 - b. Activate Phone Tree
3. Emergency Equipment retrieval
4. Direct EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to “flag down” EMS and direct to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from the area

Circumstance Specific Information

Special circumstances

- **Cervical spine injury**
 1. Activate EAP
 - Call 911
 2. Manual stabilization
 3. Removal of facemask
 4. Opening of shoulder pads
 5. Removal of shoulder pads and helmet if enough trained rescuers are available
 6. Placement of c-collar
 7. Placement on spine board
- **Comotio Cordis**
 - Due to a hit to the chest
 1. Start CPR
 2. Utilize AED as soon as possible
- **Exertional Heat Stroke**
 1. Activate EAP
 - Call 911
 2. Rapid cooling in ice water bath if available and normal breathing and circulation
 3. Ice towels or icepacks if immersion is not available or SCA is suspected
 4. Start CPR
 5. Utilize AED if available
- **Exertional Hyponatremia**
 1. Activate EAP
 - Call 911
- **Asthma**
 1. Remove from activity
 2. Give up to 3 doses of albuterol if prescribed to the athlete and is available
 3. Use supplemental oxygen
 4. Monitor and activate EAP if condition does not improve
 - Call 911
- **Catastrophic brain injuries**
 1. If symptoms worsen or the athlete loses consciousness activate EAP
 - Call 911
 2. Oral and written instructions should be given to a responsible adult for home care
- **Diabetes**
 1. Mild – Administer 10-15 g of carbohydrates
 2. Severe – activate EAP
 - Call 911
- **Exertional Sickling**
 1. Remove from activity
 2. Administer Emergency Oxygen
 3. Activate EAP
 - Call 911
 4. Notify receiving facility of condition to prepare for rhabdomyolysis

- **Sudden cardiac arrest**
 1. Start CPR
 2. Utilize AED as soon as possible
- **Lightning**
 1. Move the victim inside using spinal immobilization once scene is safe
 2. Prepare for CPR
 3. Utilize AED if available
 4. Prepare for concussive injuries, fractures, dislocation and shock
- **Mass Events**
 1. Have AEDs and Medical Staff distributed along the course

Rainy, Wet, Ice and Metal Surfaces

 2. AED use is safe during rain and on ice
 3. If the victim is in a pool of water remove before defibrillation
 4. If the victim is on a metal surface, move to a non-metal surface before defibrillation

Postevent Catastrophic Incident Guidelines

1. Contact list of individuals to be notified in case of a catastrophic event
2. administrative personnel
 - *refer to phone list above*
3. legal personnel
4. release of information procedure
 - parents
5. after care services procedure
6. post event evaluation process
7. Identify local crisis services and counselors
 - Contact information
8. incident report forms to be completed by all responders
 - documentation will be filled out on a _____ and then scanned and uploaded to register my athlete
9. The method for system improvement
 - Suggested changes to the EAP

Staff Medical Certification

All athletics personnel associated with practices, competition, skills instruction and strength and conditioning including all head, assistant and volunteer coaching staff must have the following training:

- CPR/AED for the First Responder
- First Aid for the First Responder
- Concussion in Sport Training
- Emergency Action Plan annual run- through

(all updated copies of certificates/cards will be on file in the athletic director's office)

SAFETY CERTIFICATIONS				
Sport	Staff Member	CPR/AED Good Until	First Aid Good Until	Concussion Good Until
Football				
Football				
Football				
Football				
Football				
Football				
Football				
Football				
Football				
Football				
Girls soccer				
Girls soccer				
Girls soccer				
Girls soccer				
Girls Tennis				
Girls Tennis				
Cross Country				
Cross Country				
Cross Country				
Cross Country				
Girls Volleyball				
Girls Volleyball				
Girls Volleyball				
Girls Volleyball				
Cheer				
Cheer				
Cheer				
Cheer				
Drill				
Drill				
Drill				
Dance Company				
Dance Company				
Dance Company				
Girls Basketball				
Girls Basketball				
Girls Basketball				
Girls Basketball				
Boys Basketball				
Boys Basketball				
Boys Basketball				
Boys Basketball				
Boys Basketball				
Boys Basketball				
Wrestling				
Wrestling				
Wrestling				
Wrestling				
Track and Field				

Track and Field				
Track and Field				
Track and Field				
Track and Field				
Track and Field				
Track and Field				
Track and Field				
Track and Field				
Boys Soccer				
Boys Soccer				
Boys Soccer				
Boys Soccer				
Boys Soccer				
Boys Tennis				
Boys Tennis				
Boys Tennis				
Boys Tennis				
Swim				
Swim				
Swim				
Baseball				
Baseball				
Baseball				
Baseball				
Baseball				
Softball				
Softball				
Softball				
Softball				
Softball				
Boys golf				
Boys golf				
Girls Golf				
Athletic Trainer				
Athletic Director				

THIS FORM IS TO BE KEPT ON FILE IN THE ATHLETIC TRAINING ROOM AND PRESENTED FOR REVIEW UPON REQUEST

Provo High School Emergency Action Plan

PROVO HIGH SCHOOL

Sports Medicine Policies and Procedures

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

Components of an Emergency Plan

Emergency Personnel

Emergency Communication

Emergency Equipment

Roles of First Responder

Venue Directions with a Map

Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [also including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards are maintained in the athletic training facility, with the athletic director, and/or at the district office.

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, preference of the head athletic trainer, etc.

The four basic roles within the emergency team are:

- 1. Establish scene safety and immediate care of the athlete**
This should be provided by the most qualified individual on the medical team.
- 2. Activation of Emergency Medical Services**
This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.
- 3. Equipment Retrieval**
May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Athletic training students, managers, and coaches may be good choices for this role.
- 4. Direction of EMS to the Scene**
One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates or doors.

Formation of an emergency team and implementation of specific roles are important. You should also assign more than one person to a role in case certain members are not present during a given situation.

Activating Emergency Medical Services

- 1. Call 9-1-1**
- 2. Provide Information**
 - name, address, telephone number of the caller
 - nature of emergency (medical or non-medical)
 - number of athletes
 - condition of athlete(s)
 - first aid treatment initiated by the first responder
 - specific directions as needed to locate the emergency scene (i.e. "use the south entrance to the stadium on Pomfret Street)
 - other information requested by the dispatcher

* If non-medical, refer to the specified checklist of the school's non-athletics emergency action plan.

Emergency Communication

Communication is a key to a quick, efficient emergency response. There should be a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. The equipment should be checked on a regular basis to ensure good condition and equipment use should be rehearsed by all emergency personnel. Creating an equipment inspection log book is strongly recommended. Know how to properly care for and store all of the equipment. You should choose a clean, dry, environmentally controlled area and it should be readily available when emergency situations arise.

This type of equipment could include: spine boards and straps, automated external defibrillators (AEDs), AED pads, AED batteries, splinting equipment, helmet removal equipment and their batteries, etc.

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

Medical Emergency Transportation

Emphasis is placed on having an ambulance on site at high risk sporting events, such as football, gymnastics, track and field meets, etc. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and cleared route for entering/exiting the venue. In the event that an ambulance is not on site, the medical personnel should be aware of the average EMS response time for the athletic venue and distance from the venue to local hospitals.

Any emergency situation where there is impairment in loss of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis should be placed on rapid evaluation, treatment, and proper transportation.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan checklist and follow instructions.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest athletic department “ownership” in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Provo High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Approval and acceptance of the Provo High School Emergency Plan for Athletics.

Approved by: _____ Date: _____
Principal

Approved by: _____ Date: _____
Athletic Director

Approved by: _____ Date: _____
Head Athletic Trainer

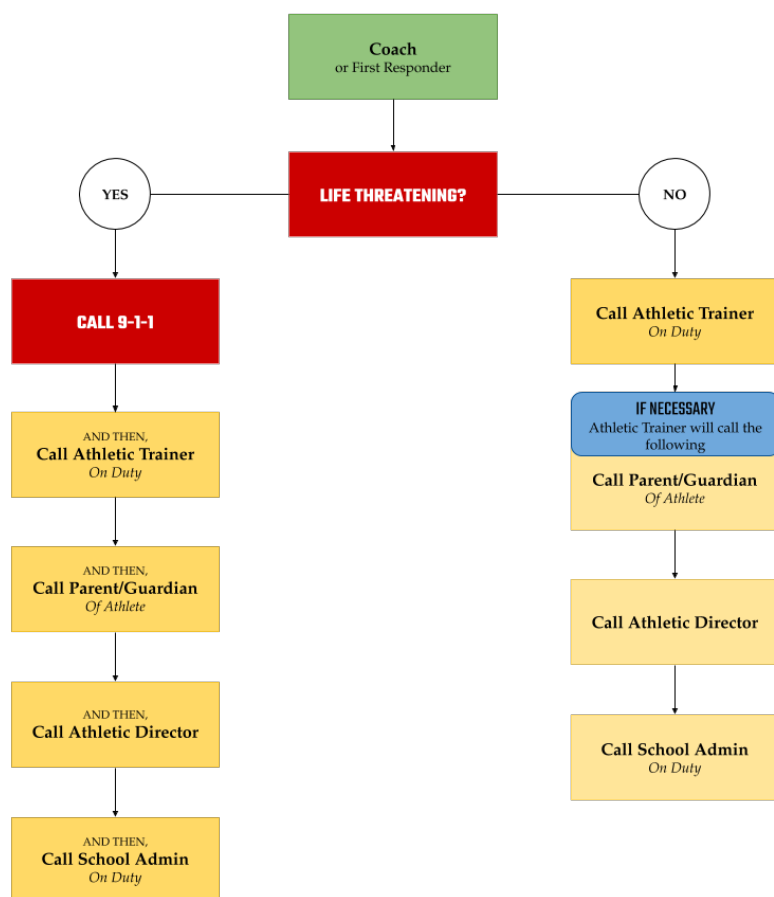
Approved by: _____ Date: _____
School Nurse

EMERGENCY CONTACT LIST

OFF Campus Contacts	Phone Number
Police Department	(801) 852-6210
Fire and Ambulance	(801) 852-6321
Medical Center	(801) 357-7850
Poison Control Center	(800) 222-1222

ON Campus Contacts	Phone Number
Head Athletic Trainer Patty Fahringer, ATC	Training Room: (801) 373-6550 ext. 3431 Cell: (801) 822-4003
Assistant Athletic Trainer	Training Room: (801) 373-6550 ext. 3431 Cell:
Athletic Director Mike Hunter	Office: (801) 373-6550 ext. 3356 Cell: (801) 602-8624
Assistant Principal Jason Garrison	Office: (801) 373-6550 ext. 3307 Cell: (661) 713-3195
Principal Boyd McAfee	Office: (801) 373-6550 ext. 3305 Cell: (385) 225-0397

CONTACT TREE



This is a basic plan. Please use professional judgement when a player is injured.
Move down the chart if you are unable to reach the appropriate staff member.

CAMPUS MAP WITH AED LOCATIONS MARKED

MAP KEY

A-WING

- MAIN FLOOR: MAIN OFFICE, COUNSELING, COLLEGE & CAREER CENTER, BUSINESS OFFICE, & ATTENDANCE
- 2ND FLOOR: MEDIA CENTER, COMPUTER LAB, DISTANCE LEARNING, & CLASSROOMS A200A-A215B
- 3RD FLOOR: CLASSROOMS A301A-A315A

B-WING

- MAIN FLOOR: CLASSROOMS B100A-B115A
- 2ND FLOOR: CLASSROOMS B205-B215
- 3RD FLOOR: CLASSROOMS B305-B315

C-WING

- MAIN FLOOR: CLASSROOMS C105A-C115
- 2ND FLOOR: CLASSROOMS C205A-C215
- 3RD FLOOR: CLASSROOMS C305A-C315

D-WING

- MAIN FLOOR: WOOD, METAL, AUTO SHOPS, & CLASSROOMS D105A-D115A

E-WING

- MAIN FLOOR: GYM, DANCE ROOMS, LOCKER ROOMS

F-WING

- MAIN FLOOR: AUDITORIUM, CHOR, BAND, ORCHESTRA ROOMS

G-WING

- MAIN FLOOR: CAFETERIA, COMMONS, & PRESENTATIONS ROOM



Piova High School - Level 1

EMERGENCY ACTION PLANS (EAP)

Venue	EMS Route: Entrance #	Primary AED	Secondary AED
Gym #1 (Main Gym), Indoor Track, & Indoor Batting Cages	Enter from 1280 North Park in bus lanes Enter at Northeast doors	Southwest Wall of Main Gym	Athletic Training Room
Gym #2 & Gym #3	Enter from 1280 North Use Emergency Lane (drive over red curb) to West side of building Park at second set of glass doors Enter West doors	Athletic Training Room	Southwest Wall of Main Gym
Bulldog Stadium	Enter Bulldog Lane (South Access) Park at Emergency Access Gate (Southeast corner of stadium) Truck will not fit through gate Enter field with equipment	Home sideline with Athletic Trainer	Front Office
Wrestling Room	Enter from 1280 North Use Emergency Lane (drive over red curb) to West side of building Park at first single metal door Enter West metal door	Athletic Training Room	Southwest Wall of Main Gym
Weight Room	Enter from 1280 North Park in bus lanes Enter at Northeast doors	Southwest Wall of Main Gym	Athletic Training Room
Ballroom & Modern Dance	Enter from 1280 North Use Emergency Lane (drive over red curb) to West side of building Park at second set of glass doors Enter West doors	Athletic Training Room	Southwest Wall of Main Gym
Athletic Training Room & Grass Practice Field	Enter from 1280 North Use Emergency Lane (drive over red curb) to West side of building Park at second set of glass doors For Athletic Training room: Enter West door	Athletic Training Room	Southwest Wall of Main Gym
Tennis Courts	Enter from Lakeview Parkway (west side of property) Park at courts	Athletic Training Room	Southwest Wall of Main Gym
Baseball & Softball Field	Enter from 1280 North Park at field	Athletic Training Room	Southwest Wall of Main Gym

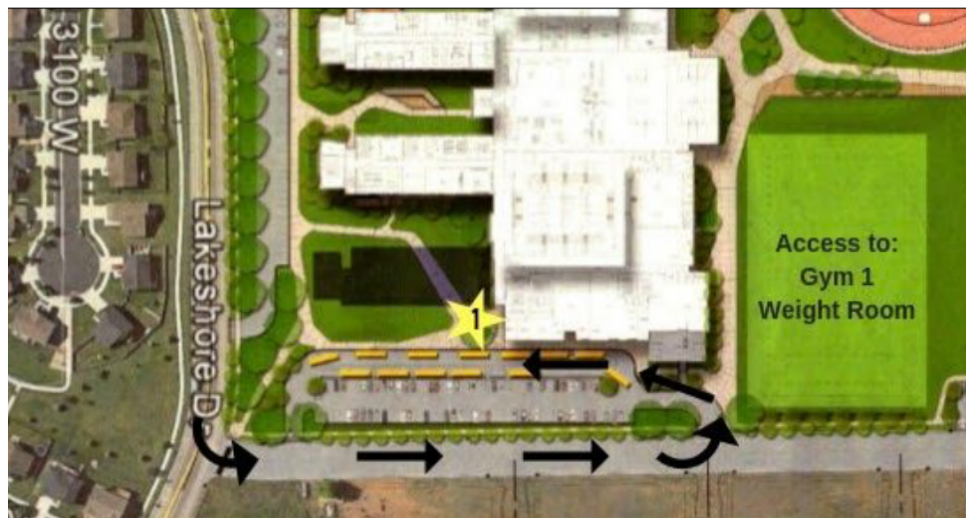
GYM #1 EAP

Volleyball, Basketball, and Cheerleading practices. Inclement weather practices for most sports. **Volleyball, Basketball, Wrestling, Ballroom and Cheerleading** competitions.

School Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot using the emergency access/bus lane. Building entrance is at the northeast corner of the building. After entering the building, the gym is the double door entrances to the right.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located on the southwest wall in the main gym or in the athletic training room.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

If the AT is not available, responsibility of injury treatment rests on the coach or AD. Provo HS requires that all coaches maintain a current CPR and First Aid certification.

* The athlete's contact and health insurance information is located in the team medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person or by phone for all home competitions
Athletic Training Students	ATS will proceed under the direction of the Athletic Trainer Emergency equipment retrieval	May be available at the venue for basic first aid & assistance
Coach or Athletic Director or Administrator	Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates and doors Designate individual to “flag down” EMS and direct to scene Scene control Limit scene to first aid providers and move bystanders away from area	May be present at competitions or available by phone. Administrator present at all varsity competitions.
Other Staff or Visitors	If the visiting team brings a certified athletic trainer, PHS personnel will assist as needed during any emergency. If the visiting team does not have an athletic trainer, the Provo High athletic trainer will assist the visiting team with care of the injured athlete in an emergency situation.	

UPPER INDOOR TRACK EAP

Casual joggers and indoor cross country & track practices. Inclement weather practices may use the indoor track.

School Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot using the emergency access/bus lane. Building entrance is at the northeast corner of the building. After entering the building, enter the first hallway on the left. Stairs to the track are behind a single door on the left side of the hallway. An alternate route is using the main hall stairwell and entering the double doors from Level 2.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located on the southwest wall in the main gym or in the athletic training room.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

If the AT is not available, responsibility of injury treatment rests on the coach or AD. Provo HS requires that all coaches maintain a current CPR and First Aid certification.

* The athlete's contact and health insurance information is located in the team medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	An Athletic Trainer will rarely be onsite. If the AT is not available, responsibility of injury treatment rests on the coach or Athletic Director.	Available by phone.
Head Coach	Immediate care of the injured or ill student-athlete Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree	Available in person.
Other Coaches or Team Captain or Responsible Party	Direct EMS to scene Designate individual to “flag down” EMS and direct to scene Scene control Limit scene to first aid providers and clear the room from bystanders. Notify Athletic Trainer	Available in person.

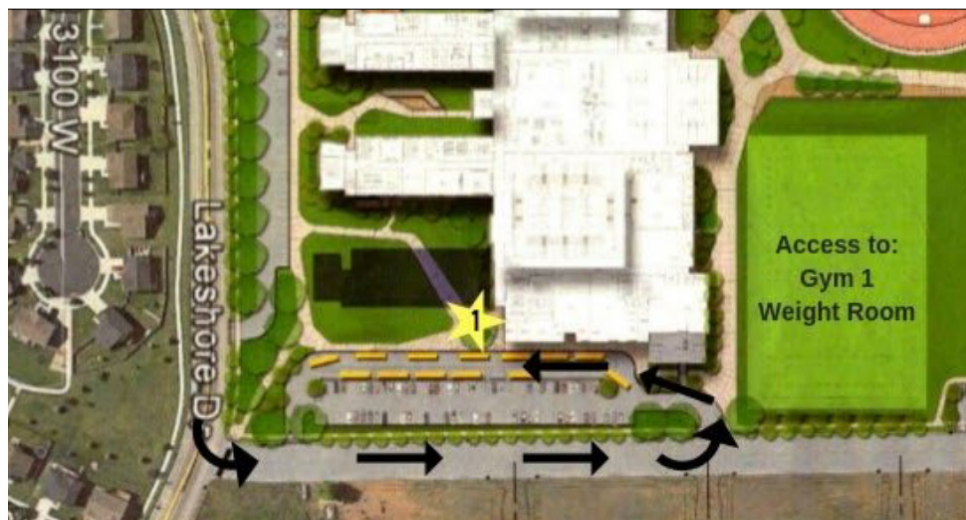
INDOOR BATTING CAGES EAP

Softball and **Baseball** batting practices.

School Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot using the emergency access/bus lane. Building entrance is at the northeast corner of the building. After entering the building, the batting cages can be found in the main gym (the gym is the double door entrances to the right). Batting cages are in the room underneath the south gym bleachers.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located on the southwest wall in the main gym or in the athletic training room.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

If the AT is not available, responsibility of injury treatment rests on the coach or AD. Provo HS requires that all coaches maintain a current CPR and First Aid certification.

* The athlete's contact and health insurance information is located in the team medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	An Athletic Trainer will rarely be onsite. If the AT is not available, responsibility of injury treatment rests on the coach or Athletic Director.	Available by phone.
Head Coach	Immediate care of the injured or ill student-athlete Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree	Available in person.
Other Coaches or Team Captain or Responsible Party	Direct EMS to scene Designate individual to “flag down” EMS and direct to scene Scene control Limit scene to first aid providers and clear the room from bystanders. Notify Athletic Trainer	Available in person.

GYM #2 & #3 EAP

Volleyball, Basketball, and Cheerleading practices and competitions. **Wrestling** competitions. Inclement weather practices for most sports.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot and use the west emergency lane (drive over red curb) to the west side of the building. Building entrance is at the second set of glass doors. Gym #3 is located first with Gym #2 down the hall and across from Gym #1.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located in the athletic training room or on the southwest wall in the main gym.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is located in the team medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person or by phone for all home competitions
Athletic Training Students	ATS will proceed under the direction of the Athletic Trainer Emergency equipment retrieval	May be available at the venue for basic first aid & assistance
Coach or Athletic Director or Administrator	Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates and doors Designate individual to “flag down” EMS and direct to scene Scene control: limit scene to first aid providers and move bystanders away from area	May be present at competitions or available by phone. Administrator present at all varsity competitions.
Other Staff or Visitors	If the visiting team brings a certified athletic trainer, PHS personnel will assist as needed during any emergency. If the visiting team does not have an athletic trainer, the Provo High athletic trainer will assist the visiting team with care of the injured athlete in an emergency situation.	

BULLDOG STADIUM EAP

Football, Soccer, Lacrosse, Cross Country, Track & Field, and Band practices and competitions.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr., use Bulldog Lane (south access) and head west on the south side of campus. Use the emergency access driveway at the southeast corner of the stadium. Park at the emergency access gate in the southeast corner.

Note: Ambulances will not fit through gate, please enter field with equipment.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room and brought to the field for most competitions. Small splints (SAM) may be present in Medical Kit with team.

AED - located on the sideline with the medical staff, or in the front office.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room and brought to the field for most competitions. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is located in the team medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person or by phone for all home competitions
Athletic Training Students	ATS will proceed under the direction of the Athletic Trainer Emergency equipment retrieval	May be available at the venue for basic first aid & assistance
Coach or Athletic Director or Administrator	Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates (west gates) Designate individual to “flag down” EMS and direct to scene Scene control Limit scene to first aid providers and move bystanders away from area	May be present at competitions or available by phone. Administrator present at all varsity competitions.
Physician	1. Assist if help is needed or requested	Varsity Football competitions
Other Staff or Visitors	If the visiting team brings a certified athletic trainer, PHS personnel will assist as needed during any emergency. If the visiting team does not have an athletic trainer, the Provo High athletic trainer will assist the visiting team with care of the injured athlete in an emergency situation.	

WRESTLING ROOM EAP

Wrestling practices

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot and use the west emergency lane (drive over red curb). The wrestling room has an outdoor access point at the rear of the building (single metal door).

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located in the athletic training room or on the southwest wall in the main gym.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is located in the medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person or by phone.
Athletic Training Students	ATS will proceed under the direction of the Athletic Trainer Emergency equipment retrieval	May be available at the venue for basic first aid & assistance
Coach or Athletic Director or Administrator	Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates and doors Designate individual to “flag down” EMS and direct to scene Scene control Limit scene to first aid providers and move bystanders away from area	Coach available in person. Athletic Director and Administrator available by phone.

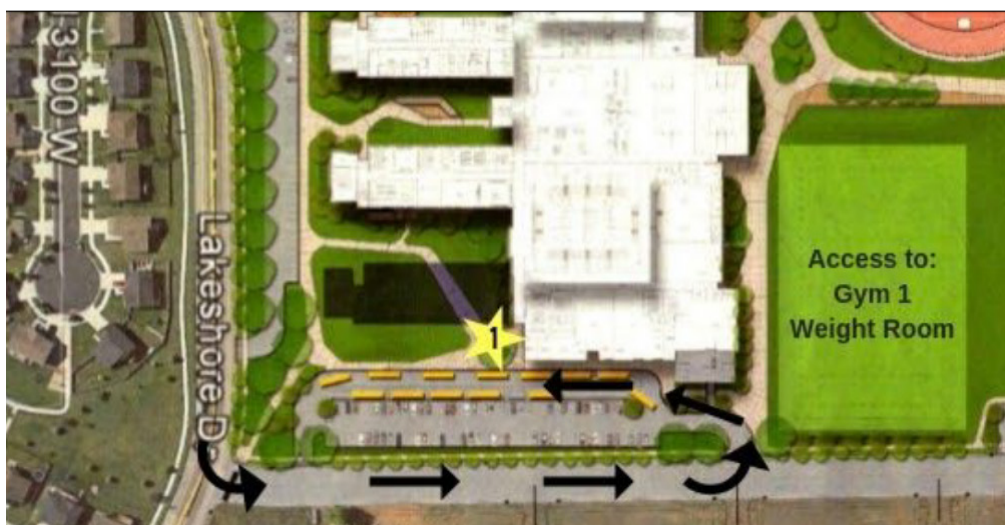
WEIGHT ROOM EAP

All teams and some physical education classes.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot using the emergency access/bus lane. Building entrance is at the northeast corner of the building. After entering the building, the weight room is down the main hall and on the right side.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located on the southwest wall in the main gym or in the athletic training room.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is located in the team medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	An Athletic Trainer will rarely be onsite. If the AT is not available, responsibility of injury treatment rests on the coach or Athletic Director.	Available by phone.
Head Coach	Immediate care of the injured or ill student-athlete Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree	Available in person.
Other Coaches or Team Captain or Responsible Party	Direct EMS to scene Designate individual to "flag down" EMS and direct to scene Scene control Limit scene to first aid providers and clear the room from bystanders. Notify Athletic Trainer	Available in person.

DANCE ROOM EAP

All **dance** practices.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot and use the west emergency lane (drive over red curb) to the west side of the building. Building entrance is at the second set of glass doors. The dance room is down the first left hallway.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located in the athletic training room or on the southwest wall in the main gym.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is located in the medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	1. An Athletic Trainer will rarely be onsite. If the AT is not available, responsibility of injury treatment rests on the coach or Athletic Director.	Available by phone.
Head Coach	Immediate care of the injured or ill student-athlete Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree	Coach available in person.
Other Coaches or Team Captain or Responsible Party	Direct EMS to scene Designate individual to "flag down" EMS and direct to scene Scene control Limit scene to first aid providers and clear the room from bystanders. Notify Athletic Trainer	Available in person.

ATHLETIC TRAINING ROOM EAP

Treatment for **all athletes**.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot and use the west emergency lane (drive over red curb) to the west side of the building. The athletic training room has a single glass door access at the rear of the building

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located in the athletic training room or on the southwest wall in the main gym.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is available on registermyathlete.com.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person.
Athletic Training Students	ATS will proceed under the direction of the ATC Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates Designate individual to "flag down" EMS and direct to scene	May be available at the venue for basic first aid & assistance

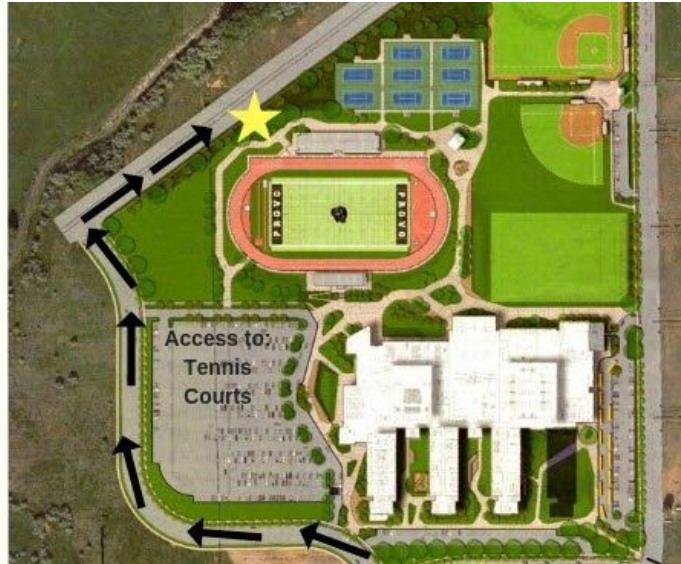
TENNIS COURTS EAP

Tennis practices and competitions.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From the North: From Lakeshore Dr., turn west onto 1280 North, north of campus and follow the access road to Lakeview Parkway. Turn left on Lakeview Parkway. Tennis courts are on the left. From the South: From Lakeshore Dr., turn west onto Bulldog Lane, south of campus. Turn right on Lakeview Parkway and the tennis courts are on the right.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located in the athletic training room or on the southwest wall in the main gym.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is located in the medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person or by phone for all home competitions
Athletic Training Students	ATS will proceed under the direction of the Athletic Trainer Emergency equipment retrieval	May be available at the venue for basic first aid & assistance
Coach or Athletic Director or Administrator	Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates and doors Designate individual to “flag down” EMS and direct to scene Scene control Limit scene to first aid providers and move bystanders away from area	Coach available in person. Athletic Director and Administrator available by phone.
Other Staff or Visitors	If the visiting team brings a certified athletic trainer, PHS personnel will assist as needed during any emergency. If the visiting team does not have an athletic trainer, the Provo High athletic trainer will assist the visiting team with care of the injured athlete in an emergency situation.	

GRASS PRACTICE FIELD EAP

Various outdoor practices.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Enter the parking lot and use the west emergency lane (drive over red curb) to the west side of the building. Grass Fields are immediately visible.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - located in the crutch bag in the athletic training room. Small splints (SAM) may be present in Medical Kit with team.

AED - located in the athletic training room or on the southwest wall in the main gym.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room or with the athletic trainer. (contains supplemental oxygen, tourniquet, and other emergency equipment)

* The athlete's contact and health insurance information is located in the medical kit.

Emergency Personnel

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person or by phone.
Athletic Training Students	ATS will proceed under the direction of the Athletic Trainer Emergency equipment retrieval	May be available at the venue for basic first aid & assistance
Coach or Athletic Director or Administrator	Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates Designate individual to "flag down" EMS and direct to scene Scene control Limit scene to first aid providers and move bystanders away from area	Coach available in person. Athletic Director and Administrator available by phone.

BASEBALL & SOFTBALL FIELD EAP

Softball and Baseball practices and competitions.

Address: 1199 Lakeshore Dr., Provo, UT 84601

Venue Directions: From Lakeshore Dr. turn west onto 1280 North, north of campus. Baseball & Softball fields are located at the end of 1280 North.

GPS Coordinates (in the event of the need for a medical helicopter transport): 40.251317, -111.713782 N40° 15' 4.7412", W111° 42' 49.6146'



Emergency Equipment

Splints - Large splints are located in the emergency medkit with the AT. Small splints may be present in Medical Kit with team.

AED - located with the athletic training staff in the home dugout, in the athletic training room, or the southwest wall of Gym 1.

Crutches - located in the athletic training room.

Emergency Medical Bag (yellow bag) - located in the athletic training room and brought to the field for most competitions. (contains supplemental oxygen, tourniquet, and other emergency equipment)

The athlete's contact and health insurance information is located in the medical kit.

Emergency Personnel

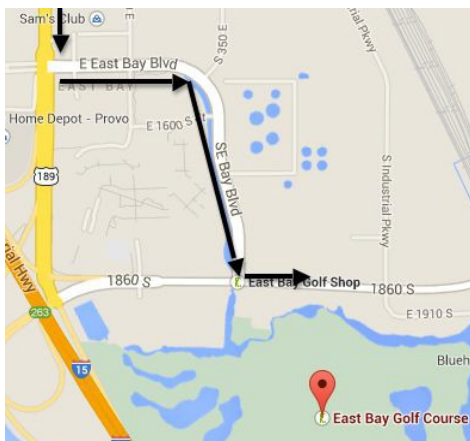
Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	Immediate care of the injured or ill student-athlete OR Direct care and designate responsibilities during an emergency.	Available in person or by phone for all home competitions
Athletic Training Students	ATS will proceed under the direction of the Athletic Trainer Emergency equipment retrieval	May be available at the venue for basic first aid & assistance
Coach or Athletic Director or Administrator	Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested) Activate phone tree Direct EMS to scene Open appropriate gates Designate individual to “flag down” EMS and direct to scene Scene control Limit scene to first aid providers and move bystanders away from area	May be present at competitions or available by phone. Administrator present at all varsity competitions.
Other Staff or Visitors	If the visiting team brings a certified athletic trainer, PHS personnel will assist as needed during any emergency. If the visiting team does not have an athletic trainer, the Provo High athletic trainer will assist the visiting team with care of the injured athlete in an emergency situation.	

EAST BAY GOLF COURSE EAP

Golf practices and competitions.

Address: 1860 South East Bay Blvd, Provo, UT 84606

Venue Directions: From University Ave, turn left onto East Bay Blvd. Turn left onto 1860 South and the clubhouse is on the right.



Emergency Personnel

Provo High will follow the Emergency Action Plan of the East Bay Golf Course. Contact the Pro Shop for information. The athlete's contact and health insurance information is located in the PHS medical kit.

Position	Role	Events in Attendance
Head Athletic Trainer or Assistant Athletic Trainer	1. An Athletic Trainer will rarely be onsite. If the AT is not available, responsibility of injury treatment rests on the coach or Athletic Director.	Available by phone.
Head Coach	Immediate care of the injured or ill student-athlete Activation of emergency medical services (EMS) Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)	Available in person.
Other Coaches or Team Captain or Responsible Party	Direct EMS to scene Designate individual to "flag down" EMS and direct to scene Scene control Limit scene to first aid providers and clear the room from bystanders. Notify East Bay Golf Course Notify Athletic Trainer	Available in person.

LIGHTNING POLICY & EAP

The National Severe Storms Laboratory recommends that athletic participation cease when lightning is detected within six miles.

UHSAA Policy

At all UHSAA sanctioned events that are held in outdoor venues the host school shall designate an individual to monitor weather. This individual shall meet with the head official for the event prior to the contest. At that meeting the following will be discussed:

The Guidelines on Handling Contests During Lightning Disturbances which appears in all NFHS Rules Books. Responsibilities of the individual charged with monitoring the weather and those of the head official relative to possible weather disturbances.

Contingencies regarding possible suspensions of play due to lightning.

The head official in consultation with the individual assigned to monitor weather will affect any suspension due to lightning.

Provo High School Designated Staff

One of the following will meet with the officials prior to the start of a competition.

Athletic Director

Administrator

Athletic Trainer

NFHS Guidelines on Handling Contests During Lightning Disturbances

Criteria for suspension and resumption of play:

When thunder is heard within 30 seconds of a visible lightning strike, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.

Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.

Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

Evacuation and Safe Zones

Provo High provides locations of shelter for athletes. Should evacuation locations be in use by indoor events, athletes from outdoor events evacuating to safety take precedence and may enter facilities. Safe structures are assigned as follows:

Team/Sport/Venue	Evacuation Location	Person in Charge
Home Team Bulldog Stadium	Stadium Team Room	PHS Head Coach
Visiting Team Bulldog Stadium	Gym #3 for football, Opposing Team Room for all other events	Athletic Director

Cheerleading (All teams) Dance/Halftime Events Bulldog Stadium	Soccer Team Room (quick change room)	PHS Cheerleading Head Coach
Band Bulldog Stadium	Band Room	Band Director
Home & Visiting teams Baseball Field	Gym #2 No cleats in the building	PHS Baseball Head Coach
Home & Visiting teams Softball Field	Gym #2 No cleats in the building	PHS Softball Head Coach
Home & Visiting teams Tennis Courts	Opposing sport Stadium team room e.g., if soccer is playing, go to football team room.	PHS Tennis Head Coach
Golf East Bay Golf Course	East Bay Clubhouse	Head Coach
Community Teams Grass Practice Field	If building is available, Gym #3 No cleats in the building If building is locked, head to vehicles	Head Coach

Pre-Event PSA on Lightning

An announcement should be made prior to competition to notify fans of the closest safety zones.

Attention ladies and gentlemen, in the event of a lightning threat, competition will be suspended and all spectators will be asked to seek safety until the threat is over. No place outside is safe. Small outdoor buildings such as dugouts, rain shelters, and sheds are NOT safe. The National Severe Storm Laboratory recommends that during thunderstorms people should take shelter inside buildings such as a classroom, gymnasium or places of business. The PHS Commons has been designated as the indoor site for spectators. Inside a vehicle with a solid metal roof with windows up should be a safe alternative. If you are unsure of the appropriateness of your automobile, please seek shelter indoors immediately.

According to the National Weather Service, substantial buildings with wiring and plumbing are the safest places. Office buildings, schools, and homes offer good protection. Once inside, stay away from windows and doors and anything that conducts electricity such as corded phones, wiring, plumbing, and anything connected to these.

PSA Announcement During Lightning

Attention ladies and gentlemen, unsafe weather conditions have been detected. We will be suspending play for a minimum of 30 minutes. The National Severe Storm Laboratory recommends that during thunderstorms people should take shelter inside buildings such as a classroom, or gymnasium. The PHS Commons has been designated as the indoor site for spectators. Inside a vehicle with a solid metal roof should be a safe alternative. If you are unsure of the appropriateness of your automobile, please seek shelter indoors immediately.

CONCUSSION POLICY

A guideline has been given by the UHSAA (see appendix). At Provo High School, we will follow this guideline by including the following items:

Concussion education provided to coaches, parents, and athletes prior to the season
imPACT testing as a neurocognitive baseline test for each athlete prior to the season

Removal of play for any athlete who exhibits concussion symptoms

“Return to play” of an athlete only after clearance from a qualified healthcare professional.

HEAT ACCLIMATIZATION POLICY

Before participating in the preseason practice period, all student-athletes should undergo a pre-participation medical examination administered by a qualified medical professional. The examination can identify predisposing factors related to a number of safety concerns, including the identification of youths at particular risk for exertional heat illness.

- UHSAA Handbook

Provo High School will follow the UHSAA policy on Heat Acclimatization which includes a 14-day practice period of gradually increasing exposure to heat and increasing intensity of practice.

AIR QUALITY POLICY

Provo High School will follow the guidelines set by the Provo City School District.

The following is the process that administrators will follow to determine the status of recess or other outdoor activities.

Throughout the day, administrators will monitor the air quality reports provided by the state. These reports can be found by visiting air.utah.gov. The air quality is ranked by color. Green is the best air quality, followed, in order, by yellow, orange, red, purple and burgundy. Air quality in the green and yellow zones are safe to be outside in. Once the air quality reaches orange levels, decisions must be made on whether to hold outdoor activities. Once the air quality reaches the red level or higher, it is an automatic decision to remain inside.

The air quality will be looked at in the minutes prior to recess or any other outdoor activity and the decision will be made at that point.

- Provo City School District, August 14, 2018

RETURN TO PLAY POLICY

Provo High School strives to provide the best medical care for our athletes. Care for minor injuries can usually be provided by the school athletic training staff; however, depending on the severity of the injury, further medical evaluation may be required. Provo High athletic training staff may refer an athlete to a physician, or a parent may choose to take the athlete to a physician of their choice, who is trained in musculoskeletal injuries, but the following policy shall be enforced:

An athlete is only strongly recommended to see a physician if deemed necessary by Provo High athletic training staff.

IF an athlete sees a physician, the physician will need to provide a phone call or written note which must be sent to the athletic training staff prior to the athlete being released back to the school's athletic training staff. The school's athletic training staff reserves the right to seek further clarification regarding the athlete's clearance from the physician.

Athlete must pass sport specific movements and maneuvers with the school's athletic training staff
If the injury is a head injury, the UHSAA Head Injury (Concussion) policy shall also be enforced.

ATHLETIC TRAINING SERVICES DURING COVID-19

All athletes **MUST WEAR A MASK** to receive treatment, evaluations, or services unless there is a breathing emergency or facial bleeding. All other exceptions will be made on a case by case basis as approved by the athletic trainer.

Athletes and coaches may NOT enter the ATR unless invited by the AT staff. In order to follow social distancing rules and maintain safety, a maximum of 7 athletes will be permitted into the athletic training room at any given time. Athletes may wait 6ft apart in the hallway.

For emergencies, please knock on either door until you get the attention of athletic training staff.

The only entrance to the athletic training room is the inside door near gym 3. The only exit is the exterior door leading to the practice field.

Cleaning of equipment, tables, and stations will occur between each use.

Some services previously available will be temporarily unavailable. Rehabilitation, conditioning, and use of the whirlpool will be unavailable until further notice.

Priority of athletes receiving care will go as follows:

- Emergencies
- New injuries occurring in today's game or practice
- Game day start times
- Appointments (previously scheduled with Athletic Training Staff)
- Practice days (first come first serve)

An ice chest will be filled daily with bagged ice and placed outside the hallway door. Athletes are encouraged to get their own ice. No one is allowed access to the ice machine in the training room. Additional ice machines can be found at: outdoor concessions, laundry room, and indoor concessions.

STAFF MEDICAL CERTIFICATION REQUIREMENTS

All athletics personnel associated with practices, competition, skills instruction, and strength and conditioning, including all head, assistant, and volunteer coaching staff, must have the following training:

- Red Cross CPR/AED for the First Responder
- Red Cross First Aid for the First Responder
- Prevention of Disease Transmission: Blood Borne Pathogens
- Concussion Training annual meeting
- Emergency Action Plan annual run-through

All updated copies of certificates/cards will be on file in the athletic director's office.

EMERGENCY ACTION PLAN RUN THROUGH

All personnel associated with athletics should be familiar with all relevant venue emergency action plans.

Familiarization includes: knowing one's specific role during an emergency situation, knowledge of emergency equipment, and how to appropriately activate the emergency action plan.

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

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. This team should also include the local ambulance services and the fire department. Ensure that all team members are on the same page with athlete care and transport protocols (i.e. helmet removal for equipment-intensive sports such as football and lacrosse or "cool first, transport second" policies for exertional heat illnesses). Run-throughs should also be taken into consideration where ambulance access would take place to determine if any gates or cars would block the entrance during practice/game times and where any keys or relevant equipment will be located.

VERIFICATION OF TRAINING

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

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

signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date
signature	title or position	date

THIS FORM IS TO BE KEPT ON FILE IN THE ATHLETIC TRAINING ROOM AND PRESENTED FOR REVIEW UPON REQUEST.

Spanish Fork High School Emergency Action Plan

Overview of Emergency Action Plan for Athletics

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided. As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation

Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [also including: athletic director, school nurse, certified athletic trainer, all coaches, etc.].

Copies of training certificates and/or cards are maintained in the athletic training facility and/or with the athletic director, and at the Nebo School District Offices. The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training student intern, coaches, managers, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, preference of the head athletic trainer, etc.

The four basic roles within the emergency team are:

1. **Establish scene safety and immediate care of the athlete:** This should be provided by the most qualified individual on the medical team.
2. **Activation of Emergency Medical Services:** This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.
3. **Equipment Retrieval:** May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Athletic training students, managers, and coaches may be good choices for this role.
4. **Direction of EMS to the Scene:** One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates or doors. Formation of an emergency team and implementation of specific roles are important. You should also assign more than one person to a role in case certain members are not present during a given situation.

Activating Emergency Medical Services

- **Call 9-1-1**
 - **Provide Information**
 - name, address, telephone number of the caller – (99 N 300 W, Spanish Fork Utah)
 - nature of emergency (medical or non-medical*)
 - number of athletes - condition of athlete(s) –
 - first aid treatment initiated by the first responder
 - specific directions as needed to locate the emergency scene (i.e., “use the south entrance to the stadium on Center Street) – (99 N 300 W, Spanish Fork Utah)
 - other information requested by the dispatcher
 - *If non-medical, refer to the specified checklist of the school’s non-athletics emergency action plan

Emergency Communication

Communication is a key to a quick, efficient emergency response. There should be a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with function and operation of each type of emergency equipment. The equipment should be checked on a regular basis to ensure good condition and equipment use should be rehearsed by all emergency personnel. Creating an equipment inspection log book is strongly recommended. Know how to properly care for and store all of the equipment. You should choose a clean, dry, environmentally controlled area and it should be readily available when emergency situations arise. This type of equipment could include: spine boards and straps, automated external defibrillators (AEDs), AED pads, AED batteries, splinting equipment, helmet removal equipment and their batteries, etc. Coaches should take note of the closest AED to their practice and game locations. This is typically the Main Gym, or Auxiliary Gym. Rory will always have the portable AED with him on the Golf Cart at all times during practice or home games.

Medical Emergency Transportation

Emphasis is placed on having an ambulance on site at high risk sporting events, such as football, gymnastics, track and field meets, etc. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and cleared route for entering/exiting the venue. In the event that an ambulance is not on site, the medical personnel should be aware of average EMS response time for the athletic venue and distance from the venue to local hospitals. Due to the demands of EMS from Spanish Fork City, they cannot be on-site except during the Maple Mountain/Spanish Fork games.

Any emergency situation where there is impairment in loss of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment, and proper transportation.

Non-Medical Emergencies For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan checklist and follow instructions.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest athletic department “ownership” in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year with all athletic personnel and local emergency response teams. Through development and implementation of the

emergency plan Spanish Fork High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Approval and acceptance of the Spanish Fork High School Emergency Plan for Athletics.

Approved by: _____ Date: _____

Principal Approved by: _____ Date: _____

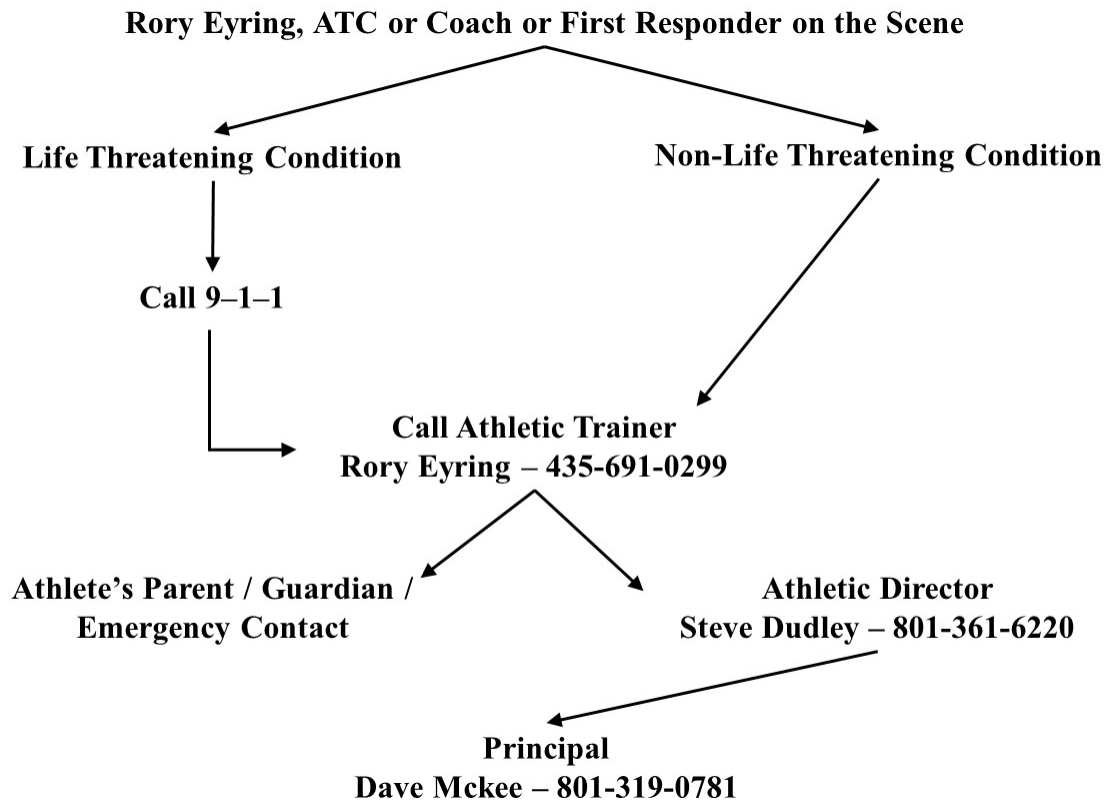
Athletic Director Approved by: _____ Date: _____

Spanish Fork High School Important Contacts List

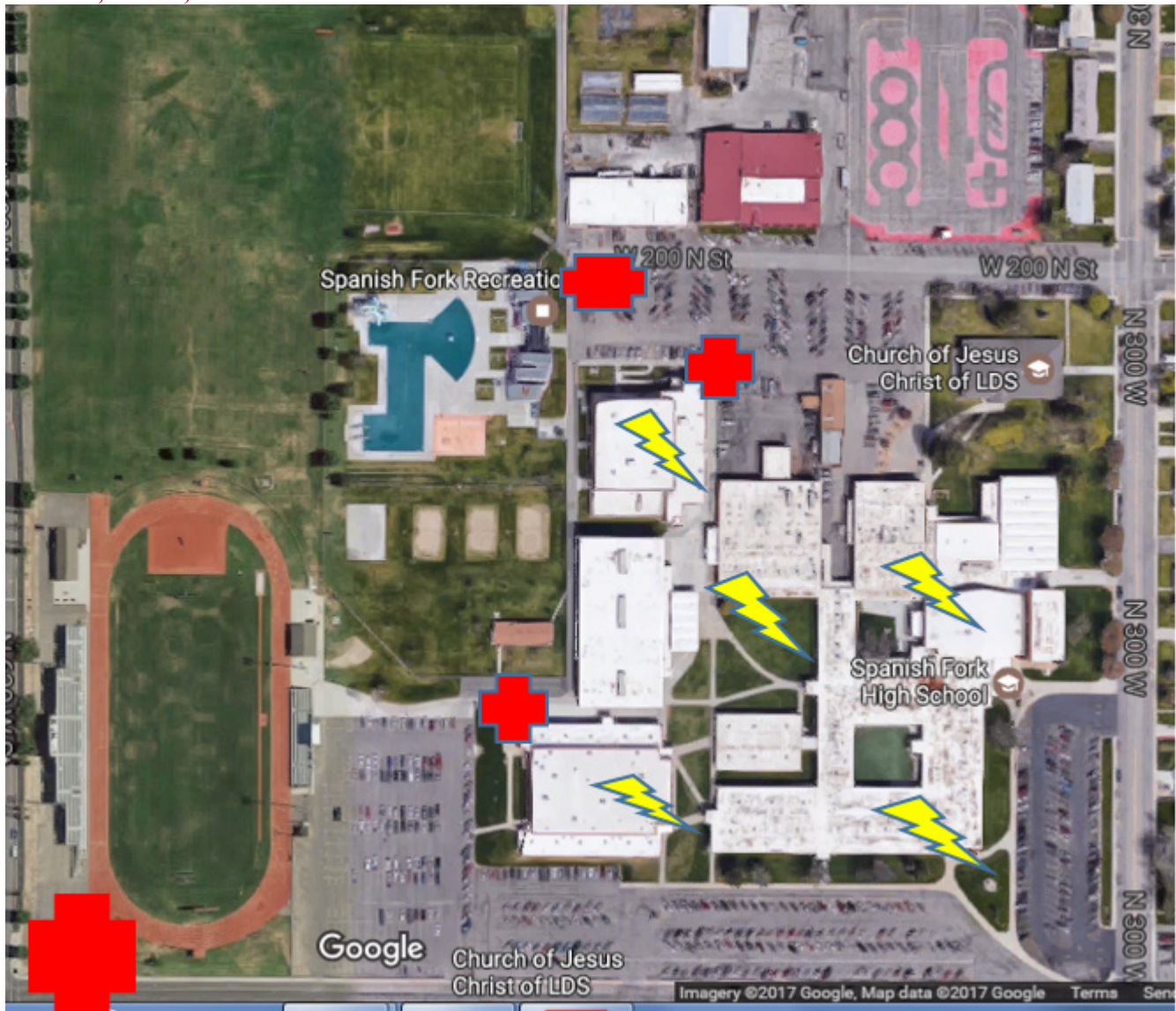
Off Campus Contacts	Phone Number
Spanish Fork Police Department	801-804-4700
Spanish Fork Fire Department	801-804-4750
Mountain View Hospital (Payson)	801-465-7000
Poison Control	800-222-1222

On-Campus Contacts	Phone Number
Athletic Training Room	801-798-4060
Athletic Director	801-361-6220
Main Office	801-798-4060

Spanish Fork High School Contact Tree



School and Facilities Maps:
Football, Soccer, Track and Basketball



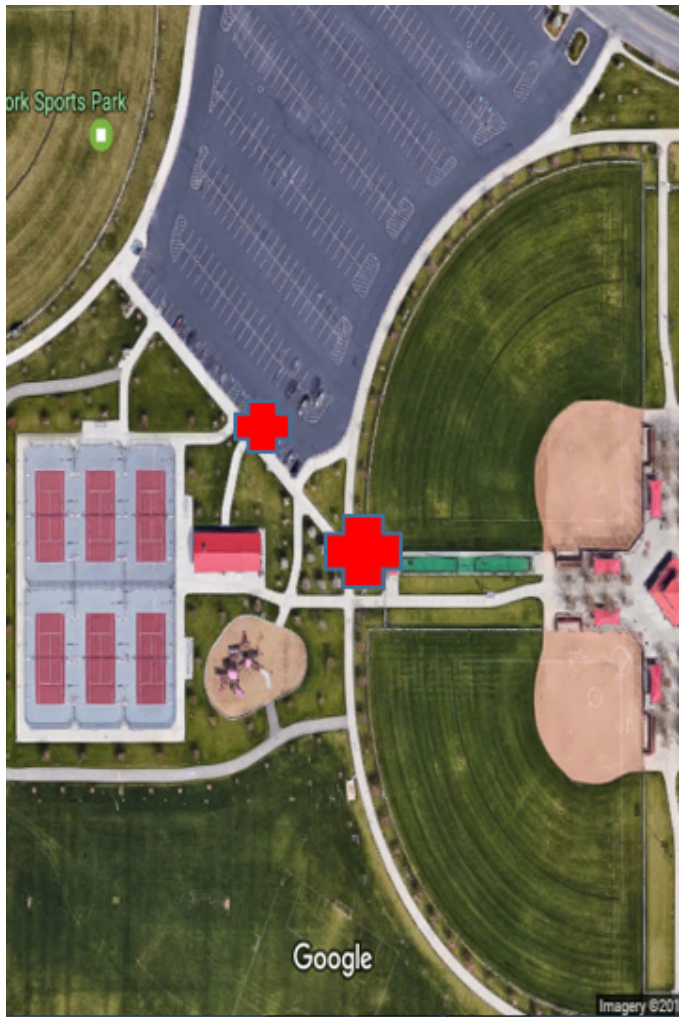
Main Campus Map – Red Crosses indicate EMS Entrances

Baseball

Baseball Fields Shown in relation to Main Campus on upper left.



Softball and Tennis



Red Crosses indicate EMS Entry Points in each location



Yellow Lightning Bolts indicate AED Locations. For Off-Campus Sports, the Portable AED will be with ATC on Golf Cart at all times.

Spanish Fork High School Emergency Action Plan – Football Stadium (Football, Track, XC)

99 N 300 W Spanish Fork, UT 84660

Practices

- a. Phones: Each Staff Member has a cell phone from which they can call 911 to activate EMS. Be sure to follow the SFHS Contact Tree. Direct ambulance to the South Entrance gate on Center Street by the football field. The ATC, head coach and any janitorial staff will have keys to this gate in the event they are locked. The ambulance can drive directly onto the track closest to the area of the injured athlete.
- b. Personnel: An ATS will proceed to the South 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 help keep athletes, media and other non-essential personnel from interfering with the evaluation, and treatment of the injured athlete.

Games

- a. ATS Responsibilities
 - i. The ATS will be responsible for making sure all the emergency supplies (spine board, crutch bag, splint bag, drill, AED and cart) are located on the 50-yard line of the home bench.
- b. EMS Liaison: Steve Dudley, Athletic Director, is the designated liaison.
- c. Ambulance Transport
 - i. In the event of a spinal cord injury, or other injury requiring transport, the ambulance will be brought to the edge of the track closest to the location of the injured athlete. They will enter through the South Entrance Gate. If the injured athlete does not have their parents present, an assistant coach should ride and accompany them to the hospital until a parent/guardian arrives.
- d. Medical Personnel:
 - i. The following medical personnel should be at every Varsity Football game, whether home or Away:
 1. Head ATC: Responsible for all medical personnel, and equipment on the sidelines. They are responsible for communication with the coaches and parents. 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 ATS assigned to receive them. The Head ATC is responsible for C-spine stabilization during care of an injured athlete, and giving directions to all involved in that situation. They will designate an ATS to assist them in removing the face mask. The Head ATC is responsible for all musculoskeletal injuries occurring during the game. The Head ATC may ask the available physician for assistance with these duties when they feel it necessary.
 2. Team Physician: The Team physician may or may not be attending the game. In the event they are present, they may accompany the Head ATC, upon request. The Team Physician will administer any other medical procedure required for the benefit of the athlete, and they may ask for assistance from the Head ATC. We are contracted to work only with certain physicians, so others should not come down from the stands onto field level unless they are the parent/guardian of an injured athlete, or have made a prior arrangement with the Head ATC.

Equipment

- a. The following emergency equipment will be on the sideline at all times:
 - i. Spine board
 - ii. Crutches
 - iii. Cellular Phone
 - iv. AED
 - v. Drill/Facemask Removal
 - vi. Cart for Transportation

Drill Competitions, Cheer)

99 N 300 W Spanish Fork, UT 84660

Personnel

- The Head ATC will be seated on the first row of bleachers next to the home team bench (for basketball and Drill), or on the East side of the wrestling mat, just behind team bench for home duels (wrestling).
- An ATS will be seated next to the Head ATC or in the same area as the Head ATC would be if they are not present. The ATS will have contact with the Head ATC through cell phone.
- A second ATS will act as “Host Trainer” and will sit behind the visiting team bench if available.
- A physician will be on call in case of emergency.
- During practice, an ATS will be present, while the Head ATC will either be present or have contact with Head ATC via cell phone.

Role of Personnel for Emergencies

- The Head ATC will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified who is contacted through instruction from the Head ATC
- If an injury does occur on the court or mat, the Head ATC and the first ATS will attend to the athlete. The second ATS (if available) will be nearby to assist if needed.
- If EMS is required, the first ATS will call by cell phone and continue to stay on the call until directed to hang up.
- The second ATS will stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- If visiting teams bring a ATC or ATS, we will assist their athlete as needed during an emergency. If the visiting team does not bring an ATC, the Head ATC will direct the care.
- During practices when the Head ATC is not in the building, the ATS will call EMS if necessary (or direct someone to do so) and initiate appropriate first aid. The student will contact the Head ATC as soon as possible thereafter.
- Contacting EMS will be done through personal cell phones or the Head ATC’s phone.

Emergency Equipment

- Equipment (crutches, spine board, braces and splints) are located in the Athletic Training Room, except the AED, which an ATS will bring to the game (if it is not already at another location) as well as the kit.
- In the event that any other equipment is needed the training room should be unlocked during practice and events. If not the Head ATC, ATS or janitorial staff will have keys as well.

Location of Arrival of EMS

- The Main Gym is accessible from the East, South and West Sides. All directions are accessible without stairs.

Spanish Fork High School Emergency Action Plan – Auxiliary D Gym (Volleyball, Girls Basketball, Drill / Cheer)

99 N 300 W Spanish Fork Utah

Personnel

- The Head ATC will be seated on the first row of bleachers next to the home team bench (for basketball and Drill).
- An ATS will be seated next to the Head ATC or in the same area as the Head ATC would be if they are not present. The ATS will have contact with the Head ATC through cell phone.
- A second ATS will act as “Host Trainer” and will sit behind the visiting team bench if available.
- A physician will be on call in case of emergency.
- During practice, an ATS will be present, while the Head ATC will either be present or have contact with Head ATC via cell phone.

Role of Personnel for Emergencies

- The Head ATC will direct care and designate responsibilities during an emergency. Anyone dealing with an emergency situation will defer control to the person most qualified who is contacted through instruction from the Head ATC
- If an injury does occur on the court or mat, the Head ATC and the first ATS will attend to the athlete. The second ATS (if available) will be nearby to assist if needed.
- If EMS is required, the first ATS will call by cell phone and continue to stay on the call until directed to hang up.
- The second ATS will stand by to retrieve emergency equipment, direct EMS to the site, or assist as necessary.
- If visiting teams bring a ATC or ATS, we will assist their athlete as needed during an emergency. If the visiting team does not bring an ATC, the Head ATC will direct the care.
- During practices when the Head ATC is not in the building, the ATS will call EMS if necessary (or direct someone to do so) and initiate appropriate first aid. The student will contact the Head ATC as soon as possible thereafter.
- Contacting EMS will be done through personal cell phones or the Head ATC’s phone.

Emergency Equipment

- Equipment (crutches, spine board, braces and splints) are located in the Athletic Training Room, except the AED, which an ATS will bring to the game (if it is not already at another location) as well as the kit.
- In the event that any other equipment is needed the training room should be unlocked during practice and events. If not the Head ATC, ATS or janitorial staff will have keys as well.

Location of Arrival of EMS

- The D Gym is accessible from the East, South and West Sides. All directions are accessible without stairs.

Spanish Fork High School Emergency Action Plan – Soccer Field (Boys and Girls Soccer Games and Practice)

99 N 300 W Spanish Fork Utah

The Head ATC will normally be located next to or behind the team bench and will go onto the field for all injuries.

The First ATS will stay near the Head ATC and go onto the field to assist the Head ATC with the injury and transportation of the athlete off the field. They will assume the role of a first responder on the sideline if the Head ATC is attending to other duties or games/practices. The ATS is responsible for calling EMS and will stay on the phone until they arrive, and will make sure that an assistant coach will go with the athlete to the hospital in the event that their parents/guardians are not present.

The second ATS responsibility is to make sure the visiting team has everything they need and will assist them with any injuries that might occur during the game. He/she is responsible for meeting and directing the ambulance, and to retrieve any emergency equipment needed from the sideline.

Equipment

- a. The following emergency equipment will be on the sideline at all times:
 - i. Spine board
 - ii. Crutches
 - iii. Cellular Phone
 - iv. AED
 - v. Drill/Facemask Removal
 - vi. Cart for Transportation

Emergency Procedure

If a player goes down on the field, the Head ATC and the first ATS will go onto the field and attend to the athlete. The second ATS will step onto the field to retrieve any signals for any needed emergency equipment. In addition, he/she will be ready to assist in transporting the athlete off the field or finding players to help carry the athlete from the field. If an ambulance is needed, the first ATS will contact EMS, by using cellular phone and they will stay on the phone with EMS until the ambulance arrives, or until instructed to hang up. The ambulance will enter through the gate on the East side of the soccer field next to the parking lot.

The second ATS is in charge of making sure the gate is unlocked and open before the ambulance arrives. The head coach, Head ATC and any janitorial staff will have a key to open the gate in case it's not currently open. The second ATS will be in charge of directing the ambulance crew onto the field closest to the injured athlete. The athlete's parent/guardians at the game should travel with them to the hospital. The assistant coach will do this in the absence of parent or guardians. The Head ATC will notify the parent of the athlete condition, and location of hospital transported to.

Spanish Fork High School Emergency Action Plan – Baseball (Games and Practices)

Nelson Field, 171 W 300 S, Spanish Fork Utah

The Head ATC will normally be located in the home dugout and will go onto the field for all injuries.

The First ATS will stay near the Head ATC and go onto the field to assist the Head ATC with the injury and transportation of the athlete off the field. They will assume the role of a first responder on the sideline if the Head ATC is attending to other duties or games/practices. The ATS is responsible for calling EMS and will stay on the phone until they arrive, and will make sure that an assistant coach will go with the athlete to the hospital in the event that their parents/guardians are not present.

The second ATS responsibility is to make sure the visiting team has everything they need and will assist them with any injuries that might occur during the game. He/she is responsible for meeting and directing the ambulance, and to retrieve any emergency equipment needed from the sideline.

Equipment

- a. The following emergency equipment will be on the sideline at all times:
 - i. Cellular Phone
 - ii. AED
 - iii. Cart for Transportation

Emergency Procedure

If a player goes down on the field, the Head ATC and the first ATS will go onto the field and attend to the athlete. The second ATS will step onto the field to retrieve any signals for any needed emergency equipment. In addition, he/she will be ready to assist in transporting the athlete off the field or finding players to help carry the athlete from the field. If an ambulance is needed, the first ATS will contact EMS, by using cellular phone and they will stay on the phone with EMS until the ambulance arrives, or until instructed to hang up. The ambulance will enter through the gate on the East side of the complex, next to the parking lot.

The second ATS is in charge of making sure the gate is unlocked and open before the ambulance arrives. The head coach, Head ATC and any janitorial staff will have a key to open the gate in case it's not currently open. The second ATS will be in charge of directing the ambulance crew onto the field closest to the injured athlete. The athlete's parent/guardians at the game should travel with them to the hospital. The assistant coach will do this in the absence of parent or guardians. The Head ATC will notify the parent of the athlete condition, and location of hospital transported to.

Spanish Fork High School Emergency Action Plan – Softball and Tennis Courts, Spanish Fork Complex

381 W Volunteer Drive, Spanish Fork Utah

The Head ATC will normally be located in the dugout or next to team bench and will go onto the field/court for all injuries.

The First ATS will stay near the Head ATC and go onto the field to assist the Head ATC with the injury and transportation of the athlete off the field. They will assume the role of a first responder on the sideline if the Head ATC is attending to other duties or games/practices. The ATS is responsible for calling EMS and will stay on the phone until they arrive, and will make sure that an assistant coach will go with the athlete to the hospital in the event that their parents/guardians are not present.

The second ATS responsibility is to make sure the visiting team has everything they need and will assist them with any injuries that might occur during the game. He/she is responsible for meeting and directing the ambulance, and to retrieve any emergency equipment needed from the sideline.

Equipment

- a. The following emergency equipment will be on the sideline at all times:
 - i. Cellular Phone
 - ii. AED
 - iii. Cart for Transportation

Emergency Procedure

If a player goes down on the field, the Head ATC and the first ATS will go onto the field and attend to the athlete. The second ATS will step onto the field to retrieve any signals for any needed emergency equipment. In addition, he/she will be ready to assist in transporting the athlete off the field or finding players to help carry the athlete from the field. If an ambulance is needed, the first ATS will contact EMS, by using cellular phone and they will stay on the phone with EMS until the ambulance arrives, or until instructed to hang up. The ambulance will enter through the gate on the west side of the softball field next to the parking lot, adjacent of the tennis courts.

The second ATS is in charge of making sure the gate is unlocked and open before the ambulance arrives. The head coach, Head ATC and any janitorial staff will have a key to open the gate in case it's not currently open. The second ATS will be in charge of directing the ambulance crew onto the field closest to the injured athlete. The athlete's parent/guardians at the game should travel with them to the hospital. The assistant coach will do this in the absence of parent or guardians. The Head ATC will notify the parent of the athlete condition, and location of hospital transported to.

Spanish Fork High School EAP Run-through

All personnel associated with athletics should be familiar with all relevant venue emergency action plans. Familiarization includes: knowing one's specific role during an emergency situation, knowledge of emergency equipment, and how to appropriately activate the emergency action plan. Each person who will be working with the school's athletic programs should be given a copy of the emergency action plan annually and sign an agreement that they have read and understand the document.

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. This team should also include the local ambulance services and the fire department. Ensure that all team members are on the same page with athlete care and transport protocols (i.e. helmet removal for equipment-intensive sports such as football and lacrosse or "cool first, transport second" policies for exertional heat illnesses). Run-throughs should also be taken into consideration where ambulance access would take place to determine if any gates or cars would block the entrance during practice/game times and where any keys or relevant equipment will be located.

Utah Valley University Athletics Emergency Action Plan

SECTION I: Emergency Personnel, Certifications

Emergency Telephone

Each practice and competition areas either has a fixed emergency telephone accessible or access to a cellular phone. Facilities without a fixed telephone will be marked as such in the 'Guidelines for Emergency Care' for that location.

Emergency Care Providers

The following is a list of health care providers/institutions for UVU Athletics.

- Dr. Eric Robinson, MD**
-Team Physician/Emergency Medicine/Sports Medicine
- Dr. Chris Gordon, MD**
-Team Physician/Emergency Medicine/Sports Medicine
- Dr. Wayne Mortensen, MD**
-Team Physician/Team Orthopedic Surgeon
- Dr. Greg Pitts, DDS**
-Dentist/Family/Sports Dentistry Private Practice
- Dr. Christian Hansen**
-Chiropractor/Private Practice
- Dr. Greg O'Bryant**
-Chiropractor/Private Practice
- Utah Valley Hospital ER**
-Local Hospital
- Orem Community Hospital**
-Local Hospital
- Orem City Fire Dept.**
-Chief, Scott Gurney

Emergency Certifications

It is required that all athletic personnel associated with practices, competitions, skill instruction, and strength and conditioning be certified in cardiopulmonary resuscitation and first aid techniques (CPR/FA). New staff engaged in these activities should comply with this rule within six months of employment. It is recommended that the said personnel also be certified in prevention of disease transmission (as outlined by OSHA guidelines).

Emergency Care

At each scheduled practice, strength and conditioning workout, skill-instruction session, and competition include the following:

1. The presence or immediate availability of a person qualified and designated to render emergency care to an injured or ill participant.
2. The presence or immediate availability of a physician for prompt medical evaluation of the situation, when warranted.
3. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to working telephone or other telecommunications device, whether fixed or mobile, should be assured.
4. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at the institution and on the road for use by medical personnel.
5. A thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency action plan.
6. In any emergency situation, 911 should be called immediately to activate Emergency Medical Services.

SECTION II: Emergency Phone Numbers

UCCU Event Center Athletic Training Room		(801)863-8636	
WSC/WAC Athletic Training Room		(801)863-6784	
		(801)863-6793	
Utah Valley University Police		(801)863-5555	
Ambulance, Fire		911	
Utah Valley Regional Medical Center ER		(801)357-7001	
Dr. Eric Robinson	General	(801)357-1200	Office
Dr. Wayne Mortensen	Orthopedic	(801)357-1200	Office
Dr. Greg Pitts	Teeth	(801)763-9000	Office
Dr. Christian Hansen	Chiropractic	(801)225-2457	Office
Dr. Jack Jensen	UVU Counseling	(801)863-8375	Office

SECTION III: Directions to Area Hospitals

Utah Valley Hospital (Intermountain Health Care)

Analysis of Facility

High Level Trauma Center
Great for all medical emergencies
Busier ER, and waits may be longer

Address

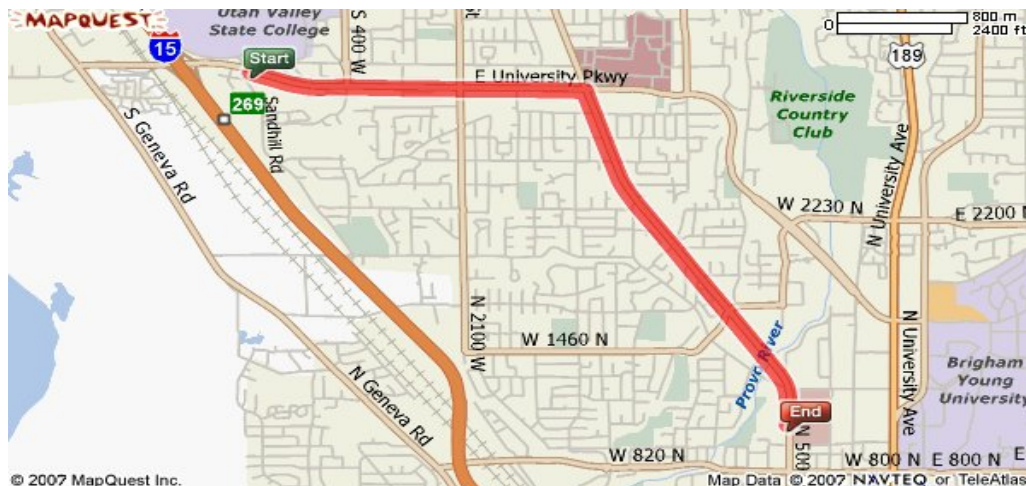
1034 North 500 West
Provo, Utah

Phone

(801) Main Line
(801) Emergency Room

Directions to UVH's Emergency Room

1. From UCCU Events Center
2. Drive West to 1200 West and turn Left
3. Turn Right at the Round-About
4. Turn Left Immediately onto University Parkway
5. Travel East on University Parkway towards the mountains
6. Turn Right on State Street
7. Turn Left on Bulldog Blvd
8. Turn Right on 300 West and Follow Signage to ER



Orem Community Hospital (Intermountain Health Care)

Analysis of Facility

Low Level Trauma

Good for X-Ray, Simple Stitches, Simple Labs, etc.

Typically less busy with shorter wait times

Works with most insurance

Address

400 North 400 West

Orem, Utah

Phone

(801) Main Line

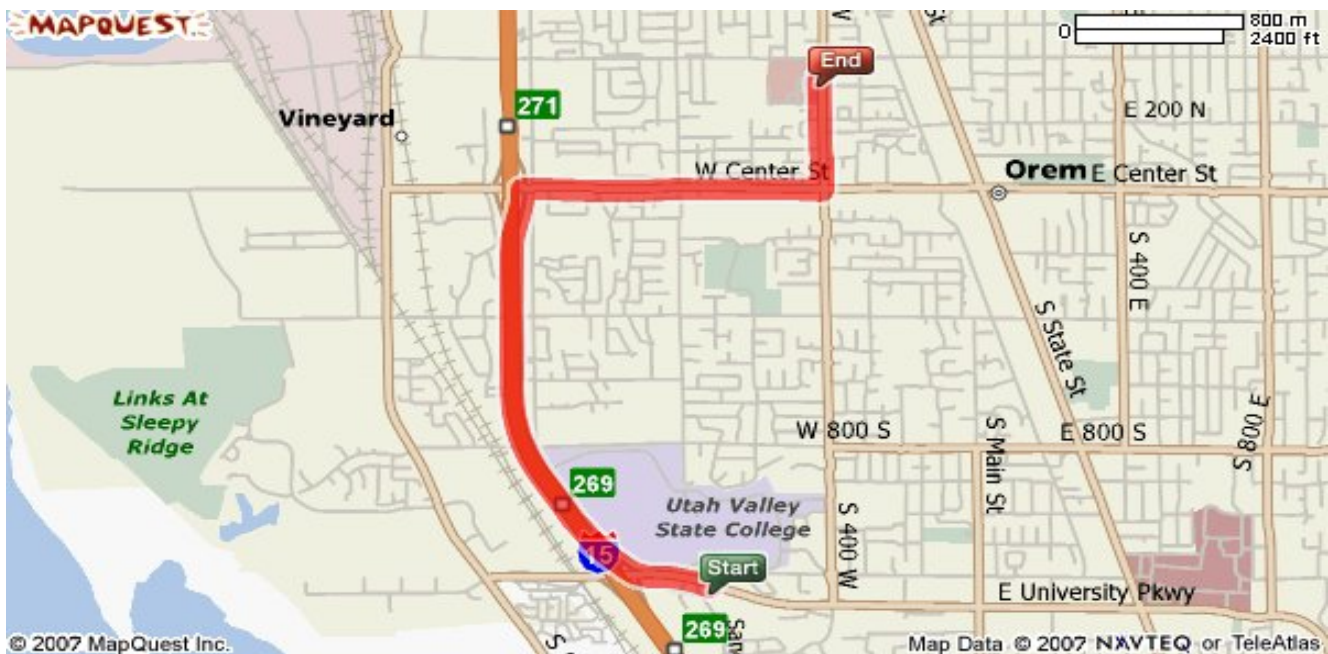
(801) Emergency Room



Directions to OCH's Emergency Room

1. From UCCU Event Center
2. Drive West to 1200 West and turn Right (North)
3. Follow North to 400 North and Turn Right (East)
4. Follow East to 400 West
5. Follow Signage to ER

Then map shows to turn on right on Center Street and left on 400 W. Either will get you there.



Timpanogos Regional Hospital (Mountain Star Network)

Analysis of Facility

Mid Level Trauma

Private network makes it more difficult to work with some insurance

Address

800 North 800 West
Orem, Utah

Phone

(801) Main Line
(801) Emergency Room

Directions to TRH's Emergency Room

1. From UCCU Event Center
2. Drive West to 1200 West and turn Right (North)
3. Follow North to 800 North and Turn Right (East)
4. Continue East to 800 West
5. Follow Signage to ER



North Orem Insta-Care (Intermountain Health Care)

Analysis of Facility

Non-Emergency Low Level Care

Address

1975 North State Street
Orem, Utah



Healing for life

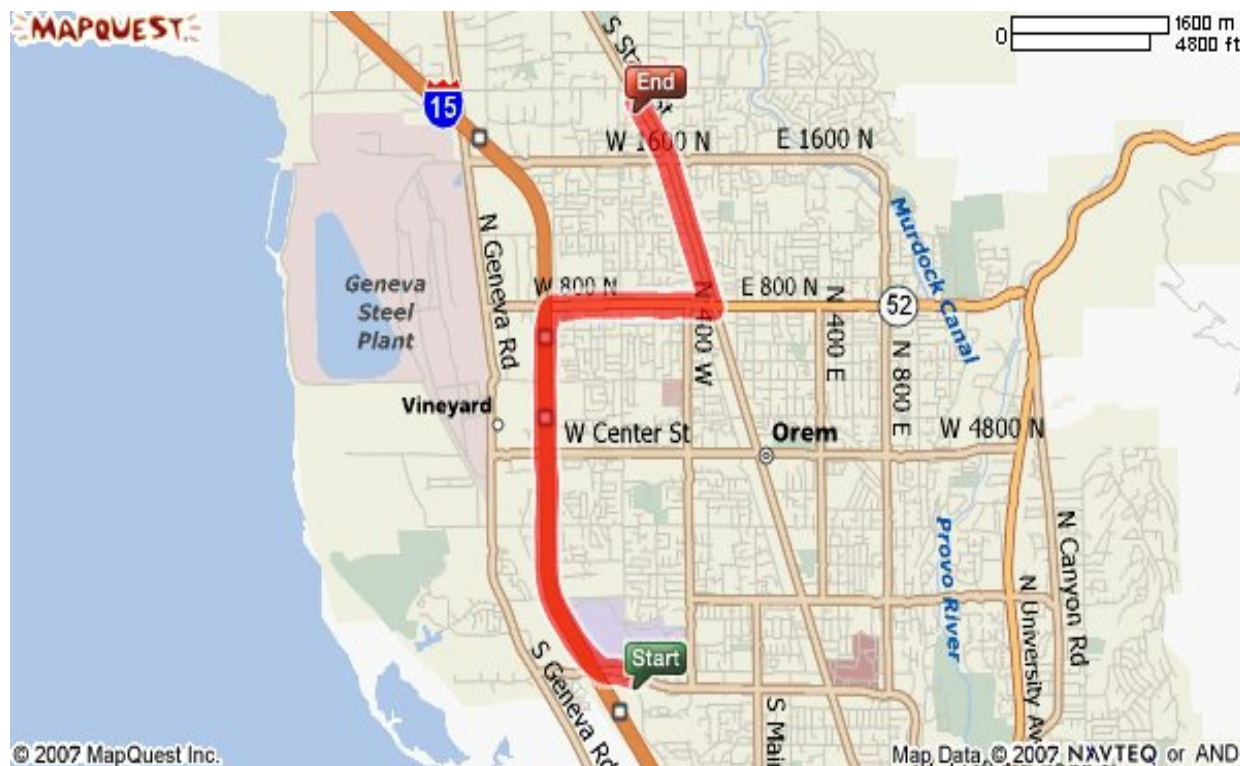
Phone

(801) Main Line

Directions to the Facility

1. From UCCU Events Center
2. Drive West to 1200 West and Turn Left
3. Exit Right to I-15 North and Enter the Freeway
4. Exit Right on 1600 N Orem and Turn Right (East) on 1600 N
5. Follow East to State Street and Turn Left
6. Turn Left on 2000 N and Follow Signs to the Facility

The map shows to Exit on 800 N. Either direction will get you there.



SECTION IV: Guidelines for Care at Specific Venues

Utah Valley University Emergency Action Plan – UCCU Events Center (Basketball)

Emergency Personnel

Certified athletic trainer (ATC) and student athletic trainer(s) on site for practice. Certified athletic trainer (ATC) and student athletic trainer(s), Emergency Medical Technicians (EMT) on site for competitions. Additional sports medicine staff will be available as needed. Physician will be on location during basketball competitions for emergency and acute injury situations. All illnesses will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University health center
Available from 8am–5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A fixed telephone line is available in the athletic training room in the hallway on the east side of the court or in the Athletics offices on the west side of the courts and/or a cell phone on the court.

Emergency Equipment

Automated External Defibrillation (AED) device located in the home team's bench area. AED, trauma kit, splint kit, spine board, oxygen are maintained in the UCCU Events Center athletic training room located in the east hallway.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a) Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - b) Notify campus police at 863-8187.
4. **Directions** for EMS to the UCCU Events Center.
 - a) The UCCU Events Center can be accessed by turning into the main entrance west from College drive (turn right after the soccer field coming from University Parkway) and going straight through stop sign to the back lot of the UCCU Center. (Refer to map below)
 - b) Ambulance should enter the facility through the large garage door on the north side of the building.
 - c) Identify and designate an administrator, coach, or staff member to be located at the gate to the back lot to direct ambulance and emergency personnel.

GPS Coordinates: 40°16'46.71" N 111°43'04.91" W

Utah Valley University Emergency Action Plan – Clyde Field (Soccer)

Emergency Personnel

Certified athletic trainer (ATC) and student athletic trainer(s) (if available) on site for practice; certified athletic trainer (ATC) and student athletic trainer(s), Emergency Medical Technicians (EMT) on site for competitions. Additional sports medicine staff will be available as needed. Physician will be on location during soccer competitions for emergency and acute injury situations. All illness will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University health center
Available from 8am-5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A fixed telephone line is available in the Athletics offices in the UCCU Events Center east of the field and/or a cell phone on the field.

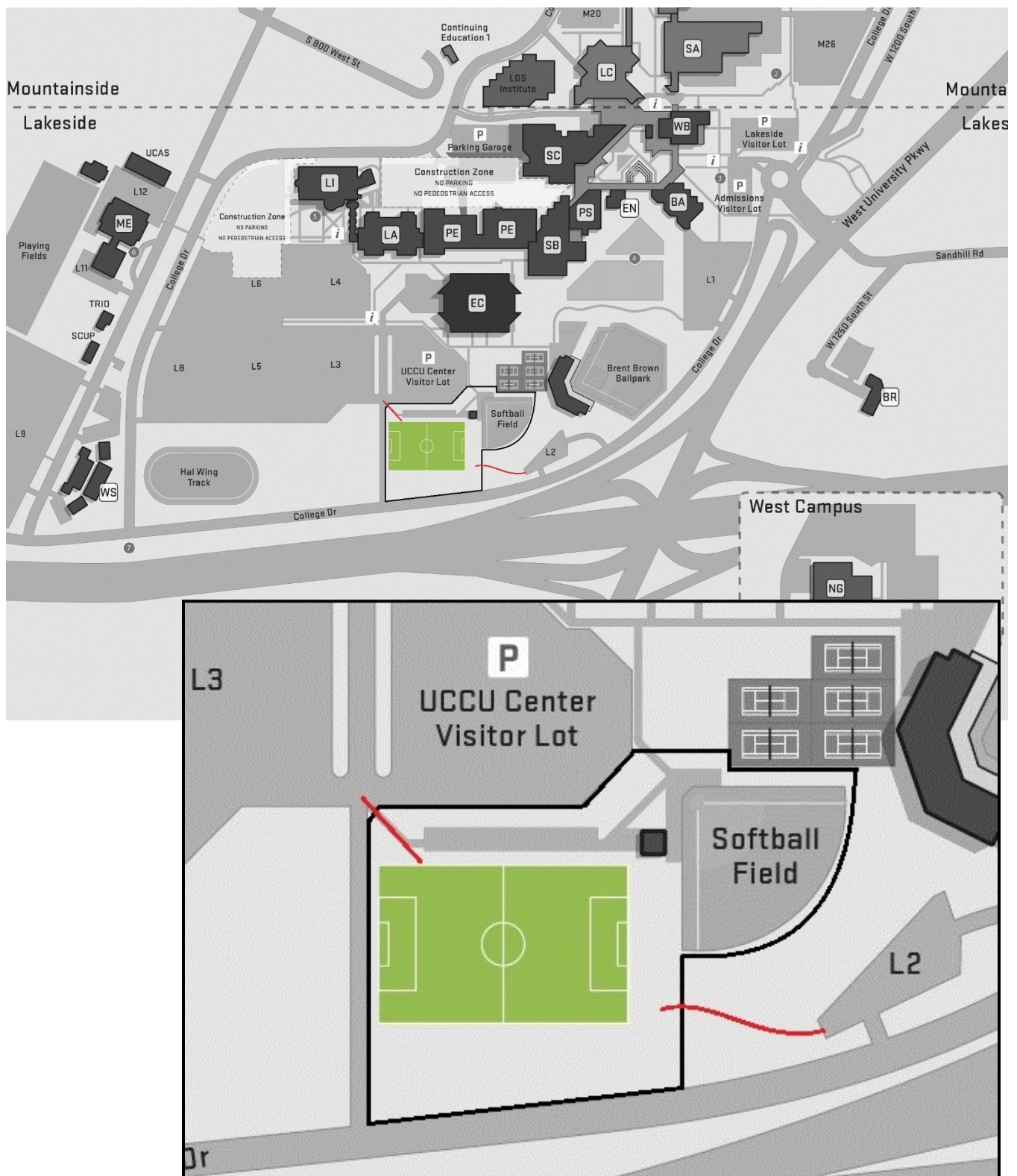
Emergency Equipment

Supplies (AED, trauma kit, splint kit, spine board, oxygen) are maintained in the UCCU Events Center athletic training room and/or on sidelines during soccer competitions. An Automated External Defibrillator (AED) device is also located in the UCCU Events Center on the north side nearest the back lot door.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a) Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individual injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - b) Notify campus police at 863-8187.
4. **Directions** for EMS to the Utah Valley University Clyde Field:
 - a) The soccer field can be accessed by turning into the gate on the northeast side of the soccer field between Parking Lots U and T (turn right, after the soccer field off of College Drive coming from University Parkway). Soccer field is on your right.
 - b) Ambulance should enter the soccer field through the gate on the northeast side of the field.
 - c) Identify and designate an administrator, coach, or staff member to be located at the gate to direct ambulance and emergency personnel.

GPS Coordinates: 40°16'44.82" N 111°43'09.24" W



Utah Valley University Emergency Action Plan – Brent Brown Ball Park (Baseball)

Emergency Personnel

Certified athletic trainer (ATC) and student athletic trainer(s) (if available) on site for practice; certified athletic trainer (ATC) and student athletic trainer(s), Emergency Medical Technicians (EMT) on site for competitions. Additional sports medicine staff will be available as needed. Physician will be on call during baseball competitions for emergency and acute injury situations. All illness will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University health center
Available from 8am-5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A fixed telephone line is available in the coach's office inside the Baseball stadium and/or a cell phone on the field.

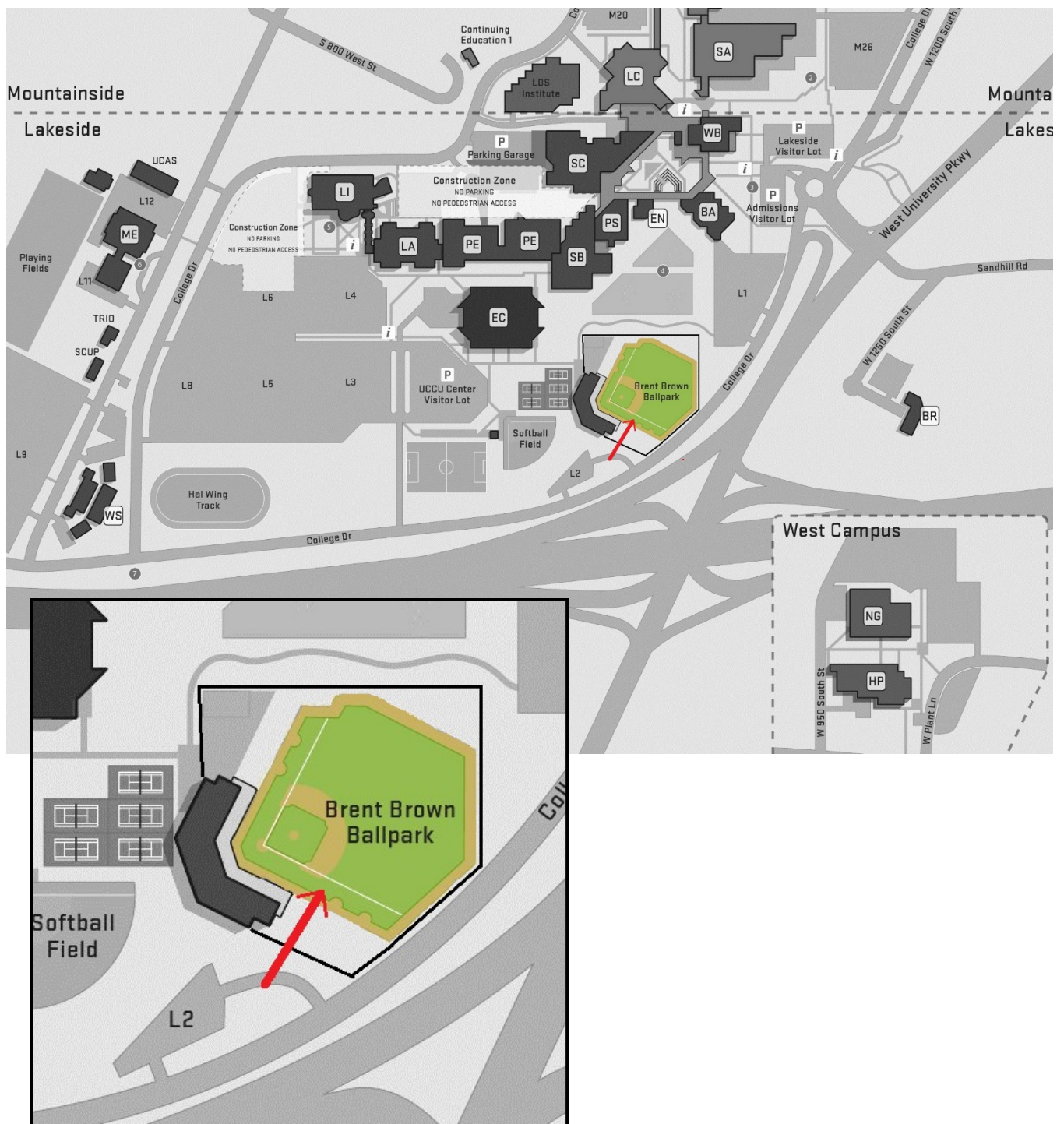
Emergency Equipment

Supplies (trauma kit, splint kit, spine board, oxygen) are maintained in the UCCU Events Center athletic training room and/or on sidelines during soccer and softball competitions. An Automated External Defibrillation (AED) device is also located in the UCCU Events Center on the north side nearest the back lot door.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a) Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individual injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hand up.)
 - b) Notify campus police at 863-8187.
4. **Directions** for EMS to Brent Brown Ballpark.
 - a) The Baseball Stadium can be accessed by turning into the Gate on the southwest side of the field off of College Drive and the field will be on your right. Access through lot L2.
 - b) Ambulance should enter the facility through the gate on the southwest side of the field.
 - c) Identify and designate an administrator, coach, or staff member to be located at the gate to direct ambulance and emergency personnel.

GPS Coordinates: 40°16'35.75" N 111°43'03.27" W



Utah Valley University Emergency Action Plan – PE Building (Volleyball, Wrestling, Track and Practices)

Emergency Personnel

Certified athletic trainer (ATC) and student athletic trainer(s) (if available) on site for practice; certified athletic trainer (ATC) and student athletic trainer(s), Emergency Medical Technicians (EMT) on site for competitions. Additional sports medicine staff will be available as needed. Physician will be on location volleyball and wrestling competitions and on call for track and all sport practices for emergency and acute injury situations. All illness will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University Health Center
Available from 8am-5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A fixed telephone line is available in the PE Building office on the north end of the gym and/or a cell phone on the court.

Emergency Equipment

Supplies (AED, splint kit, spine board, oxygen) are maintained in the UCCU and PE Building athletic training rooms and/or on sidelines of competitions. An Automated External Defibrillation (AED) device is also located in the PE hallway, next to the PE Issue Room, north of the gym.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a) Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individual injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hand up.)
 - b) Notify campus police at 863-8187.
4. **Directions** for EMS to the Utah Valley University PE Building.
 - a) The PE Building can be accessed through the LA Building from Lot L4.
 - b) EMT's should enter the facility through the doors on the north side of the LA Building from Lot L4 and following the hall south to the gymnasium.
 - c) Identify and designate an administrator, coach, or staff member to be located at the gate to direct ambulance and emergency personnel.

GPS Coordinates: 40°16'44.85" N 111°42'54.45" W

Utah Valley University Emergency Action Plan – Wolverine Field (Softball)

Emergency Personnel

A certified athletic trainer (ATC) and student athletic trainer(s) (if available) will be on site for practice. A certified athletic trainer (ATC) and student athletic trainer(s) will be on site for competitions. Additional sports medicine staff will be available as needed. A physician will be on call during softball competitions for emergency and acute injury situations. All illnesses will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University health center
Available from 8am-5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A fixed telephone line is available in the Athletics offices in the UCCU Events Center east of the field and/or a cell phone on the field.

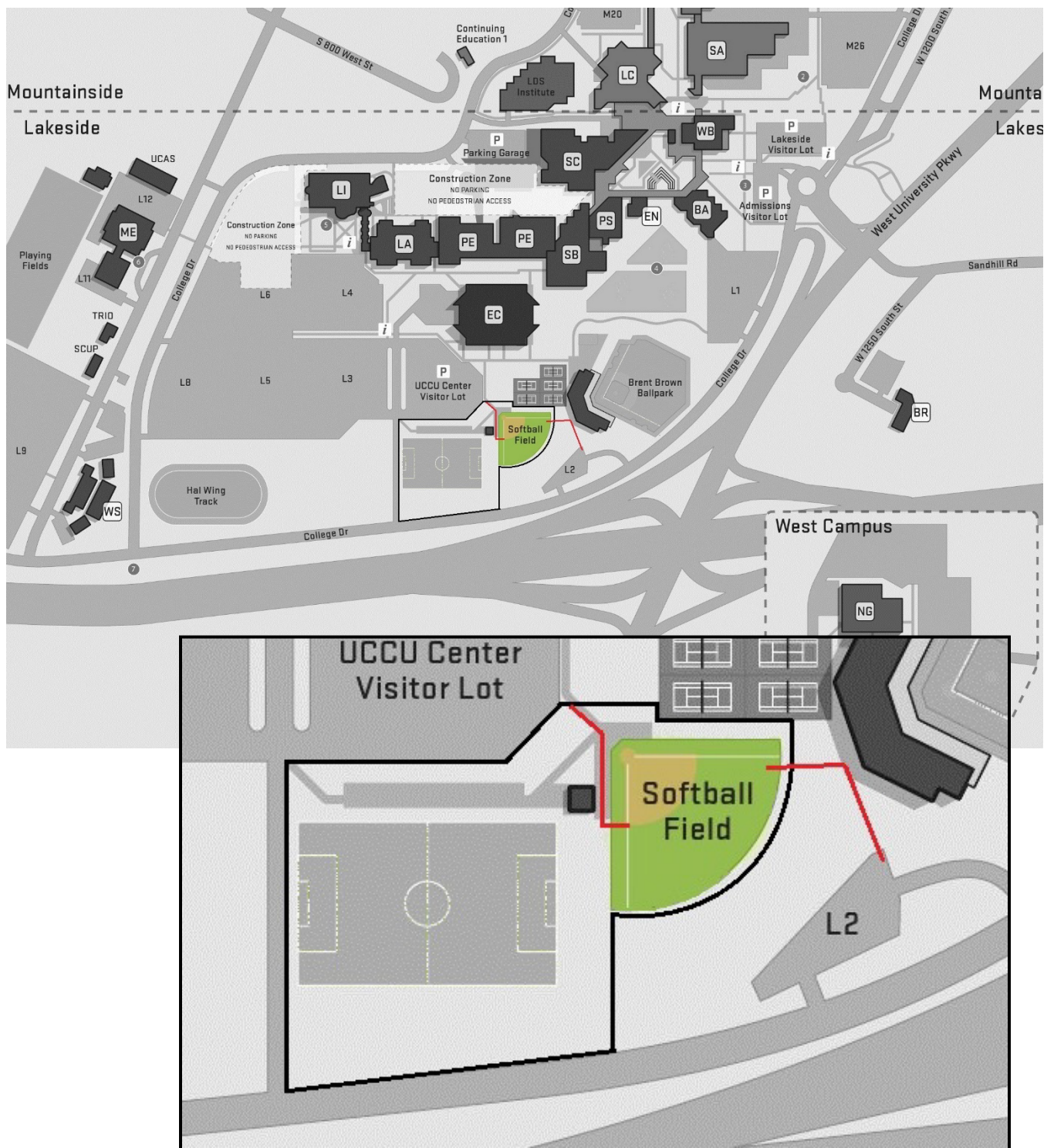
Emergency Equipment

Supplies (AED, trauma kit, splint kit, spine board, oxygen) are maintained in the UCCU Events Center athletic training room and/or on sidelines during softball competitions. An Automated External Defibrillation (AED) device is also located in the UCCU Events Center on the north side nearest the back lot door.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a) Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individual injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - b) Notify campus police at 863-8187.
4. **Directions** for EMS to the Utah Valley University Wolverine Field.
 - a) The softball field can be accessed by turning into the gate on the south side of the softball field (close to the baseball stadium). Turn right into baseball stadium parking lot off of College Drive, coming from University Parkway.
 - b) Ambulance should enter softball field through the gate on the south side of the field.
 - c) Identify and designate an administrator, coach, or staff member to be located at the gate to direct ambulance and emergency personnel.

GPS Coordinates: 40°16'38.99" N 111°43'04.95" W



Utah Valley University Emergency Action Plan – Wolverine Service Center (Wrestling)

Emergency Personnel

A certified athletic trainer (ATC) and student athletic trainer(s) (if available) will be on site for practice. A physician, certified athletic trainer, and student athletic trainer(s), will be on site during competitions for emergency and acute injury situations. Additional sports medicine staff will be available as needed. Coaches will act as First Responders in the event no medical staff member is present. All illnesses will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University health center
Available from 8am-5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A fixed telephone line is available in the Wrestling Coaches office in the wrestling room and/or a cell phone.

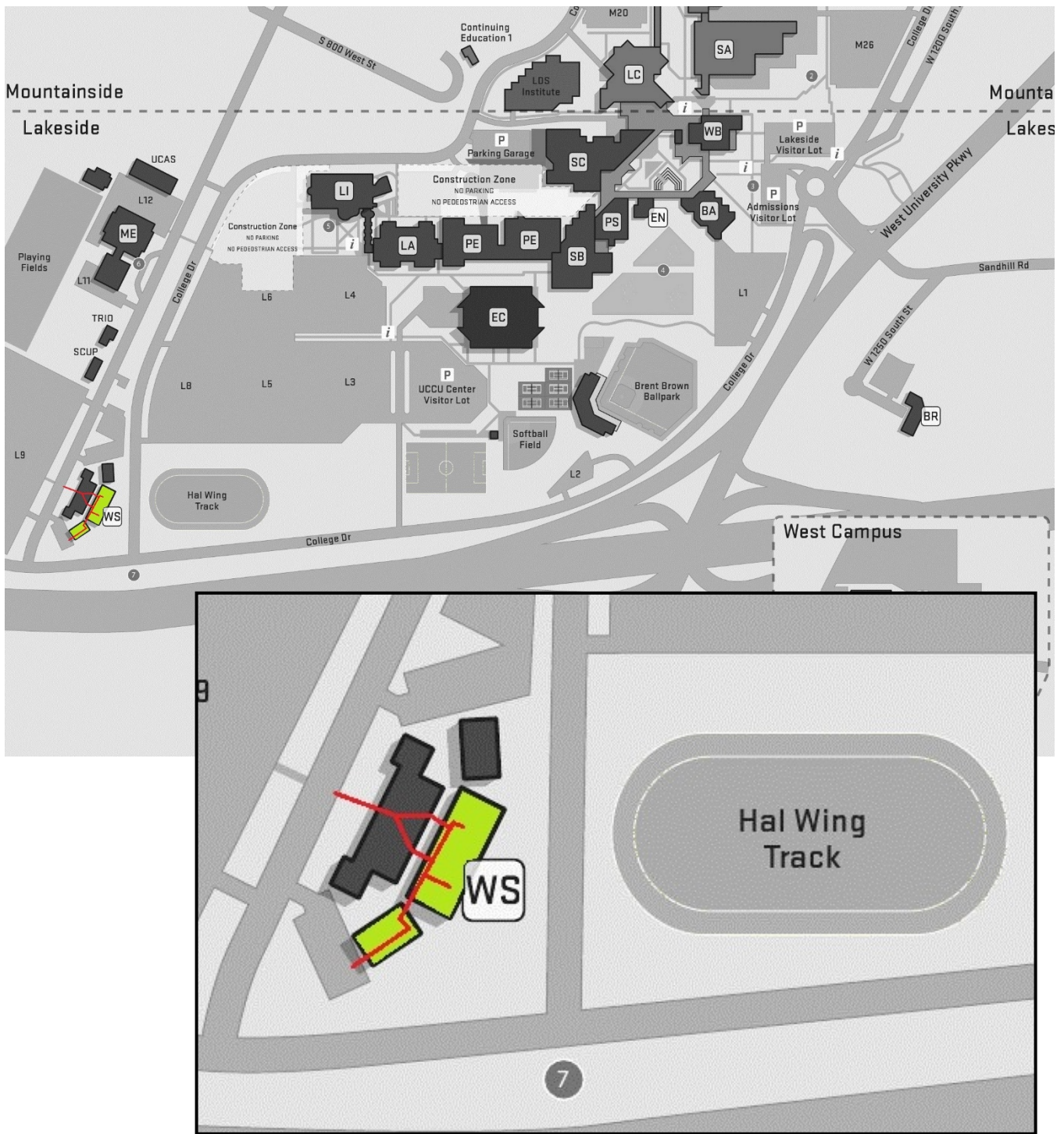
Emergency Equipment

Supplies (AED, trauma kit, splint kit, spine board, oxygen) are maintained in the Wolverine Service Center athletic training room and/or in the wrestling room during wrestling practices and competitions.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a) Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individual injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - b) Notify campus police at 863-8187.
4. **Directions** for EMS to the Utah Valley University Wolverine Service Center.
 - a) The Wolverine Service Center wrestling room can be accessed by turning east onto 800 South from 1200 West. Turn right into second parking lot on 800 South (first driveway after the Testing Center).
 - b) Ambulance can park in parking lot and EMS can enter through double doors on North side of building. Upon entering turn right down long hall and wrestling room is on the left hand side of the hall.
 - c) Identify and designate an administrator, coach, or staff member to be located in the parking lot to direct ambulance and emergency personnel.

GPS Coordinates: 40°16'56.90" N 111°43'19.31" W



Utah Valley University Emergency Action Plan – Hal Wing Track (Track and Field)

Emergency Personnel

Certified athletic trainer (ATC) and student athletic trainer(s) (if available) on site for practice; certified athletic trainer (ATC) and student athletic trainer(s), Emergency Medical Technicians (EMT) on site for competitions. Additional sports medicine staff will be available as needed. All illnesses will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University health center
Available from 8am-5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A fixed telephone line is available in the Athletics offices in the Wolverine Service Center, north of the field and/or a cell phone on the field.

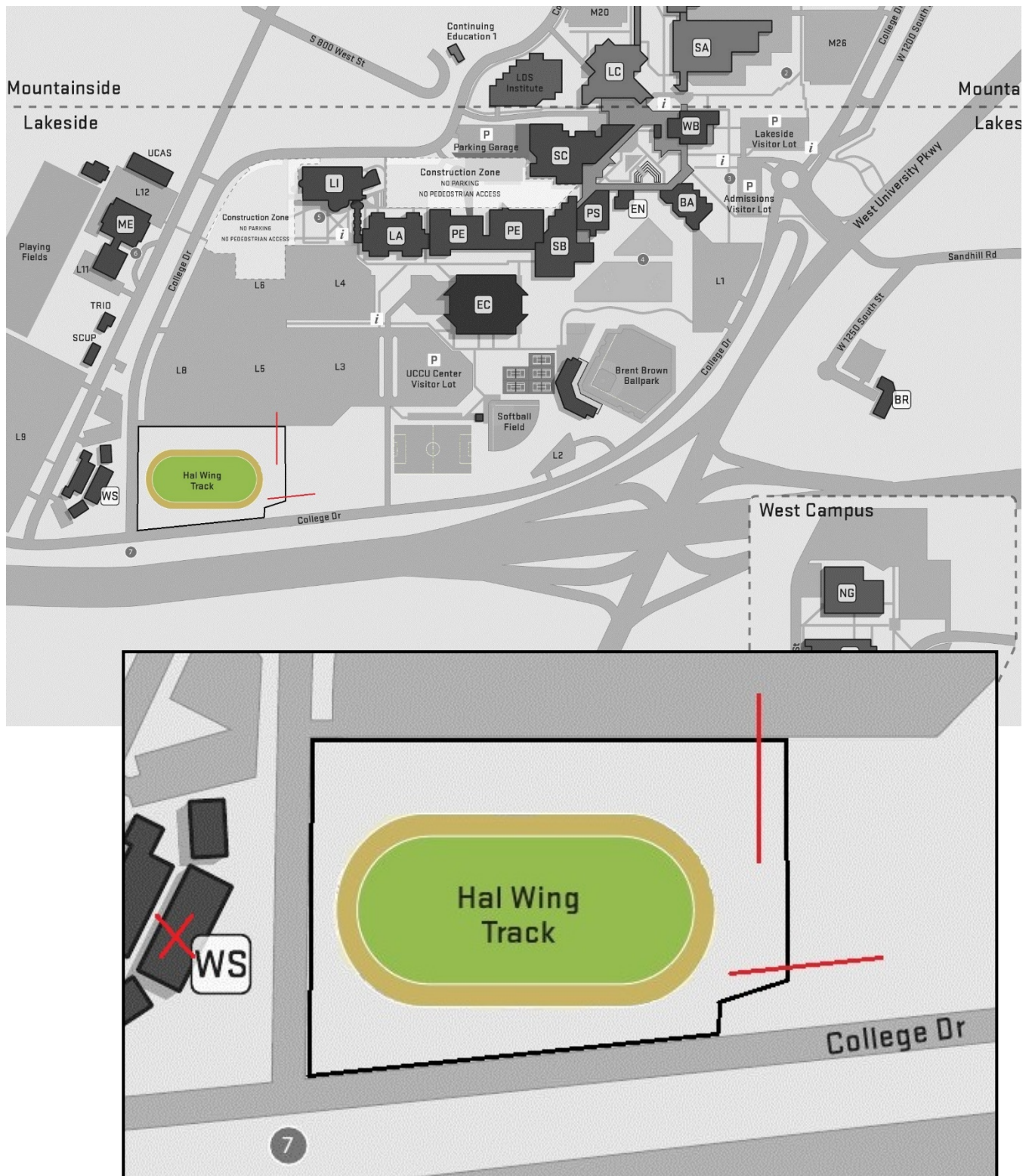
Emergency Equipment

Supplies (AED, trauma kit, splint kit, spine board, oxygen) are maintained in the WSC athletic training room and/or in the sports medicine tent during competitions. An Automated External Defibrillation (AED) device is also located in the UCCU Events Center on the north side nearest the back lot door.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a. Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individual injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - b. Notify campus police at 863-8187.
4. **Directions** for EMS to the Utah Valley University Hal Wing Track:
 - a. The track can be accessed by turning into the gate on the southeast side of the track from lot L5.
 - b. Ambulance should enter the track through the gate on the northeast side of the field.
 - c. Identify and designate an administrator, coach, or staff member to be located at the gate to direct ambulance and emergency personnel.

GPS Coordinates: 40°16'44.82" N 111°43'09.24" W



Utah Valley University Emergency Action Plan – Off-Campus Locations (Cross Country, Golf, Soccer)

Emergency Personnel

Certified athletic trainer (ATC) and student athletic trainer(s) will be on call. Additional sports medicine staff will be available as needed. All illnesses will be able to be seen at the following clinics:

- Utah Valley Sports Medicine Clinic (directions available upon request)
Please inform UVU ATC staff so we can get you the earliest appointment available.
- Utah Valley University health center
Available from 8am-5pm (walk-ins welcome, make appt if possible).
- Insta-Care (directions available upon request)

Emergency Communication

A cell phone at the venue where the practice or competition is being held will be designated for emergency use. A coach should locate any fixed land lines available.

Emergency Equipment

An AED will be maintained in the coach's vehicle as needed. Venue specific emergency equipment may be available at the site of the practice. A coach or team representative needs to be aware of the location and availability of onsite equipment.

Roles of First Responder

1. Immediate care of the injured or ill student-athlete.
2. Emergency equipment retrieval.
3. Activation of emergency medical system (EMS).
 - a. Call 911 from an on-campus phone or a cell phone. (Provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up.)
 - b. Notify team athletic trainer on their cell phone if they are not present.
4. **Directions** to venues:
 - a. Coaches need to be aware of the address of the venue where practices or competitions are being held.
 - b. Emergency vehicle access to the injured athlete must be communicated to the EMS Responders. This includes entrance through any locked gates and areas where an emergency vehicle can safely be driven to allow quick access to and transport of the individual.
 - c. Identify and designate an administrator, coach, or staff member to be located in the parking lot or at the street to direct ambulance and emergency personnel.