



Emergency Action Plan

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.

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
Athletic Director
Administrator
School Resource Officer
Head Coach
Assistant Coach
Sports Medicine Student Aide
Other Athletes

A medical "Time Out" should be done before **all** competitions to ensure everyone is aware of their role in the event of an emergency. 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:

EMERGENCY ACTION PLAN

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The Team Physician or Athletic Trainer will make the call to EMS (if neither are present then the Head Coach will assume the lead role). EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. The Head Coach will either locate parents in the stands or attempt to contact the athlete's parents. In the event that the Head Coach is acting in the lead role, this will fall to a designated assistant coach or the Athletic Director. **Emergency contact information can be found in the coaches' binder along with proof of insurance cards.** If a parent is not present, the form should accompany the athlete to the hospital.
4. The Student Resource Officer (SRO) will be responsible for making sure that there is a clear line of access between EMS and the injured athlete.
5. The Athletic Director or assigned faculty will take the golf cart or gator and meet EMS at the nearest gate to the injured athlete. Sports Medicine Student Aides will act as runners to flag EMS in the right direction to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. Administrators and/or security will be responsible for crowd control.
6. If transport is deemed necessary by EMS, the athlete will be taken to the nearest hospital, unless the parent requests otherwise.

Westside High School is located at:

5530 Firestone Road Jacksonville, FL 32244

The closest intersection to the school is Firestone Road and 103rd Street. Next to I-295 west beltway.

Location of AED's

We have three (3) AED's located on campus:

1. In the Front Office
2. In the Athletic Training Room (Room 35) next to the gym
3. In the fieldhouse next to the wrestling room

During home events, the AED in the Athletic Training Room will be at the venue in which the competition is taking place.

Westside High School also has emergency oxygen available in the Front Office under the AED in a green case.

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

IMPORTANT PHONE NUMBERS

Principal: Dr. Gregory Bostic (904) 704-3156
Athletic Director: Jeff Gidcumb (904) 899-3095
Athletic Trainer: Tiffany Poynter (904) 436-8571
Main Office: (904) 573-1170

ZONE 1 (ROTC, Softball Field, Swimming Pool, Tennis Courts, Main Building)

EMS Route: South on Firestone Road- Entrance # 2 or 3

Primary AED: Front Office

Secondary AED: Athletic Training Room

ZONE 2 (Baseball Field, Football/Soccer Stadium, Weight Room, Wrestling Room)

EMS Route: South on Firestone Road- Entrance #1

Primary AED: Fieldhouse wall by Wrestling Room

Secondary AED: Athletic Training Room

ZONE 3 (Gymnasium, Locker Rooms, Cafeteria, Media Center)

EMS Route: South on Firestone Road- Entrance #1

Primary AED: Athletic Training Room

Secondary AED: Front Office

