

Emergency Action Plans

This plan is provided to serve as a guide for emergency action required in the Athletic Training Room, Pucillo Gymnasium, Softball Stadium, Soccer Fields, Pucillo Extra Field, Baseball Stadium, Bitemesderfer Stadium, Carpenter-Trout Weight Facility or any playing or conditioning area on the Millersville University Campus used by the Intercollegiate Athletic Program.

It is the responsibility of all athletics staff, in particular athletic trainers and coaches, to familiarize themselves with the plan and be prepared to activate it in the event of a medical emergency.

Copies of the emergency action plan are accessible in each athletic training room. The Emergency Medical Plan flow chart (page 40) is posted at each athletic venue on campus.

Plan Components

These are the basic components of the emergency action plan:

1. Emergency personnel
2. Emergency communication
3. Emergency equipment
4. Roles of first responder
5. Venue directions with map
6. Emergency action plan checklist for non-medical emergency

Plan Personnel

When emergencies occur during intercollegiate athletics practice and competition, the first responder to an emergency is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) use, first aid, and emergency plan review is required for each head coach and all other coaches who are employed full time at the institution associated with practices, competitions, skills instruction, and strength and conditioning. Copies of athletic personnel training certificates and/or cards are maintained with the Director of Intercollegiate Athletics.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, licensed athletic trainers; student athletic trainers; work-study student personnel; coaches; managers; and, possibly, bystanders. Roles of

these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the staff athletic trainer. There are four basic roles within the emergency team:

1. ***Establish safety of the scene and provide immediate care*** to the student-athlete. The most qualified individual on the scene should provide acute care in an emergency. Individuals with lower credentials should yield to those with more appropriate training.
2. ***Activate EMS*** (this may be necessary in situations where emergency transportation is not already present at the sporting event). This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event.
3. ***Retrieve emergency equipment***. This may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
4. ***Direct EMS to the scene***. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role. At Millersville, campus police are notified through 911 that there is an ambulance on the way and will usually also arrive on scene and help with directing the EMS to the correct location.

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

Activating EMS

1. Call:
 - 911 – true medical emergencies
 - Campus Police: (717) 871-4357 (non-emergency)
2. Provide Information:
 - name, address, telephone number of caller
 - nature of emergency, whether medical or non-medical
 - number of athletes
 - condition of athlete(s)
 - first aid treatment initiated by first responder
 - specific directions as needed to locate the emergency scene ("come to south entrance of coliseum")
 - other information as requested by dispatcher

Emergency Communication

Communication is the key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capability and should have contact information such as a telephone tree established as a part of pre-planning for emergencies. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked regularly to ensure proper working order. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. The athletic trainer on-site at any event (competition or practice) will have access to an AED, CPR mask, and splints. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. It is recommended that a few members of the emergency team be trained and responsible for the care of the equipment.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergencies arise.

Exertional Heat Illness Emergency Action Plan

In the event that a student-athlete is suspected of suffering from exertional heat illness, they will be immediately placed in a cold tub. Cold tubs will be prepared for use prior to practices from August until September and additionally as the athletic trainers deem needed. One cold tub will be available at the Chryst Field and one is available at Pucillo Fields. In the event a student-athlete cannot be moved to the cold tubs a Polar Pod will be used to cool them. The student-athlete will be cooled until their mental status returns to normal or 15 minutes; whichever occurs first. This cooling period will be completed prior to transport regardless of when EMS arrives.

Venue Specific Emergency Action Plans

Biemesderfer Stadium/Chryst Field

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used. If cell phone unavailable phone in athletic trainer's office will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from stadium athletic training room. If athletic trainer is unavailable, AED located in Carpenter-Trout Weight Training Facility.

Roles of First Responders

1. Provide immediate care of the injured or ill student-athlete
2. Activate EMS
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Provide number of individuals injured
 - d. Describe the condition of the injured "We have an emergency; please send EMS immediately for (nature of injury)."
 - e. Describe care being given to the injured
 - f. Provide specific directions: "We are at the football stadium field located at 35 Pucillo Dr. Please meet (person meeting EMS) at the northeast gate to the stadium."
 - g. Provide other information as requested
 - h. Only hang up after the dispatcher has
3. Retrieve emergency equipment
4. Direct EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The football stadium field is located at 35 Pucillo Dr. To get to the field you will need to drive past the stadium and make a left at the parking garage entrance. You will proceed straight through the fence gate and veer left. You can park on the small asphalt access road.

Carpenter-Trout Weight Training Facility

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from stadium athletic training room. If athletic trainer is unavailable, AED located in Carpenter-Trout Weight Training Facility.

Roles of First Responders

1. *Provide immediate care of the injured or ill student-athlete*
2. *Active EMS*
 - a. Call 911
 - b. Identify yourself “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give the number of injured individuals
 - d. Describe the condition of the injury “We have an emergency, please send EMS immediately for (nature of injury)”
 - e. Describe the care being given
 - f. Provide specific directions: “We are at the football stadium field located at 45 Pucillo Drive. Please meet (name/description of person meeting EMS) at the northeast gate to the stadium
 - g. Provide other information as requested
 - h. Only hang up after the dispatcher
3. *Retrieve emergency equipment*
4. *Direct EMS to scene*
 - a. Open access gates
 - b. Designate an individual to check for campus police, if campus police not on site “flag down” EMS and direct to scene
 - c. Control scene: Limit scene to first responders move bystanders away from area

Venue Directions: The weight training facility is located at 45 Pucillo Dr. Pull in between the stadium stands and the building to the north of the stands. There is a ramp through the gate.

Pucillo Gymnasium/Basketball/Volleyball Court

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used. In the event cell phones are unavailable phone in Pucillo athletic training room will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders:

1. *Provide immediate care to injured student-athlete*
2. *Activate EMS*
 - a. Call 911
 - b. Identify yourself “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give the number of individuals injured
 - d. Describe the condition of the injured: “We have an emergency please send EMS immediately for (nature of injury)
 - e. Describe care being given to injured
 - f. Provide specific directions: “We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the doors of the northwest corner of the building.”
 - g. Give other information as requested
 - h. Only hang up after dispatcher hangs up
3. Direct EMS to scene
 - a. Open gates as needed
 - b. Designate an individual to check for campus police, if not on site “flag down” EMS and direct to scene
 - c. Control scene: limit scene to first aid providers, move bystanders away from area

Venue Directions: The gymnasium court is located at 105 Pucillo Dr. Pull into the small driveway by the doors on the northwest corner of the building. #1 on Pucillo map

Pucillo Gymnasium/Swimming Pool

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. *Provide immediate care of injured*
2. *Activate EMS*
 - a. Call 911
 - b. Identify yourself: ““My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give the number of individuals injured
 - d. Describe the condition of the injured: “We have an emergency, please send EMS right away for (nature of injury)
 - e. Describe care being given
 - f. Provide specific directions: “We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building.”
 - g. Give other information as requested
 - h. Only hang up after the dispatcher has
3. *Retrieve emergency equipment*
4. *Direct EMS to scene*
 - a. Open gates
 - b. Designate and individual to check for campus police, if not yet on site “flag down” EMS and direct to scene
 - c. Control scene limiting it only to first responders and moving bystanders away from area

Venue Directions: The swimming pool is located at 105 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and stop at the last set of doors to the building. #2 on Pucillo map

Pucillo Gymnasium/Wrestling Room

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. Provide immediate care to injured
2. Activate EMS
 - a. Call 911
 - b. Identify yourself: “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give the number of individuals injured
 - d. Describe the condition of the injured: “We have an emergency please send EMS right away for (nature of injury)”
 - e. Describe care being provided
 - f. Give specific directions: “We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building.”
 - g. Give other information as requested
 - h. Hang up only after dispatcher has
3. Retrieve emergency equipment
4. Direct EMS to scene
 - a. Open gates as needed
 - b. Designate an individual to check for campus police, if not on site “flag down” EMS and direct to scene
 - c. Control scene: limit only to first responders, direct bystanders away from area

Venue Directions: The wrestling room is located at 105 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and stop at the last second set of doors to the building. #2 on Pucillo map.

Pucillo Fields

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. *Provide immediate care to injured*
2. *Activate EMS*
 - a. Call 911
 - b. Identify yourself: “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give the number of injured individuals
 - d. Describe the condition of injured: “We have an emergency, please send EMS immediately for (nature of injury).”
 - e. Describe care being given
 - f. Give specific directions: “We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building.”
 - g. Give other information as requested
 - h. Hang up only after the dispatcher has
3. *Retrieve emergency equipment*
4. *Direct EMS to scene*
 - a. Open gates as needed
 - b. Designate an individual to check for campus police, if not on site “flag down” EMS and direct to scene
 - c. Control scene: Limit only to first aid providers and move bystanders away

Venue Directions: The fields are located at 105 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and turn left at the end of the road. #3 on Pucillo map

Seaber Softball Stadium

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. *Provide immediate care of injured*
2. *Activate EMS*
 - a. Call 911
 - b. Identify yourself “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give number of individuals injured
 - d. Describe condition of injured: “We have an emergency, please send EMS immediately for (nature of injury).”
 - e. Describe current care
 - f. Give specific directions: “We are at Pucillo Gymnasium located at 125 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building.”
 - g. Provide other information as requested
 - h. Hang up only after the dispatcher has
3. *Retrieve emergency equipment*
4. *Direct EMS to scene*
 - a. Open gates as needed
 - b. Designate and individual to check for campus police, if not on site “flag down” EMS and direct to scene
 - c. Control scene: limit scene to only first responders and move bystanders away

Venue Directions: The softball field is located at 125 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and turn left at the end of the road. #2 on Pucillo map

Cooper Park

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. If athletic trainer is unavailable, AED located in Jefferson Hall at the main entrance in the vending area or make a request to 911 that an AED is needed and ask that a campus police vehicle containing an AED be dispatched to the scene.

Roles of First Responders

1. Provide immediate care for injured
2. Activate EMS
 - a. Call 911
 - b. Identify yourself “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give number injured
 - d. Describe condition of injury: “We have an emergency, please send EMS immediately for (nature of injury).”
 - e. Describe care being given to athlete
 - f. Give specific directions: “We are at Cooper baseball field located at 219 North Prince St. Please meet (person meeting EMS) at the northeast driveway into the park.”
 - g. Give other information as requested
 - h. Hang up only after the dispatcher has
3. Retrieve emergency equipment
4. Direct EMS to scene
 - a. Open needed gates
 - b. Designate an individual to check for campus police and flag down EMS if not on site
 - c. Control scene: limit to only first responders, direct bystanders away

Venue Directions: The baseball field is located at 219 North Prince St. Pull into the north driveway. The gate may not be wide enough to enter, so park at the entrance.

McComsey Tennis Courts

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: AED located across the street in the lobby of the Lombardo Welcome Center, or make a request to 911 that an AED is needed and ask that a campus police vehicle containing an AED be dispatched to the scene.

Roles of First Responders

1. *Provide immediate care for injured*
2. *Activate EMS*
 - a. Call 911
 - b. Identify yourself: “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give number of injured
 - d. Describe condition of injured: “We have an emergency, please send EMS immediately for (nature of injury).”
 - e. Describe care being given
 - f. Give specific directions: “We are at McComsey Tennis Courts located at 68 James St. Please meet (person meeting EMS) at the parking lot.”
 - g. Give other information as requested
 - h. Hang up only after the dispatcher has
3. *Retrieve emergency equipment*
4. *Direct EMS to scene*
 - a. Open gates as needed
 - b. Designate someone to check for campus police and “flag down” EMS if needed
 - c. Control scene: limit scene to only first responders and direct bystanders away from area

Venue Directions: The tennis courts are located at 68 James St. Pull into the parking lot and proceed to your right to the bleachers.

Crossgates Crosslands Golf Course

Emergency Personnel: coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the coaches will be used.

Emergency Equipment: None at facility. If needed make a request to 911 that an AED is needed and ask if a Millersville Borough police vehicle containing an AED be dispatched to the scene.

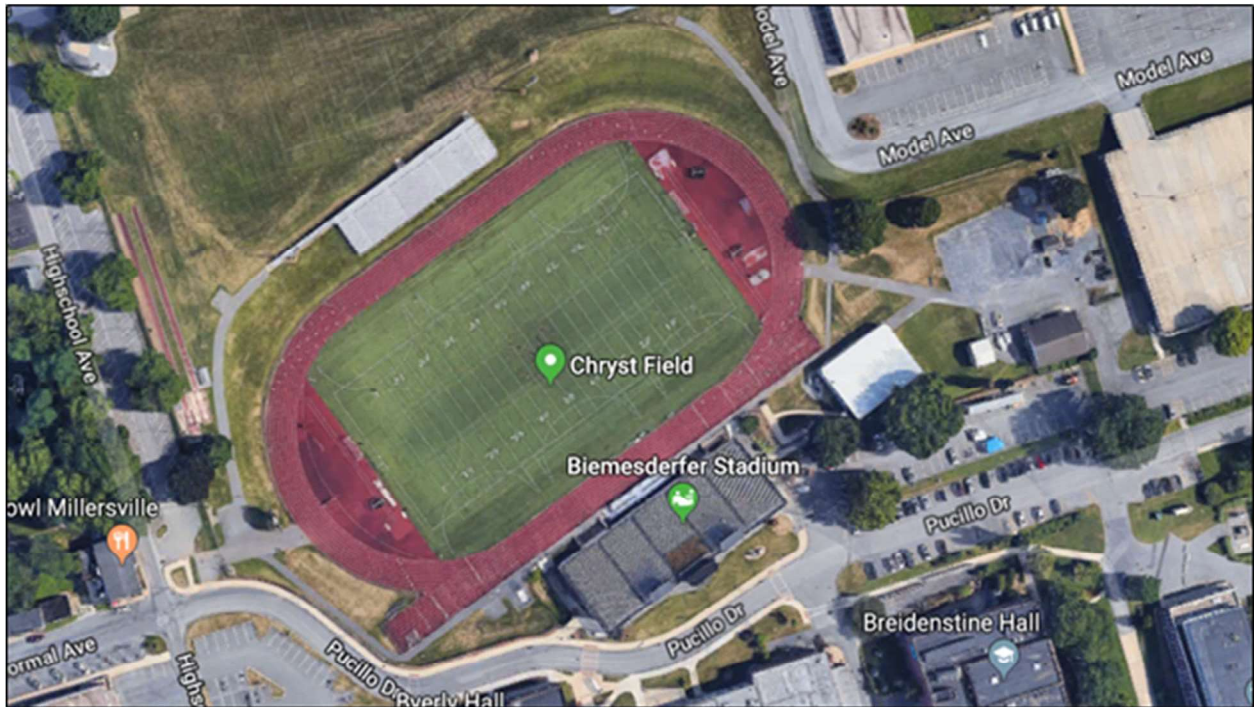
Roles of First Responders

1. Provide immediate care to injured
2. Active EMS
 - a. Call 911
 - b. Identify yourself “My name is _____ and I am a(n) _____ at Millersville University.”
 - c. Give number of individuals injured
 - d. Described injury condition: “We have an emergency, please send EMS immediately for (nature of injury).”
 - e. Describe care being given
 - f. Give specific directions: “We are at Crossgates Golf Course, Millersville at 1 Crossland Pass. Meet (person meeting EMS) at the parking lot.”
 - g. Give other information as requested
 - h. Hang up only after the dispatcher as
3. Retrieve emergency equipment
4. Direct EMS to scene
 - a. Open gates if needed
 - b. Designate someone to “flag down” EMS
 - c. Control scene limited to only responders and directing bystanders away

Venue Directions: The golf course is located at 1 Crossland Pass. Pull into the parking lot and you will be directed to the scene.

Maps

Beimesderfer Stadium, Chryst Field, and Carpenter Trout Center



Pucillo Gymnasium, Pool, Fields and Seaber Softball Stadium



Cooper Park



McComsey Tennis Courts



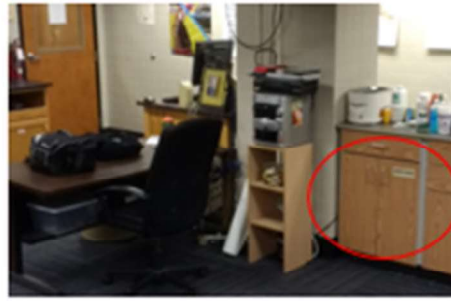
Crosslands Golf Course



Locations of AEDs on Campus



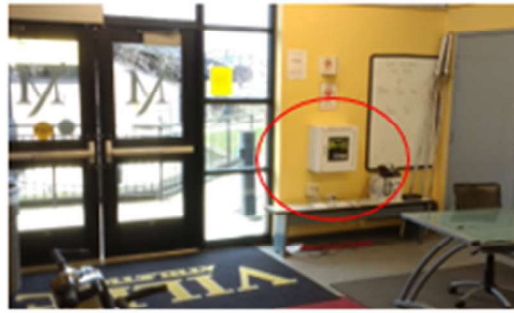
Pucillo Gymnasium Hallway between basketball court and swimming pool



Pucillo Athletic Training Room 2 AED's in first cabinet of island.



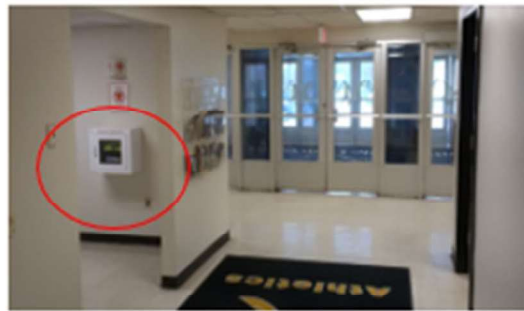
Stadium Athletic Training Room 2 AED's under the 1st taping table.



Carpenter-Trout Strength Training Facility. Inside front doors to left



McComsey Tennis Courts at reception desk of Lombardo Center



Jefferson Hall Inside front lobby in vending area to right