

Millersville University

EMERGENCY ACTION PLAN

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, Biemesderfer Stadium, Carpenter-Trout Weight Facility or any playing or conditioning area on the Millersville University Campus used by the Intercollegiate Athletic Program.

Components of the Emergency Plan

These are the basic components of this 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

Emergency Plan Personnel

With intercollegiate athletics practice and competition, the first responder to an emergency situation 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.

- ❖ The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
- ❖ The second role, EMS activation, 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.
- ❖ The third role, equipment retrieval 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.
- ❖ The fourth role of the emergency team is that of directing 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.

Roles within the Emergency Team

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

Activating the EMS System

Making the Call:

- 911
- Campus Police: (717) 871-4357 (non emergency)

Providing 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

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.

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 telephone tree established as a part of pre-planning for emergency situations. 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. 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 emergency situations arise

Emergency Action Plan

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.

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. 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. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of 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.

Emergency Action Plan

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.

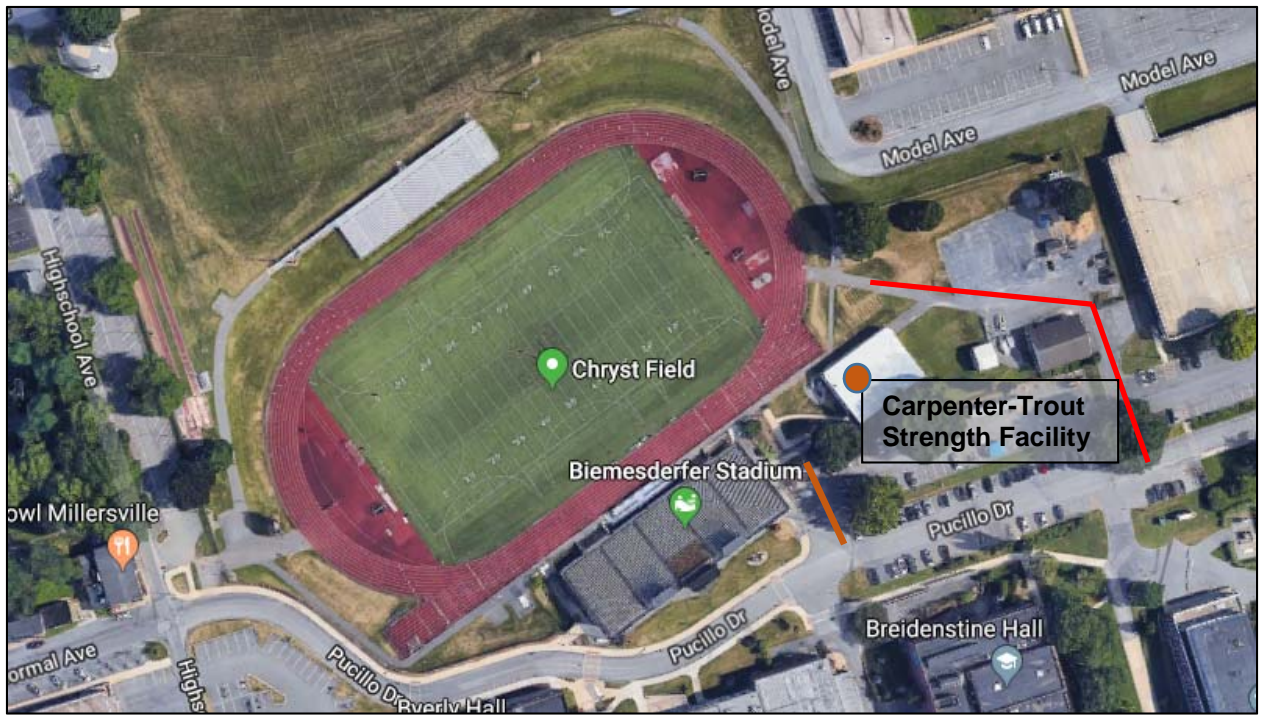
Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. Specific directions "We are at the football stadium field located at 45 Pucillo Dr. Please meet (person meeting EMS) at the northeast gate to the stadium."
 - g. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of 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 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.



Emergency Action Plan

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.

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. 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. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 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

Emergency Action Plan

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. 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. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 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*

Emergency Action Plan

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. 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. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 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

Emergency Action Plan

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - d. 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."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 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 turn left at the end of the road. #3 on Pucillo map

Emergency Action Plan

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.

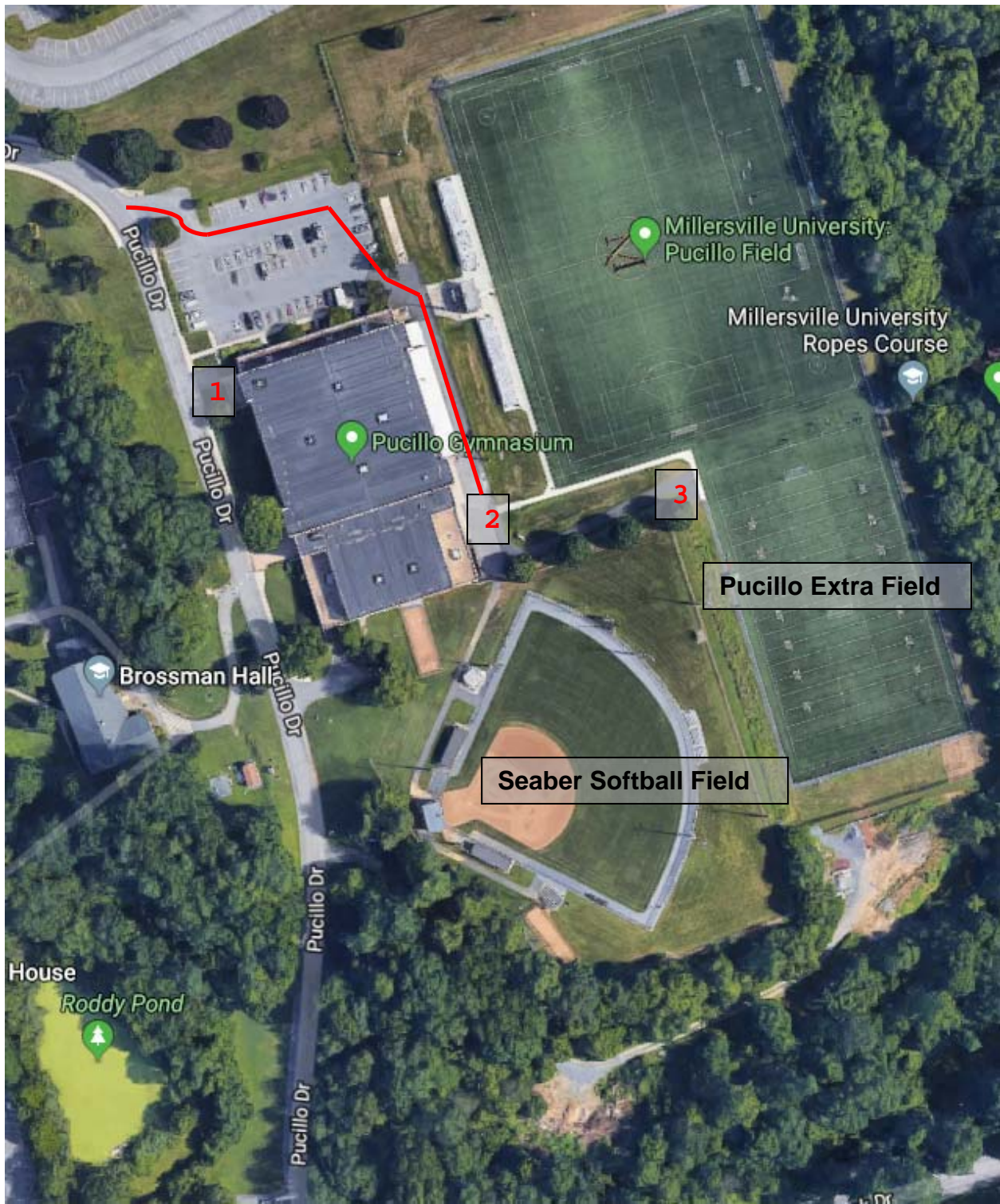
Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - e. 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."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 wrestling room 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



Emergency Action Plan

Cooper Park – Baseball

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

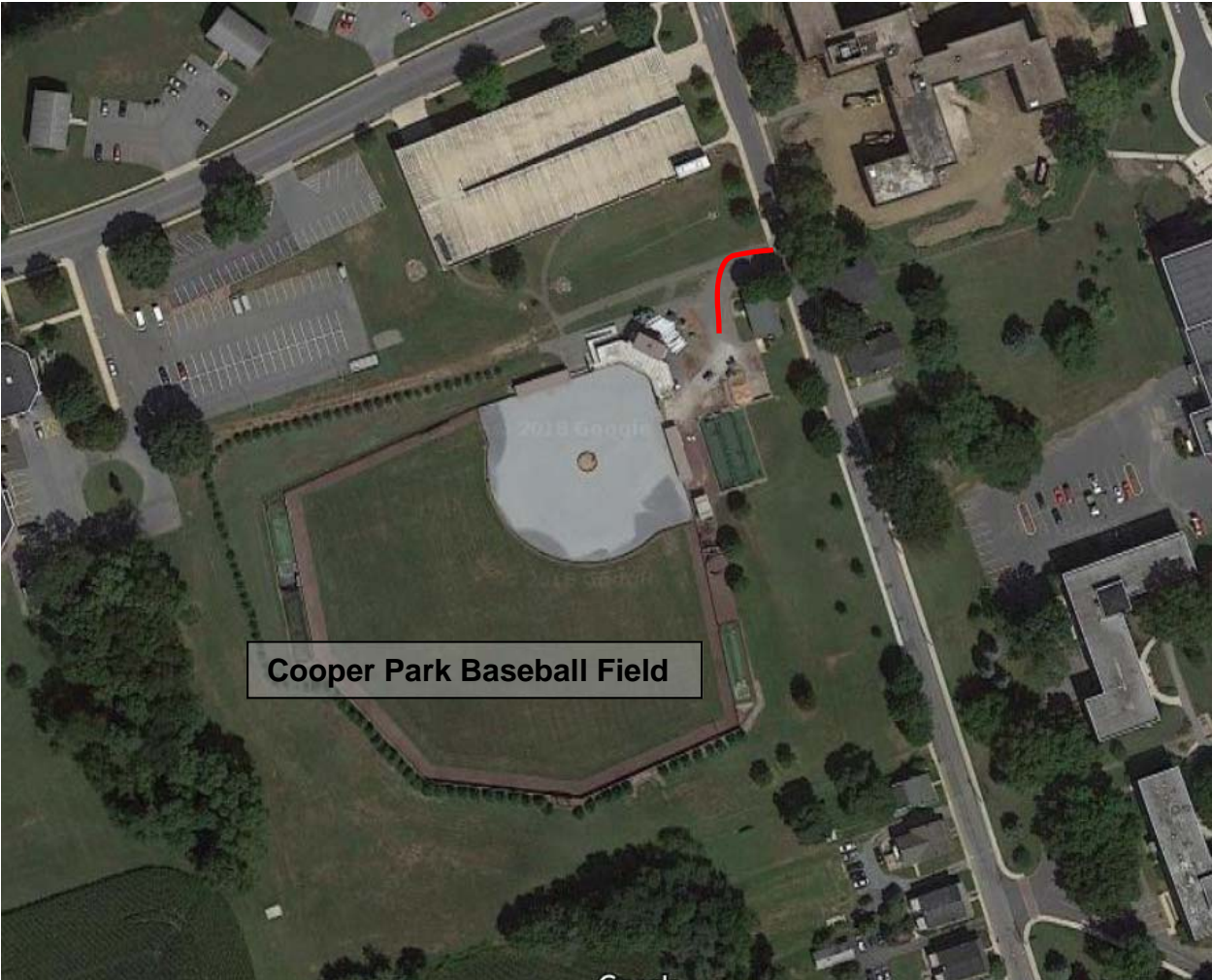
Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. 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."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 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.



Cooper Park Baseball Field

Emergency Action Plan

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.

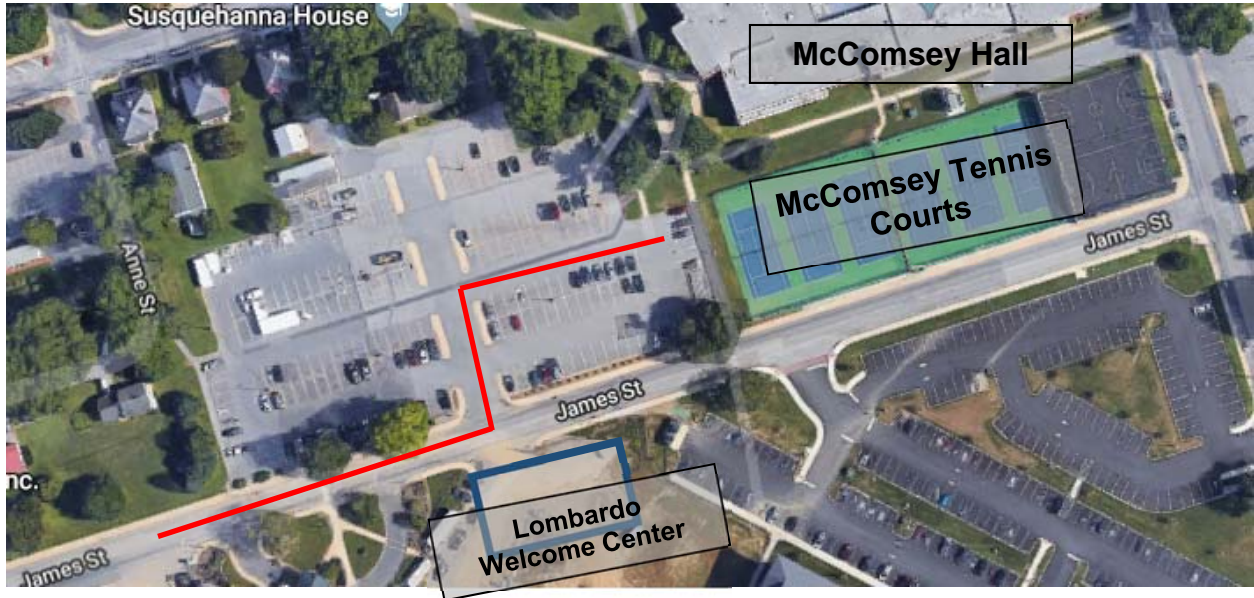
Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - g. Specific directions "We are at McComsey Tennis Courts located at 68 James St. Please meet (person meeting EMS) at the parking lot."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 tennis courts are located at 68 James St. Pull into the parking lot and proceed to your right to the bleachers.



Emergency Action Plan

Crossgates 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. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - h. Specific directions "We are at Crossgates Golf Course, Millersville at 1 Crossland Pass. Meet (person meeting EMS) at the parking lot."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - 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 golf course is located at 1 Crossland Pass. Pull into the parking lot and you will be directed to the scene.



AED Locations on Campus



Pucillo Gymnasium Hallway between basketball court and swimming pool



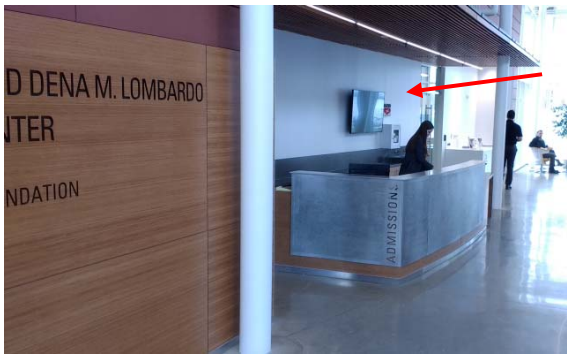
Pucillo Athletic Training Room
2 AED's in first cabinet of island.



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