

BEECHWOOD HIGH SCHOOL ATHLETICS EMERGENCY ACTION PLAN



Beechwood
Sports Medicine

PREPARED BY:
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PRINCIPAL

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BEECHWOOD HIGH SCHOOL ATHLETICS

EMERGENCY ACTION PLAN OVERVIEW

Introduction

Beechwood High School has written an emergency action plan that should be followed in the event of a medical 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 certified 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. **Situations when 911 should be called immediately are:**

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

Emergency Plan Personnel

With athletic 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. A team physician may not always be present at every organized practice or competition. 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), first aid, prevention of disease transmission, and emergency plan review is strongly recommended for all school and athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

Chain of Command

Team Physician
Certified Athletic Trainer
Athletic Director/School Administrator
Head Coach
Assistant Coach
Athletic Training Student

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.

Activation of Emergency Medical Services (EMS)

Once it has been determined 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. **(9-1-1 from a cell phone or a school-based land line, dial 9 then 9-1-1).**
 - EMS should be told:
 - A. Your name
 - B. Nature of the emergency
 - C. Condition of the athlete(s)
 - D. First aid treatment that has been initiated
 - E. Specific directions as needed to locate the emergency scene
 - F. Other information requested by dispatcher
 - G. Inform them that someone will meet them at entrance of facility to aid in directing the ambulance
 - **DO NOT HANG UP UNTIL EMS ARRIVES OR THE DISPATCHER HANGS UP FIRST**
3. Phones at Beechwood High School are located in the main office, classrooms, coaches offices, the athletic training rooms in the fieldhouse, and personal cell phones of: Head athletic trainer, athletic director, school administrators, head coaches, assistant coaches, athletes.
4. The leader will send an individual to meet the ambulance at the entrance to the school/facility to direct EMS to the site of the emergency.
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found in each team's Emergency Travel Binder, which coaches and the athletic trainer should have with them at all times.** If contact cannot be made with a parent/guardian, or the parent/guardian is not present, the emergency contact form should accompany the athlete to the hospital.
6. If emergency transportation is deemed necessary by EMS, the athlete will be taken to one of the following medical centers, unless the parent requests otherwise.
 - St. Elizabeth Hospital Edgewood
1 Medical Village Drive
Edgewood, KY 41017
859-301-2000
 - University Hospital
234 Goodman Street
Cincinnati, OH 45219
513-584-1000
 - Cincinnati Children's Hospital Medical Center
3333 Burnet Ave.
Cincinnati, OH 45229
513-636-4293

Approval and Acceptance of the Beechwood High School Emergency Plan for Athletics

Approved by _____ Date
Beechwood High School Superintendent

Approved by _____ Date
Beechwood High School Director of Operations

Approved by _____ Date
Beechwood High School Principal

Approved by _____ Date
Beechwood High School Athletic Director

Approved by _____ Date
Beechwood High School Nurse

Approved by _____ Date
Beechwood High School Head Athletic Trainer

BEECHWOOD HIGH SCHOOL ATHLETICS EMERGENCY ACTION PLAN

Emergency Contacts

Emergency Medical Services

9-1-1

Beechwood High School – Main Office	859-331-1220
Brandon Slusher (Athletic Trainer & Asst. Athletic Director)	859-630-8124
Alan Yanke (Principal) – mobile	502-377-5944
Ryan Booth (Athletic Director) – mobile	859-992-1180
Jana Bromley (Assistant Principal) - mobile	859-466-0367
Dr. Mike Stacy (Superintendent) – mobile	859-753-4866
Justin Kaiser, Director of Operations	859-512-5106
Stacie Wethington (School Nurse) – mobile	513-484-5290
Dr. Bruce Holladay (Team Physician) – mobile	859-912-2875
Dr. Troy Schumann (Team Physician) - mobile	859-391-4553
Kenton County Emergency Communications Center	859-356-3191
Fort Mitchell Police Department – Non Emergency	859-331-2823
Fort Mitchell Fire & EMS – Non Emergency	859-331-1267
University Hospital	513-584-1000
St. Elizabeth Edgewood – Emergency Room	859-301-2250

VENUE SPECIFIC EMERGENCY ACTION PLANS

Edgar McNabb Stadium (Lower Field) Emergency Action Plan

Football/Soccer Field/Track at Beechwood High School

54 Beechwood Road
Fort Mitchell, KY 41017

Activating the Emergency Action Plan

Step 1	The higher person in the chain of command who is present at the scene will be the designated person in charge. They will activate the EAP and provide care. Chain of Command: Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 2	If needed, call 911 to activate EMS (when in doubt call EMS) Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved d) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 3	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: Dixie Hwy to Beechwood Rd. – First entrance, behind the school

Primary AED: Bottom of Fieldhouse Steps

Secondary AED: Auxiliary Gym Lobby **OR** side of maintenance shed facing Tennis Courts

Communication: Closest landline is located in the Athletic Training Room Office or coaches cell phone

Equipment: An AED is located on the left side of the fieldhouse, at the bottom of the stairs, just outside the lower weight room. A stationary tub is located inside the athletic training room on the lower level of the fieldhouse. Ice is kept readily available in the athletic training room ice machine. There is access to a water faucet just inside the lower level weight room.

Designated Safe Shelter in Dangerous Weather: The gymnasiums are located just above the lower field and are to be used for shelter. Monitor weather reports and consider canceling / changing practice times if unsafe weather is predicted.

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: 39°02'59.1"N

Longitude: 84°33'15.4"W

Specify post-emergency event documentation plan: Direct follow up with Athletic Director



Upper Field Emergency Action Plan

Baseball/Softball/Soccer Field at Beechwood High School

54 Beechwood Road

Fort Mitchell, KY 41017

Activating the Emergency Action Plan

Step 1	The higher person in the chain of command who is present at the scene will be the designated person in charge. They will activate the EAP and provide care. Chain of Command: Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 2	If needed, call 911 to activate EMS (when in doubt call EMS) Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved d) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 3	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: Dixie Hwy to Beechwood Rd. – First entrance, behind the school, up ramp to field

Primary AED: Bottom of Fieldhouse Steps

Secondary AED: Auxiliary Gym Lobby

Communication: Closest landline is located in the Athletic Training Room Office or coaches cell phone

Equipment: An AED is located on the left side of the fieldhouse, at the bottom of the stairs, just outside the lower weight room. A stationary tub is located inside the athletic training room on the lower level of the fieldhouse. Ice is kept readily available in the athletic training room ice machine. There is access to a water faucet just inside the fitness center upper weight room.

Designated Safe Shelter in Dangerous Weather: The gymnasiums are located just above the lower field and are to be used for shelter. Monitor weather reports and consider canceling / changing practice times if unsafe weather is predicted.

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: 39°03'01.6"N

Longitude: 84°33'18.8"W

Specify post-emergency event documentation plan: Direct follow up with Athletic Director



Tennis Court Emergency Action Plan

Tennis Court at Beechwood High School (Ft. Mitchell Kroger Gas Station)
2216 Dixie Highway
Fort Mitchell, KY 41017

Activating the Emergency Action Plan

Step 1	The higher person in the chain of command who is present at the scene will be the designated person in charge. They will activate the EAP and provide care. Chain of Command: Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 2	If needed, call 911 to activate EMS (when in doubt call EMS) Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved d) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 3	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: Dixie Hwy to Kroger Marketplace Gas Station – First entrance, behind the kroger gas station

Primary AED: Corner of Maintenance building, facing Tennis Courts; clearly marked

Secondary AED: Bottom of Fieldhouse Steps

Communication: Closest landline is located in the Athletic Training Room Office or coaches cell phone.

Equipment: An AED is located on the left side of the fieldhouse, at the bottom of the stairs, just outside the lower weight room. A stationary tub is located inside the athletic training room on the lower level of the fieldhouse. Ice is kept readily available in the athletic training room ice machine. There is access to a water faucet just inside the lower weight room.

Designated Safe Shelter in Dangerous Weather: The gymnasiums are located just above the lower field and are to be used for shelter. Monitor weather reports and consider canceling / changing practice times if unsafe weather is predicted.

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: 39°02'58.5"N

Longitude: 84°33'10.5"W

Specify post-emergency event documentation plan: Direct follow up with Athletic Director



Gymnasium(s) Emergency Action Plan

Varsity and Auxiliary Gymnasiums at Beechwood High School

54 Beechwood Road

Fort Mitchell, KY 41017

Activating the Emergency Action Plan

Step 1	The higher person in the chain of command who is present at the scene will be the designated person in charge. They will activate the EAP and provide care. Chain of Command: Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 2	If needed, call 911 to activate EMS (when in doubt call EMS) Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved d) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 3	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: Dixie Hwy to Beechwood Rd. – First entrance, behind the school, up ramp between school and football stadium to upper turf field area

Primary AED: Auxiliary Gym Lobby

Secondary AED: Bottom of Fieldhouse Steps

Communication: Closest landline is located in the Athletic Training Room Office or coaches cell phone

Equipment: An AED is located outside the Auxiliary gym main entrance, between the Auxiliary and Varsity Gymnasiums. A stationary tub is located inside the athletic training room on the lower level of the fieldhouse. Ice is kept readily available in the gym athletic training room ice machine. There is access to a water faucet just outside the varsity gymnasium in the concession stand area.

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: 39°03'01.6"N

Longitude: 84°33'18.8"W

Specify post-emergency event documentation plan: Direct follow up with Athletic Director



The Barn Emergency Action Plan

The Barn at Beechwood High School
54 Beechwood Road
Fort Mitchell, KY 41017

Activating the Emergency Action Plan

Step 1	The higher person in the chain of command who is present at the scene will be the designated person in charge. They will activate the EAP and provide care. Chain of Command: Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 2	If needed, call 911 to activate EMS (when in doubt call EMS) Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved d) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 3	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: Dixie Hwy to Beechwood Rd. – First entrance, behind the school, up ramp between school and football stadium to upper turf field area

Primary AED: Bottom of Fieldhouse Steps

Secondary AED: Auxiliary Gym Lobby

Communication: Closest landline is located in the Athletic Training Room Office or coaches cell phone

Equipment: An AED is located on the left side of the fieldhouse, at the bottom of the stairs, just outside the lower weight room. A stationary tub is located inside the athletic training room on the lower level of the fieldhouse. Ice is kept readily available in the athletic training room ice machine. There is access to a water faucet just inside the lower weight room.

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: 39°03'01.6"N

Longitude: 84°33'18.8"W

Specify post-emergency event documentation plan: Direct follow up with Athletic Director



Fort Mitchell Country Club Emergency Action Plan

Fort Mitchell Country Club
250 Fort Mitchell Ave
Fort Mitchell, KY 41017

Activating the Emergency Action Plan

Step 1	The higher person in the chain of command who is present at the scene will be the designated person in charge. They will activate the EAP and provide care. Chain of Command: Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 2	If needed, call 911 to activate EMS (when in doubt call EMS) Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved d) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 3	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: Dixie Highway to Fort Mitchell Avenue, clubhouse is at the end of Fort Mitchell Avenue

Primary AED: Inside clubhouse

Communication: Closest landline is located inside the clubhouse

Equipment: An AED is located inside the clubhouse.

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: 39°03'24.8"N

Longitude: 84°33'15.2"W

Specify post-emergency event documentation plan: Direct follow up with Athletic Director



Emergency Action Plan Procedures for Events Off-Campus

Middle School & Elementary Cross Country (Off-Campus Practices)

Activating the Emergency Action Plan

Step 1	Head Coaches of each program need to check out school issued EAP.
Step 2	The higher person in the chain of command who is present at the scene will be the designated person in charge until the venue point of contact is present. They will activate the EAP and provide care. Chain of Command: Venue Point of contact→Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 3	If needed, call 911 to activate EMS (when in doubt call EMS). In the absence of an AED in close proximity, call 911 IMMEDIATELY for assistance. Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved e) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 4	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: TBD by venue point of contact

AED: TBD by venue

Communication: TBD by venue/point of contact; may utilize a cell phone.

Equipment: Traveling EAP that is picked up by the coach each day for practice.

Designated Safe Shelter in Dangerous Weather: TBD by venue/point of contact

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: TBD by venue/point of contact
Longitude: TBD by venue/point of contact

Specify post-emergency event documentation plan: Direct follow up with Athletic Director

Emergency Action Plan Procedures for Events Off-Campus

Any off site school event

Activating the Emergency Action Plan	
Step 1	School staff should contact the venue in advance and determine the point of contact in case of an emergency and where AEDs are located within the venue.
Step 2	The higher person in the chain of command who is present at the scene will be the designated person in charge until the venue point of contact is present. They will activate the EAP and provide care. Chain of Command: Venue Point of contact→Team Physician→Athletic Trainer→Athletic Director→Administrator→Head Coach→Assistant Coach→Sports Medicine Student Assistant→Other Athletes
Step 3	If needed, call 911 to activate EMS (when in doubt call EMS). In the absence of an AED in close proximity, call 911 IMMEDIATELY for assistance. Inform 911 Operator the following: a) Location b) Phone number of caller c) Athlete's chief complaint d) Number of athlete's involved d) Athlete's age and level of consciousness f) Any treatment initiated g) Directions to site listed below
Step 4	Stabilize the athlete until more advance Medical Personnel arrive

EMS Route: TBD by venue point of contact
AED: TBD by venue

Communication: TBD by venue/point of contact; may utilize a cell phone.

Equipment: TBD by venue/point of contact

Designated Safe Shelter in Dangerous Weather: TBD by venue/point of contact

Athletes with Special Medical Conditions: Coaches are required to carry a spreadsheet with emergency contact numbers and any medical conditions for the athletes under their care.

GPS Coordinates in case of Medical Helicopter transport:

Latitude: TBD by venue/point of contact

Longitude: TBD by venue/point of contact

Specify post-emergency event documentation plan: Direct follow up with Athletic Director

It is the expectation of all coaches and staff taking students to off-site events, to find out the location of the AED, and who the local contact in charge is in case of an emergency.