



# EMERGENCY / EVACUATION ACTION PLAN DEPAUL PREP ATHLETICS

## DEPAUL PREP

### **Purpose of EAP:**

To provide DePaul Prep Athletics with an emergency action plan (EAP) in case of a serious or life-threatening condition that arises during practice or competitions. 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.

### **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.

### **Emergency Contacts:**

Fixed phones are not available outside the school building. A phone is available inside Athletic Trainer Certified (ATC) office and can be used for sports played inside school (ie. volleyball, basketball & wrestling). In the instance a fixed phone line is not available, cell phones are carried by ATC, coaches, and athletic staff and even spectators if necessary. The following is a list of important phone numbers needed in case of emergency:

Laeh Litin, ATC	1-312-925-1734
Paul Chabura, Athletic Director	1-773-641-5631
School Phone	1-773-539-3600
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, appropriate use of injured person
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 will make the decision to call EMS and will personally make the call or they may assign a responsible person to call. 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 is in charge of emergency until EMS arrives. Doctors will assist if summoned by ATC. Coaches and student AT's are also available to assist ATC but only if asked. The only exceptions are the visiting ATC, who is responsible for their team, and when ATC is not at games or practices the head coach is in charge until ATC or EMS arrive.

### **Emergency Qualifications:**

ATC, student athletic trainers, and coaches should be all trained in CPR and first aid. Athletic Trainer Certified for event may have student athletic trainer's onsite at competitions and practice as well as coaches to assist in providing emergency first aid as the ATC sees fit.

New staff involved in athletic activities should comply with this rule within six 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:**

Once the importance of the emergency plan is realized and the plan has been developed, the plan must be implemented. Education and rehearsal are necessary for Emergency Action Plan (EAP) 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 Emergency Medical Services (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 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, the assistant coach will accompany the athlete to the hospital.

### **Equipment and Supplies:**

All available supplies and equipment are stored in the AT room. The AT room is located right outside the north-east exit of the gymnasium. Go east under stairs located south west of main gym and through the hallway under stairs and AT room is about halfway down hall on right side. 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, head coaches, athletic director, and gym teachers. 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:**

In case of lightning, referee or 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 National Athletic Trainers Association (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.

In case of a fire, everyone inside building will proceed to nearest exit and remain outside and away from building. Someone 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 your home is unsafe. Someone should also call 911 to inform them of situation.

### **Emergency Care:**

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

1. Check life threatening conditions
  - a. Level of consciousness – if unconscious call 911 immediately
  - b. Airway – is airway blocked
  - c. Breathing – is person breathing
  - d. Circulation – does person have pulse
  - e. Bleeding – is person bleeding severely
2. Call 911 now if necessary
3. Emergency equipment
  - a. Automated External Defibrillation (AED), cervical collar, first aid kit
4. Apply basic first aid as situation requires
  - a. Adult Cardio Pulmonary Resuscitation (CPR): 30 compressions then every 2 breaths
  - b. Bleeding: direct pressure over injury; elevate injury over heart if possible; apply sterile dressing over injury
  - c. Splint fractures
  - d. Cervical Collar – apply if suspected neck injury; prevent any movement of neck when applying cervical collar

- e. Spine Boarding – Only to be used by EMS if suspected head, neck or spine injury; prevent any movement of spine while attaching to spine board – stabilize neck until EMS arrives
  - f. Treat for Shock – if necessary
5. Any other emergency procedures as necessary
  6. Other things to consider during emergency situation:
    - a. Reassure and calm athlete
    - b. Don't move severely injured athlete unless he/she is in danger
    - c. Don't reduce fractures or dislocations
    - d. Sufficient lines of vision between the medical staff and all available emergency personnel should be established and maintained
    - e. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference
    - f. 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 on a standardized form. 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 DePaul Prep:**

#### **Main Gym – Boys/Girls Basketball, Wrestling Matches, Boys/Girls Volleyball**

In case of emergency a cell phone at the court will be used by ATC. ATC will give directions for EMS to the gymnasium at DePaul Prep if necessary. The school is located at 3633 N. California Ave, Chicago, IL 60618. Someone will be assigned to meet EMS at the north west entrance to gymnasium – just north of our main entrance, which is located near the intersection of California and Addison. They will guide EMS to the court which can be accessed by using the doors directly in front of the north west gymnasium entrance. The main gym doors are located immediately inside those doors.

#### **Main Gym – Boys/Girls Basketball, Wrestling Matches, Boys/Girls Volleyball – (Evacuation)**

In the event the gymnasium must be evacuated the game day manager (most likely the Athletic Director) will inform all of the athletes and guests to calmly exit the gymnasium using the built-in microphone system.

#### **Gym Floor**

- Athletes will be escorted to the locker rooms (if deemed appropriate) or immediately outside.
- Athletes will be escorted by their coach or a game day staff worker.

#### **Long Balcony**

- Guests who are sitting in the long balcony will be asked to exit through the rear exit near the river, adjacent the training room lobby.
- Game workers will be directing folks to the appropriate exits.

#### **Short Balcony**

- Guests sitting in the short balcony will be asked to exit using the stairwell leading to the gymnasium lobby.
- They will then be asked to leave through the main gymnasium entrance.
- Game workers will be directing folks to the appropriate exits.

#### **Gym Bleachers**

- Guests sitting in the north gymnasium bleachers will be asked to exit to either the east exit near the training room lobby or the west exit near the gymnasium lobby and the main gymnasium entrance.
- Game workers will be directing folks to the appropriate exits.

#### **Wrestling Room**

In case of emergency a cell phone will be used by ATC or head coach to call EMS. ATC or head coach will give directions for EMS to the wrestling room at DePaul Prep if necessary. The school is located at 3633 N. California Ave, Chicago, IL 60618. Someone will be assigned to meet EMS at the north west entrance to parking lot – just north of the main gymnasium entrance. They will guide EMS to the wrestling room which can be accessed by using the northwest entrance near the parking lot. The

wrestling room entrance will be directly to the left as you walk in from the northwest entrance near the parking lot.

### **Lane Stadium - Football/Boys & Girls Soccer**

In case of emergency a cell phone at the field will be used by ATC and/or Lane Stadium officials. Lane Stadium officials will give directions for EMS to Lane Stadium, which is adjacent to Lane Tech High School. The stadium is located at 2601 N. Addison St, Chicago, IL 60618. Someone will be assigned to meet EMS at the south east entrance to stadium (this is in the rear of the stadium there is an opening where an EMS vehicle can drive up to the scene) They will guide EMS to the scene on the field.

### **Lane Stadium - Football/Boys & Girls Soccer (Evacuation)**

In the event the stadium must be evacuated the game day manager (most likely the Athletic Director) will instruct the guests and athletes to calmly exit the stadium using the built-in microphone system in the press box. **DePaul Prep game staff managers will follow the instruction of Lane Stadium officials. (Some options are below)**

#### **Field**

- Athletes will be escorted to the locker rooms (located underneath the stands if deemed appropriate) or asked to exit the stadium
  - If athletes are asked to leave the stadium, DePaul Prep athletes will be escorted, by their coaches, back to school.
  - Opposing team will be advised to return to their bus.
- Athletes will be escorted by their coach or a game day staff worker.
- Lane Stadium Security will also assist in the directing of traffic.

#### **East Stands**

- Guests who are sitting in the east stands will be asked to exit through the rear exit near the back of Lane Tech or the north exit near Addison St.
- They also may be asked to go underneath the stands in a shelter area.
- Game workers will be directing folks to the appropriate exits.
- Lane Stadium Security will also assist in the directing of traffic.

#### **West Stands**

- Guests who are sitting in the west stands will be asked to exit through the rear exit near the back of Lane Tech or the north exit near Addison St.
- They also may be asked to go underneath the stands in a shelter area.
- Game workers will be directing folks to the appropriate exits.
- Lane Stadium Security will also assist in the directing of traffic.

## **Kerry Wood Field - Baseball**

In case of emergency a cell phone at the field will be used by ATC or head coach. ATC or head coach will give directions for EMS to Lane Stadium, which is adjacent to Lane Tech High School. The stadium is located at 3400 N. Rockwell St, Chicago, IL 60618. Someone will be assigned to meet EMS at the east entrance (near left field) to stadium (this is in the rear of the stadium there is an opening where an EMS vehicle can drive up to the scene) They will guide EMS to the scene on the field.

## **Kerry Wood Field - Baseball (Evacuation)**

In the event the stadium must be evacuated the game day manager (most likely the Head Coach) will instruct the guests and athletes to calmly exit the stadium using the built-in microphone system in the press box. **DePaul Prep game staff managers will follow the instruction of Lane Stadium officials. (Some options are below)**

### **Field**

- Athletes will be escorted to the locker rooms at Lane Stadium (located underneath the stands if deemed appropriate) or asked to exit the stadium
  - If athletes are asked to leave the stadium, DePaul Prep athletes will be escorted, by their coaches, back to school.
  - Opposing team will be advised to return to their bus.
- Athletes will be escorted by their coach or a game day staff worker.
- Kerry Wood officials will also assist in the directing of traffic.

### **1<sup>st</sup> Base Stands**

- Guests who are sitting in the east stands will be asked to exit through the main entrance near the back of Lane Tech or the north exit near Addison St.
- They also may be asked to go underneath the stands in a shelter area.
- Game workers will be directing folks to the appropriate exits.
- Kerry Wood officials will also assist in the directing of traffic.

### **3<sup>rd</sup> Base Stands**

- Guests who are sitting in the west stands will be asked to exit through the rear exit near the back of Lane Tech or the north exit near Addison St.
- They also may be asked to go underneath the stands in a shelter area.
- Game workers will be directing folks to the appropriate exits.
- Lane Stadium Security will also assist in the directing of traffic.

## **Thillens Stadium - Softball**

In case of emergency a cell phone at the field will be used by ATC or head coach. ATC or head coach will give directions for EMS to Thillens Stadium, which is located at the intersection of Devon and Kedzie. The stadium is located at 6404 N. Kedzie St, Chicago, IL 60645. Someone will be assigned to meet EMS at the south east entrance (behind field #1 home plate) to stadium (this is in the front of the stadium there is an opening where an EMS vehicle can drive up to the entrance). They will guide EMS to the scene on the field.

## **Thillens Stadium – Softball (Evacuation)**

In the event the stadium must be evacuated the game day manager (most likely the Head Coach) will instruct the guests and athletes to calmly exit the stadium using the built-in microphone system in the press box. **DePaul Prep game staff managers will follow the instruction of Thillens Stadium officials. (Some options are below)**

### **Field**

- Athletes, of both participating schools, will be advised to return to their transportation.
- Athletes will be escorted by their coach or a game day staff worker.
- Thillens Stadium officials will also assist in the directing of traffic.

### **1<sup>st</sup> Base Stands**

- Guests who are sitting in the stands along the 1<sup>st</sup> base line will be asked to exit through the main entrance and return to their vehicles.
  - If that is not an option they can enter the bathrooms for shelter.
- Game workers will be directing folks to the appropriate exits.
- Thillens Stadium officials will also assist in the directing of traffic.

### **3<sup>rd</sup> Base Stands**

- Guests who are sitting in the stands along the 3<sup>rd</sup> base line will be asked to exit through the main entrance and return to their vehicles.
  - If that is not an option they can enter the bathrooms for shelter.
- Game workers will be directing folks to the appropriate exits.
- Thillens Stadium officials will also assist in the directing of traffic.

**Horner Park – Football, Boys Soccer, Baseball, Softball, Cross Country**

In case of emergency a cell phone at the field will be used by ATC or head coach. ATC or head coach will give directions for EMS to Horner Park, which is located at the intersection of Irving Park and California. The park address is 2741 W. Montrose, Chicago, IL 60618. Someone will be assigned to meet EMS at the north west entrance (the first entrance when traveling north on California, just after the first stop sign) to the park. EMS vehicles are able to enter the park through the path and go directly to the scene. They will guide EMS to the scene on the field.

**Horner Park – Football, Boys Soccer, Baseball, Softball, Cross Country (Evacuation)**

In the event the park must be evacuated the game day manager (most likely the Head Coach) will instruct the guests and athletes to calmly exit the park.

**Field**

- Athletes, of both participating schools, will be advised to return to their transportation.
- Guests will be asked to return to their transportation.
- They could also seek shelter at the field house, which is located at the intersection near California and Montrose.
- Athletes will be escorted by their coach or a game day staff worker.

# DePaul Prep Emergency Action Plan

## Abridged Version\*

### Emergency Contact Phone Numbers:

Laeh Litin, ATC	312-925-1734
Paul Chabura, (AD)	773-641-5631
School Office Phone	773-539-3600
Ambulance, Fire, Police	911

### Information to be provided over the phone:

7. Name and phone number calling from
8. Exact location of emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.)
9. Type of injury or illness, age of injured
10. Condition of patient(s) and type of aid being provided
11. Number of people injured
12. 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
  - a. Level of consciousness – if unconscious call 911 immediately
  - b. Airway – is airway blocked
  - c. Breathing – is person breathing
  - d. Circulation – does person have pulse
  - e. Bleeding – is person bleeding severely
2. Call 911 now if necessary
3. Apply basic first aid as situation requires
  - a. Adult CPR: 30 compressions for every 2 breaths (slow, don't force)
  - b. Bleeding: direct pressure over injury; elevate injury over heart if possible; apply sterile dressing over injury
  - c. Splint fractures
  - d. Cervical Collar – apply if suspected neck injury; prevent any movement of neck when applying cervical collar
  - e. Treat for Shock – if necessary

### Equipment and supplies:

All available emergency equipment is stored in AT room located south of main gym in room 1521 (see

map). AED is also located in the gym lobby directly outside the gymnasium north entrance.

### Documentation:

Medical records and other documents are kept in the athletic director's office and Athletic Training room 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.**

# START Triage Plan Flowchart



