



EMERGENCY ACTION PLANS CAMPAIGN

Our goal with this collaboration between the four groups is to heighten awareness around emergency action plans (EAPs) in our school communities. We are looking to provide resources and best practice recommendations to school personnel on implementing venue specific EAPs.

ARTICLE #4

EMERGENCY COMMUNICATION

In the last article we focused on the critical role *all* school personnel play in providing care in emergency situations. By identifying roles *prior* to an emergency, we increase the likelihood of a positive outcome. The critical steps in the response are:

1. Recognizing the emergency
2. Quickly alerting trained personnel
3. Providing immediate care

This article focuses on #2 - *Quickly Alerting Trained Personnel*. We highlight steps schools can take to ensure a communication system is in place to summon both on-site (e.g., an athletic trainer) and off-site (e.g., local emergency medical services) emergency personnel.

Who needs to be summoned?

The first step is to consider who will be summoned to the emergency, as this will determine what sort of communication system needs to be in place. Consider the following questions:

Who are the on-site emergency personnel and how will they be summoned?

- If it is a coach or teammates, the communication plan is usually straightforward because they will all be present at the practice or event.
- If it is an athletic trainer it may be more complicated. The athletic trainer cannot be physically present at all practices and events and will not always be in the athletic training room. Considering these challenges, more questions need addressed. How will the athletic trainer be summoned? Most will have mobile phones, but as discussed later, are mobile phones always a dependable form of communication? Is another communication method needed?
- It cannot be stressed enough that whenever there is an emergency do not delay calling 911 while looking for the AT. Immediately summon the AT and call EMS. Identify two different individuals to do each of these tasks simultaneously.

How will offsite emergency personnel be summoned?

As noted in the previous article, the sooner emergency care is initiated the greater the likelihood of survival. Therefore, it is critical to have emergency medical services (EMS) respond as quickly as possible. How will they be notified?

- Using a mobile phone? If so, is there a back-up plan in place in case the phone is not working (for example, lack of adequate reception, dead battery)?

- Using a landline? If so, are there any special considerations such as dialing 9 before 911 in order to access an outside line? Is that landline always accessible, or is it behind a locked door after hours?

Both of these situations will be addressed in the next sections of the article.

What are some considerations for the communication system?

Schools should identify both primary and back-up communication systems for all venues. This may sound excessive, but is needed in case the primary mode of communication is unavailable.

- For example, facilities that are a long distance from the main campus (or off-site) present a potential problem if the primary system is not working and the back-up plan is to use a landline at the school.

The communication systems need to be reliable. Schools should identify areas that present challenges to some forms of communication.

- For example, the athletic training room may have inconsistent mobile phone reception. If the primary mode of communication is by mobile phone this leads to a potential gap in the EAP. A backup plan is needed, such as a landline in the athletic training facility (with the number included on the EAP) or a two-way radio system.

What should be included on the EAP?

1. Identify the primary and back-up communication system.
2. Identify the location of the nearest landline phone in case mobile phones do not have service and, if needed, instructions on how to gain access to the landline.
3. Identify how *on-site* emergency personnel will be summoned, including any special instructions, such as phone numbers.
4. Identify how *off-site* emergency personnel will be summoned, including any special instructions, such as phone numbers and how to place a call to an outside number from a landline, if applicable.

Take Home Message

The EAP is only effective if all of its steps can be carried out. If emergency personnel cannot be summoned quickly, then there is the potential for a fatal delay in advanced emergency care. Schools can help minimize this by ensuring the primary and back-up communication systems to be used in an emergency are identified, accessible, and functional.

Do you have feedback or questions about emergency planning?

Do you have questions about emergency action planning at your school? Do you have feedback on this campaign? Do you have examples of what has worked at your school that we can share in this campaign? Do you have specific challenges that you need help with? Please complete this [short online form](#).

South Eugene High School

Baseball Field

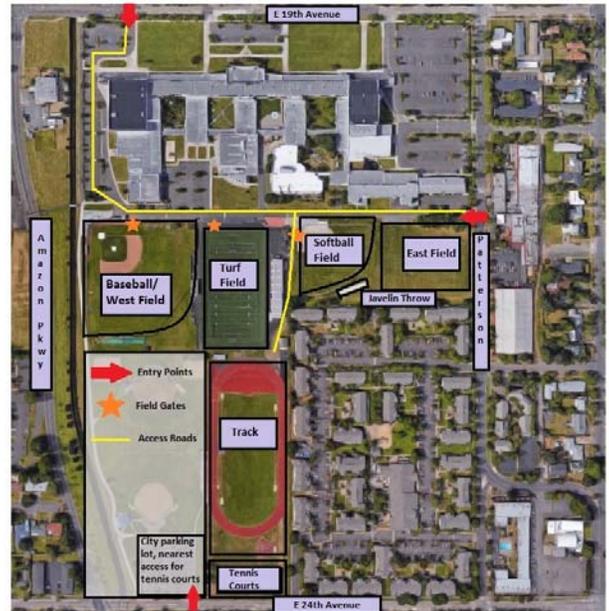
400 E 19th Ave Eugene, OR 97401

LOCATION

South Eugene High School's fields are on the south side of the high school. The school is bordered by 19th Avenue to the north, 24th Avenue to the south, Amazon Parkway to the west, and Patterson Street to the east.

EMS DIRECTIONS FROM E 19TH AVENUE

- Enter the school parking lot in the northwest corner of the school *at the E 19th Avenue & High Street intersection*.
- Follow the parking lot around the west side of the building until arriving at the baseball field located at the southwest corner of the school.
- The entrance to the baseball field will be along the north / 3rd base side of the field.



ROLES OF THE FIRST PEOPLE ON THE SCENE

1. Establish scene safety
2. Immediately care for the injured or ill student-athlete
3. Activate medical responders
 - a. Athletic Trainer – can be contacted by calling XXXXXXXX
 - b. EMS – dial 9-911 from a campus phone. Be prepared to provide location and specific directions to the emergency, the condition of the individual, what treatment has been provided, and other information that has been requested.
4. Retrieve emergency equipment
5. Direct EMS to the scene
 - a. Open gates to the baseball field
 - b. Designate someone to meet EMS and direct to the scene.

EMERGENCY COMMUNICATION

- Primary: Coaches, administrators, and athletic trainer all will have a mobile phone.
- Back-up: Landline available [INSERT LOCATION OF NEAREST PHONE]. School administrators also have radios to communicate with school security and local police.