

EMERGENCY ACTION PLAN

March 1, 2006

An emergency situation is defined as any situation that endangers the health of the student-athlete in question. Typically, these situations arise from injuries resulting in a threat to the airway, breathing and circulation of the student-athlete. In addition injuries such as fractures and dislocations of bones or joints are classified as emergency situations. In most cases, general illness, such as the flu, colds, sore throats, etc. are not considered emergencies.

Emergency situations may arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

Montana State University-Billings (MSUB) has a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team will enable each emergency situation to be managed appropriately.

There are four basic components of the plan:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Emergency Transportation

Emergency Personnel

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, certified athletic trainers; athletic training students; 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 Head Athletic Trainer.

There are five basic roles within the emergency team. The first and most important role is **immediate care of the student athlete**. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials must yield to those with more appropriate training. In the event that a certified athletic trainer, team physician, or athletic training student is not present; then the most qualified individual may be a

CPR/AED certified athletic department staff member. Under no circumstances should an individual go beyond their scope of training.

The second 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. Athletic training students, managers, and coaches are good choices for this role.

The third role, **Emergency Medical System (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.

After EMS has been activated, the fourth role in the emergency team should be performed, 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 contest. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. This may be the same individual that activated EMS. An athletic training student, manager, or coach may be appropriate for this role.

The fifth role to be performed by the emergency team is **crowd control**. Only individuals dealing with the immediate care of the student athlete should be allowed contact with the injured individual. Coaches, athletic department staff, and campus police are most helpful while keeping the area clear of onlookers. Other student athletes should not be assisting with the care of the individual unless directed by a member of the sports medicine team.

Activating the EMS System

Making the Call:

- 911 (if available)
- on campus – 2147 or 9-911
- telephone numbers for police, fire department, and ambulance service

Providing Information:

- name, address, telephone number of caller
- number of student athletes
- condition of student athlete(s)
- first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene
- 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 delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured student athletes. 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 prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. 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 working 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 should be readily available when emergency situations arise.

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. Equipment should be checked regularly to be sure that it is in proper working order. All equipment checks should be documented.

Emergency Transportation

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the student athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable student athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the student athlete.

In the event of an emergency situation occurring at a MSUB athletic site, the following procedures are recommended.

Alterowitz Basketball Gymnasium

Men's & Women's Basketball, Volleyball, and Intramurals

Emergency Personnel: certified athletic trainer and athletic training student(s) on site for practice and games; additional sports medicine staff accessible from the Athletic Training Center in room 59 of the PE Building.

Emergency Communication: fixed telephone (pay phone) is located on the south side of the lobby next to the concession stand; additional fixed telephone lines accessible in the Athletic offices; or cellular telephone carried by certified athletic trainers and game staff.

Emergency Equipment: supplies (AED, red splint bag) maintained by the home bench on the southeast corner of the gym; additional emergency equipment is accessible from the Athletic Training Center in room 59 of the PE Building.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. call 911
 - b. notify campus police at 657-2147 or 9-911 from a campus phone
4. Direction of EMS to scene
 - a. open appropriate gates and doors
 - b. designate individual to "flag down" EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. The gym is located on the east side of North 27th Street between Poly Drive and Rimrock Road. Enter through the main entrance of the building. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at the Montana State University-Billings Basketball gym located on the east side of North 27th Street between Poly Drive and Rimrock Road. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). A member of the athletic staff will meet the ambulance at the pullout in front of the building.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location in gym, treatment received, etc.

Important Numbers

Campus Police	657-2147
Athletic Training	657-2375

Cenex Stadium

Softball and Intramurals

Emergency Personnel: certified athletic trainer and athletic training student(s) on site for practice and games; additional sports medicine staff accessible from the Athletic Training Center in room 59 of the PE Building.

Emergency Communication: fixed telephone lines accessible in the Athletic offices; or cellular telephone carried by certified athletic trainers and game staff.

Emergency Equipment: supplies (AED, red splint bag) maintained by the first base dugout; additional emergency equipment is accessible from the Athletic Training Center in room 59 of the PE Building.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS) by calling 911
4. Direction of EMS to scene
 - a. open appropriate gates and doors
 - b. designate individual to “flag down” EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. The softball field is located on the east side of North 27th Street between Poly Drive and Rimrock Road. Enter through the gate north of the 3rd base dugout. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at the Montana State University-Billings softball field located on the east side of North 27th Street between Poly Drive and Rimrock Road. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). A member of the athletic staff will meet the ambulance at the pullout in front of the softball stadium.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location, treatment received, etc.

Important Numbers

Campus Police	657-2147
Athletic Training	657-2375

Cobb Field – 901 North 27th Street
Baseball

Emergency Personnel: certified athletic trainer and athletic training student(s) on site for practice and games.

Emergency Communication: fixed telephone lines accessible in the offices in the hallway behind first base; or cellular telephone carried by certified athletic trainers and game staff.

Emergency Equipment: supplies (AED, red splint bag) maintained in the first base dugout.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS) by calling 911
4. Direction of EMS to scene
 - a. open appropriate gates and doors – contact Gary Roller or John Barta (see below)
 - b. designate individual to “flag down” EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. Cobb Field is located at 901 North 27th Street, on the northeast corner of North 27th Street and 9th Avenue North. Enter through the gate located east of the 1st base dugout. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at Cobb Field located at 901 North 27th Street, on the northeast corner of North 27th Street and 9th Avenue North. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). A member of the athletic staff will meet the ambulance at the gate in the parking lot on the south side of the stadium.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location, treatment received, etc.

Important Numbers

Billings Police	657-8200
Campus Police	657-2147
Athletic Training	657-2375

Call the following individuals to have the gates opened in event of emergency:

Gary Roller	Cell: 670-6267
	Office: 252-1241
John Barta	672-4624

College of Technology Soccer Field

Men's & Women's Soccer

Emergency Personnel: certified athletic trainer and athletic training student(s) on site for practice and competition.

Emergency Communication: Fixed telephone lines accessible inside the COT main entrance or cellular telephone carried by certified athletic trainer and coaches.

Emergency Equipment: supplies (AED, red splint bag) maintained behind the home team bench

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. call 911
 - b. notify campus police at 657-2147 or 9-911 from a campus phone
4. Direction of EMS to scene
 - a. open appropriate gates and doors
 - b. designate individual to "flag down" EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. The MSUB COT soccer field is located at 3803 Central Avenue, on the northeast corner of Central Avenue and Shiloh Road. Enter through the main entrance. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at the MSUB COT soccer field located at 3803 Central Avenue, on the northeast corner of Central Avenue and Shiloh Road. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). A member of the athletic staff will meet the ambulance at the street in front of the field.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location, treatment received, etc.

Important Numbers

Billings Police	657-8200
Campus Police	657-2147
Athletic Training	657-2375

Lower Gym

Baseball, Softball, Soccer, and Intramurals

Emergency Personnel: certified athletic trainer and athletic training student(s) on site for practice and games; additional sports medicine staff accessible from the Athletic Training Center in room 59 of the PE Building.

Emergency Communication: fixed telephone available at the Rec. Activities desk; additional fixed telephone located in the hallway across from the laundry room; additional fixed telephone lines accessible from the Athletic offices; or cellular telephone carried by certified athletic trainer and coaches.

Emergency Equipment: supplies brought to practice/meets daily; additional emergency equipment accessible from the Athletic Training Center in room 59 of the PE Building.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. call 911
 - b. notify campus police at 657-2147 or 9-911 from a campus phone
4. Direction of EMS to scene
 - a. open appropriate gates and doors
 - b. designate individual to “flag down” EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. The gym is located on the east side of North 27th Street between Poly Drive and Rimrock Road. Enter through the main entrance of the building. The lower gym is located on the bottom level of the building. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at the Montana State University-Billings gym located on the east side of North 27th Street between Poly Drive and Rimrock Road. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). A member of the athletic staff will meet the ambulance at the pullout in front of the building.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location in gym, treatment received, etc.

Important Numbers

Campus Police	657-2147
Athletic Training	657-2375

Pirtz Field

Baseball

Emergency Personnel: certified athletic trainer and athletic training student(s) on site for practice and competition.

Emergency Communication: cellular telephone carried by certified athletic trainer and coaches

Emergency Equipment: supplies maintained in the 1st base dugout during practices and games.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS) by calling 911
4. Direction of EMS to scene
 - a. open appropriate gates and doors
 - b. designate individual to “flag down” EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. Pertz Field is located in Stewart Park directly across from JC Penney at the Rimrock Mall. Enter from Central Avenue, and go south on Stewart Park Road. Go past the bus station and park along the first base side of the field. Enter through the gate located east of the 1st base dugout. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at Pertz Field which is located in Stewart Park directly across from JC Penney at the Rimrock Mall. Enter from Central Avenue, and go south on Stewart Park Road. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). A member of the athletic staff will meet the ambulance at the parking area along the first base side of the field.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location, treatment received, etc.

Important Numbers

Billings Police	657-8200
Athletic Training	657-2375

MSUB Tennis Center

Men's & Women's Tennis

Emergency Personnel: certified athletic trainer and athletic training student(s) on site for practice and competition; additional sports medicine staff accessible from the Athletic Training Center in room 59 of the PE Building.

Emergency Communication: fixed telephone located on the desk between courts 2 and 3; or cellular telephone carried by certified athletic trainer and coaches.

Emergency Equipment: supplies maintained below the desk between courts 2 and 3; additional emergency equipment accessible from the Athletic Training Center in room 59 of the PE Building.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. call 911
 - b. notify campus police at 657-2147 or 9-911 from a campus phone
4. Direction of EMS to scene
 - a. open appropriate gates and doors
 - b. designate individual to "flag down" EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. The Tennis complex is located on the West side of North 27th Street between Poly Drive and Rimrock Road. Enter the parking lot just south of the large silver bubble. Enter the building on the south side entrance. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at the Montana State University-Billings indoor tennis center located on the west side of North 27th Street between Poly Drive and Rimrock Road. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location, treatment received, etc.

Important Numbers

Campus Police	657-2147
Athletic Training	657-2375

Athletic Training Center

Athletic Training Room and Team Locker Rooms

Emergency Personnel: certified athletic trainer and athletic training student(s) on site.

Emergency Communication: fixed telephone available in the athletic training office; additional fixed telephone lines accessible from the Athletic offices; or cellular telephone carried by certified athletic trainer and coaches.

Emergency Equipment: all available that is not currently being used by other sites.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
 - a. call 911
 - b. notify campus police at 657-2147 or 9-911 from a campus phone
4. Direction of EMS to scene
 - a. open appropriate gates and doors
 - b. designate individual to “flag down” EMS and direct to scene
5. Crowd Control: limit scene to first aid providers and move bystanders away from the areas

Venue Directions: Provide direct location for emergency personnel. The athletic training center is located in the basketball gym on the east side of North 27th Street between Poly Drive and Rimrock Road. Enter through the entrance on the south west corner of the building. Go down the stairs and enter the first door on the north side of the hallway. An athletic department staff member will meet the emergency personnel at the street and direct them to the site.

Sample Call Script: My name is _____ and I am calling from phone number _____. I am at the Montana State University-Billings athletic training center located in the MSUB basketball gym on the east side of North 27th Street between Poly Drive and Rimrock Road. We need an ambulance to transport an injured individual. The individual was injured by (type of injury, how occurred, etc.). Currently the individual is being treated by (Athletic Trainer, Physician, etc.). A member of the athletic staff will meet the emergency personnel at the street to direct them to the site.

Now would be the best time to give any additional information that would assist the responding emergency medical team. Additional information may include exact location in gym, treatment received, etc.

Important Numbers

Campus Police 657-2147

Conclusion

An athletic training staff member, when available, will accompany the injured student athlete to the hospital. In the event that an athletic trainer is unable, it is advised that an athletic department staff member selected by the athletic trainer accompany the injured athlete to the hospital. The preferred hospital is St. Vincent Healthcare.

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. A student athlete's survival may hinge on how well trained and prepared athletic healthcare providers are.

There will be certain times that an emergency situation will occur when an athletic trainer may not be present. These situations may include, but not limited to, conditioning workouts, weight room workouts, early morning workouts, and individual workouts.

It is prudent to invest athletic department "ownership" in the emergency action plan by providing a copy to the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training. This recommendation is in agreement with the NCAA Sports Medicine Handbook and the March 24, 1999 NCAA memorandum concerning emergency care and coverage of student-athletes.

Through development and implementation of the emergency plan, MSUB helps ensure that the athlete will have the best care provided when an emergency situation does arise.