

MONTGOMERY COLLEGE EMERGENCY ACTION PLAN – ROCKVILLE CAMPUS

Introduction

Emergency situations may occur at any time during an athletic event. Appropriate action must be taken in order to provide the best possible care to the student –athletes of emergency and/or life-threatening conditions. The development and implementation of this emergency plan will help ensure the best possible care will be provided.

The following conditions constitute a Medical Emergency:

Blockage or stopping of the airway, breathing or circulation
Any loss of consciousness or seizures
Severe bleeding
Severely broken bone, dislocation, or deformity
Any injury to the head, neck or spine
Heat Stroke (Hot, red, dry skin; stopped sweating; disoriented, loss of consciousness)
Severe asthma or allergy attack

IF IN DOUBT, BE SAFE AND CALL 911

Components of the Emergency Plan

- 1. Emergency Personnel
- 2. Emergency Communication
- 3. Emergency Equipment

Emergency Personnel

The first responder to almost all athletically-related emergency situations will be the certified athletic trainer. Sports medicine coverage at an athletic event varies greatly depending on factors such as resources, and the specific sports setting. In an athletic trainer's absence, the first responder may be a coach or other institutional personnel. Due to the possibility of this scenario, Montgomery College department of Athletics encourages the certification of all coaching staff members in cardiopulmonary resuscitation (CPR), automated external defibrillators (AED) and First Aid.

The <u>emergency team</u> may consist of a number of healthcare providers, including but not limited to: certified athletic trainers, physicians, emergency medical technicians, coaches, managers, other institutional personnel and, possibly, bystanders. There may be various roles associated with the emergency team; however, they must work as one to accomplish a successful outcome. **Note: Off campus practices and neutral game site emergency set up is the responsibility of the head coach.**

Roles of the Emergency Team

There are four basic roles within the emergency team:

Immediate Care of the Athlete

Immediate Care of the injured student-athlete is the first and most important role. The most qualified individual on the scene should be the person administering acute care to the injured individual; all others should yield to this person.

Retrieval of Emergency Equipment

The second role is retrieval of emergency equipment and can be performed by any team member. This team member however, needs to be someone who is familiar with the location of the medical equipment.

Activation of EMS

Notification of the local Emergency medical System (EMS) is the third role and can be done by any team member; however, it is important to choose an individual who can remain calm under pressure to do this. This person must also be familiar with the location of the event. This role is only necessary when the situation has been deemed an emergency or lifethreatening situation.

Making the Call:

<u>Campus Phone</u> <u>9-911 for EMS</u>

x75111 for Rockville Campus Security x77777 for Germantown Campus Security x71600 for Takoma Park Campus Security

Off campus /Cell phone 911 for EMS

240-567-5111 Rockville Campus Security 240-567-7777 Germantown Campus Security 240-567-1600 Takoma Park Campus Security

Provide necessary information (info on each individual venue plan):

- 1. Name, address, and telephone number of caller
- 2. Number of injured student-athletes
- 3. Condition of the student-athlete, i.e. conscious vs. unconscious
- 4. First aid treatment initiated by first responder
- 5. Venue specific directions (listed on "venue pages")
- 6. Other information as requested by the dispatcher
- 7. The caller should ALWAYS be the last one to hang up!

On Site Direction of EMS

On the scene directions of EMS is the fourth role of the emergency team. The person who assumes this role is responsible for meeting the EMS personnel as they arrive at the contest site and directing them to the actual emergency. This person must have keys to all gates/doors that may be locked and impede EMS progress.

Emergency Communication

Communication is probably the most critical aspect of the emergency plan. All members of the emergency team must work together to provide the best possible care and safest environment. It is very important to establish guidelines prior to an emergency.

All coaches will have, at each practice or competition a cell phone to communicate with the athletic trainer and EMS. It is the responsibility of the coaching staff to make certain a working cell phone is on site at each practice/competition whether on or off campus. Location of ground phones will be given with each venue individual emergency plan.

Emergency Equipment

Emergency equipment will either be on site or available on the athletic training cart (Rockville). It is easily accessible at each venue once the cart is there. All emergency plan personnel need to be familiar with the function and operation of all emergency equipment. Emergency equipment needs to be properly maintained and it must remain clean and in proper working condition.

Transportation

Transportation plays a vital role in the emergency plan. It is very important to establish a relationship with the local EMS. Currently Montgomery College – Rockville does not have EMS coverage on-site for home sporting events, however, we need to be prepared when they are utilized.

If an ambulance is called to the scene, the injured student-athlete will be transported to the emergency facility by the ambulance. Properly trained personnel and proper equipment are available to the student-athlete when transported via ambulance. Under no circumstances should the student-athlete be transported in an inappropriate vehicle, especially a student-athlete whose condition is unstable.

Conclusion

It is absolutely paramount that the emergency team be properly prepared when an athletic emergency arises. The training and level of preparedness of the emergency team may determine a student-athlete's survival. The Athletic Department must adhere to the emergency plan; they must take "ownership" in the implementation. Everyone must be involved. It is important for all coaches to have CPR and First aid certification in the event that they do not have an athletic trainer present at their practices or if holding a practice/event at an off campus location. Maintaining these certifications will be an ongoing process. Through the development and implementation of the emergency plan, Montgomery College – Rockville helps to ensure that its student-athletes will be provided the best possible care when an emergency arises.

ROCKVILLE EMERGENCY PLAN: SOCCER/BASEBALL FIELD (Lower Field)

Emergency Personnel:

Certified Athletic Trainer – (ATC) present for all in season games and on call for practices Coach – for practices and off season games (if athletic trainer is not available).

Emergency Communication:

EMS 911

Athletic Training Room (ATR) 240-567-7574 Rockville Campus Security 240-567-5111

Landline Phones closest location: Security in CAB building and PE office

NOTE: All coaches will have a cell phone at practices and games to reach the athletic trainer. If there is a medical emergency call 9-1-1 then ATC and Security. For non —emergencies, call the athletic trainer first.

Emergency Equipment (Games):

Athletic Trainer Kit-Per. Protection AED
Splint/Crutch bag Injury Ice

*additional emergency equipment available in ATR

Role of the First Responders:

- 1. Immediate care of the student-athlete
- 2. If life threatening -activation of the Emergency Medical System (EMS)
 - a. Call EMS (911)
 - b. Call MC Security
- 3. Contact Athletic Trainer
- 4. If Athletic Trainer is not available contact MC Security
- 5. Direction of EMS to scene (done by MC Security, facilities coord. or asst. coach)
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" EMS and direct to the scene.

 Ensure this individual has keys to any gate/door that may be locked.
- 6. Scene secure/control: limit scene to first aid providers and move bystanders away from area.
- 7. Emergency equipment retrieval

Lightning/tornado, high wind/severe weather Shelter (follow Lightning Plan):

SC building, Performing Arts Center, PE building (<u>dugouts are not a safe shelter</u>). Move to an interior hallway or classroom. Stay away from windows. Last resorts are cars and buses for lightning.

- 1. Montgomery College Rockville Campus athletic fields.
 - 51 Mannakee Street, Rockville, MD 20850
- 2. Direct EMS to come in via South Campus Dr. and drive around behind the far side of the Performing Arts Center (PAC). Access to the baseball/soccer field gates are here.

^{**}additional AED units available in SCIB (1st floor near elevator & rm111) and PE Building (1st floor, 2nd floor across from elevator doors)

ROCKVILLE EMERGENCY PLAN: SOFTBALL /TENNIS COURTS (Middle Field)

Emergency Personnel:

Certified Athletic Trainer – (ATC) present for all in season games and on call for practices Coach – for practices and off season games (if athletic trainer is not available).

Emergency Communication:

EMS 911

Athletic Training Room (ATR) 240-567-7574 Rockville Campus Security 240-567-5111

Landline Phones closest location: PE office, Emergency phone between stadium & tennis courts NOTE: All coaches will have a cell phone at practices and games to reach the athletic trainer. If there is a medical emergency call 9-1-1 then ATC and Security. For non—emergencies, call the athletic trainer first.

Emergency Equipment (Games):

Athletic Trainer Kit-Per. Protection AED
Splint/Crutch bag Injury Ice

*additional emergency equipment available in ATR

Role of the First Responders:

- 1. Immediate care of the student-athlete
- 2. If life threatening -activation of the Emergency Medical System (EMS)
 - a. Call EMS (911)
 - b. Call MC Security
- 3. Contact Athletic Trainer
- 4. If Athletic Trainer is not available contact MC Security
- 5. Direction of EMS to scene (done by MC Security, facilities coord. or asst. coach)
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" EMS and direct to the scene.

 Ensure this individual has keys to any gate/door that may be locked.
- 6. Scene secure/control: limit scene to first aid providers and move bystanders away from area.
- 7. Emergency equipment retrieval

Lightning/tornado, high wind/severe weather Shelter (Follow Lightning Plan):

PE building (<u>storage sheds are not a safe shelter for lightning</u>). Move to an interior hallway or classroom. Stay away from window. Last resorts are cars and buses for lightning safety

- 1. Montgomery College Rockville Campus athletic fields.
 - 51 Mannakee Street, Rockville, MD 20850
- 2. Direct EMS to come in via North Campus Dr. Turn left at 4 way stop into parking lot #4.

 May be able to drive up the ramp onto the sidewalk between current tennis courts and PE, continue around behind PE building to get to softball field.

^{**}additional AED units available in PE Building (1st floor, 2nd floor across from elevator doors)

ROCKVILLE EMERGENCY PLAN: STADIUM FIELD (Upper Field)

Emergency Personnel:

Certified Athletic Trainer – (ATC) present for all in season games and on call for practices Coach – for practices and off season games (if athletic trainer is not available).

Emergency Communication:

EMS 911

Athletic Training Room (ATR) 240-567-7574 Rockville Campus Security 240-567-5111

Landline Phones closest location: PE office, Emergency phone between stadium & tennis courts NOTE: All coaches will have a cell phone at practices and games to reach the athletic trainer. If there is a medical emergency call 9-1-1 then ATC and Security. For non—emergencies, call the athletic trainer first.

Emergency Equipment (Games):

Athletic Trainer Kit-Per. Protection AED
Splint/Crutch bag Injury Ice

*additional emergency equipment available in ATR

Role of the First Responders:

- 1. Immediate care of the student-athlete
- 2. If life threatening -activation of the Emergency Medical System (EMS)
 - a. Call EMS (911)
 - b. Call MC Security
- 3. Contact Athletic Trainer
- 4. If Athletic Trainer is not available contact MC Security
- 5. Direction of EMS to scene (done by MC Security, facilities coord. or asst. coach)
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" EMS and direct to the scene.

 Ensure this individual has keys to any gate/door that may be locked.
- 6. Scene secure/control: limit scene to first aid providers and move bystanders away from area.
- 7. Emergency equipment retrieval

Lightning/tornado, high wind/severe weather Shelter (Follow Lighting Plan):

PE building (<u>storage sheds are not a safe shelter for lightning</u>), move to interior hallway or classroom. Stay away from windows.

Last resorts are cars and buses for lightning safety

- 1. Montgomery College Rockville Campus athletic fields.
 - 51 Mannakee Street, Rockville, MD 20850
- Direct EMS to come in via North Campus Dr. Direct EMS to double gates (make sure unlocked) located beside scoreboard at the N. Campus Dr end of field.

^{**}additional AED units available in PE Building (1st floor, 2nd floor across from elevator doors)

ROCKVILLE EMERGENCY PLAN: PEC MAIN GYM (PEC 119)

Emergency Personnel:

Certified Athletic Trainer – (ATC) present for all in season games and on call for practices Coach – for practices and off season games (if athletic trainer is not available).

Emergency Communication:

EMS 911

Athletic Training Room (ATR) 240-567-7574 Rockville Campus Security 240-567-5111

Landline Phones closest location: Alcove wall (where golf mats kept), PE office,

NOTE: All coaches will have a cell phone at practices and games to reach the athletic trainer. If there is a medical emergency call 9-1-1 then ATC and Security. For non —emergencies, call the athletic trainer first.

Emergency Equipment (Games):

Athletic Trainer Kit-Per. Protection AED
Splint/Crutch bag Injury Ice

*additional emergency equipment available in ATR

Role of the First Responders:

- 1. Immediate care of the student-athlete
- 2. If life threatening -activation of the Emergency Medical System (EMS)
 - a. Call EMS (911)
 - b. Call MC Security
- 3. Contact Athletic Trainer
- 4. If Athletic Trainer is not available contact MC Security
- 5. Direction of EMS to scene (done by MC Security, facilities coord. or asst. coach)
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" EMS and direct to the scene. Ensure this individual has keys to any gate that may be locked.
- 6. Scene secure/control: limit scene to first aid providers and move bystanders away from area.
- 7. Emergency equipment retrieval

Lightning/tornado, high wind/severe weather Shelter:

Move to an interior hallway or classroom. Keep away from windows.

- 1. Montgomery College Rockville Campus athletic fields.
 - 51 Mannakee Street, Rockville, MD 20850
- 2. Direct EMS to come in via North Campus Dr. Turn left at 4 way stop into parking lot #4. Possible to drive to the front of PEC doors via sidewalk from parking lot.

^{**}additional AED units available in PE Building (1st floor, 2nd floor across from elevator doors)

ROCKVILLE EMERGENCY PLAN: PEC SMALL GYM (PEC 137A)

Emergency Personnel:

Certified Athletic Trainer – (ATC) present for all in season games and on call for practices Coach – for practices and off season games (if athletic trainer is not available).

Emergency Communication:

EMS 911

Athletic Training Room (ATR) 240-567-7574 Rockville Campus Security 240-567-5111

Landline Phones closest location: PE office

NOTE: All coaches will have a cell phone at practices and games to reach the athletic trainer. If there is a medical emergency call 9-1-1 then ATC and Security. For non —emergencies, call the athletic trainer first.

Emergency Equipment (Games):

Athletic Trainer Kit-Per. Protection AED
Splint/Crutch bag Injury Ice

*additional emergency equipment available in ATR

Role of the First Responders:

- 1. Immediate care of the student-athlete
- 2. If life threatening -activation of the Emergency Medical System (EMS)
 - a. Call EMS (911)
 - b. Call MC Security
- 3. Contact Athletic Trainer
- 4. If Athletic Trainer is not available contact MC Security
- 5. Direction of EMS to scene (done by MC Security, facilities coord. or asst. coach)
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" EMS and direct to the scene. Ensure this individual has keys to any gate that may be locked.
- 6. Scene secure/control: limit scene to first aid providers and move bystanders away from area.
- 7. Emergency equipment retrieval

Lightning/tornado, high wind/severe weather Shelter:

Move to an interior hallway or classroom. Keep away from windows.

- 1. Montgomery College Rockville Campus athletic fields.
 - 51 Mannakee Street, Rockville, MD 20850
- 2. Direct EMS to come in via North Campus Dr. Turn left at 4 way stop into parking lot #4. Possible to drive to the front of PEC doors via sidewalk from parking lot.

^{**}additional AED units available in PE Building (1st floor, 2nd floor across from elevator doors)