



*Seckman High School*  
A National School of Character



## **Seckman Sr. High School Emergency Action Plan**

### **Introduction**

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services, and the Jefferson County Police in responding to emergency situations when they occur. It is essential that the Athletic Department have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communications, the necessary emergency equipment and the emergency protocol for each sporting venue.

### **Emergency Personnel**

Athletic trainers are employed to provide leadership in the health care of the student-athlete including the emergency management of injuries/illnesses during athletic participation under the direction of the team physician. Coaches and Administrators should be trained in and maintain certification in CPR, Basic First Aid, and prevention of disease transmission (blood borne pathogens). Annual review and update of the EAP will be conducted with athletic personnel and administration so that each member of the team is aware of their respective role in the event of an emergency. The following roles are included in the EAP:

1. Immediate care of injured/ill athlete(s)
2. Retrieval of emergency equipment
3. Activation of Emergency Medical System (EMS)
4. Directing EMS to the scene

### **Immediate care of the injured/ill athlete**

There shall be at least one trained individual at all practices, competitive events, conditioning, and skill sessions. The minimal training is basic first aid, CPR, and prevention of disease transmission (blood borne pathogens). These individuals include the athletic trainer, coaches, and administration

present for game management. Appropriate emergency first aid steps must be taken in accordance with the level of training each member of the emergency care team has. Injury/Illness Emergency Protocols are included at the end of this document.

### **Retrieval of Emergency Equipment**

Appropriate emergency equipment must be retrieved from the designated area at the athletic venue and brought to the scene by a member of the emergency care team.

### **Activation of EMS**

The athletic trainer or coach will contact the administrator on duty by two-way radio, cell phone, or land line and request the activation of EMS. If possible, only the administrator on duty is to call EMS (911), this will prevent multiple calls. When activating EMS, remain calm, fully describe the emergency, and identify the location. After EMS is notified the administrator, coach, or athletic trainer shall notify the parents or guardians, if they are not in attendance.

### **Directing EMS to the Scene**

Jefferson County Police will first be dispatched to the location and may direct EMS to the scene. However, the administrator or an assistant coach should go to the appropriate location and assist in directing EMS.

### **Emergency Communications**

A portable two-way radio, cell phone, or land line should be available at each venue to contact administration or EMS in the event of a life-threatening or catastrophic injury. If the athletic trainer is not present at the scene, they should be called by radio or cell phone or have an athlete go to the Athletic Office and have them contact the athletic trainer. If the injury/illness occurs outside of campus, the head coach should call the athletic trainer or administrator and indicate that they have a serious injury and are activating EMS.

### **Emergency Equipment**

Appropriate medical equipment should be located at all practices and competitive events. This equipment should include first aid supplies

(bandages, gauze pads, disinfectant, tape and pre-wrap) and supplies for prevention of disease transmission (blood borne pathogens) such as gloves and disposal bags. Events where the athletic trainer is in attendance, an AED (automatic external defibrillator), air splints, an epi-pin, and crutches will be present.

## **Transportation**

Emergency transportation for an injured/ill student-athlete is provided by EMS which has been summoned by the administrator on duty, athletic trainer, or coach. The parents or guardians will be contacted to give consent for transportation to an emergency facility. A coach should only transport an athlete to an emergency facility if EMS cannot respond in a timely manner, EMS cannot be reached due to the remoteness of the location, or the situation requires immediate transportation to an emergency facility.

## **EAP in the Event of Lightning**

The following steps are those recommended by MSHSAA, the National Athletic Trainers Association, and the National Federation of High School Athletic Associations in the event of lightning or a severe storm warning:

### **LIGHTNING SAFETY**

#### **National Athletic Trainers' Association Guidelines**

1. Formalize and implement a comprehensive, proactive lightning-safety policy or emergency action plan specific to lightning safety. The components of this policy should include the following:
  - An established chain of command that identifies who is to make the call to remove individuals from the field or an activity.
  - A designated weather watcher (i.e., a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous).
  - A means of monitoring local weather forecasts and warnings.
  - A listing of specific safe locations (for each field or site) from the lightning hazard.
  - The use of specific criteria for suspension and resumption of activities (refer to recommendations 4, 5, and 6).
  - The use of the recommended lightning-safety strategies (refer to recommendations 7, 8, and 9).
2. The primary choice for a safe location from the lightning hazard is any substantial, frequently inhabited building. The electrical and telephone wiring and plumbing pathways aid in grounding a building. This is the reason it is safer to remain indoors during thunderstorms. It is important not to be connected to these pathways while inside the structure during ongoing thunderstorms.
3. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows closed. Convertible cars and golf carts do not provide protection from lightning danger. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
4. Seeking a safe structure or location at the first sign of lightning or thunder activity is highly recommended. By the time the flash-to-bang count approaches 30 seconds (or is less than 30 seconds), all individuals should already be inside or should immediately seek a safe structure or

location. To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 30 seconds equates to a distance of 6 miles (9.66 km).

5. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.

6. Once activities have been suspended, wait at least 30 minutes after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. A message should be read over the public address system and lightning-safety tips should be placed in game programs alerting spectators and competitors about what to do and where to go to find a safer location during thunderstorm activity.

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7. Extremely large athletic events are of particular concern with regard to lightning safety. Consider using a multidisciplinary approach to lessen lightning danger, such as integrating weather forecasts, real-time thunderstorm data, a weather watcher, and the flash-to-bang count to aid in decision making.

8. Avoid being in contact with, or in proximity to, the highest point of an open field or on the open water. Do not take shelter under or near trees, flag poles, or light poles.

9. Avoid taking showers and using plumbing facilities (including indoor and outdoor pools) and land-line telephones during thunderstorm activity. Cordless or cellular telephones are safer to use when emergency help is needed.

10. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (i.e., crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered). Do not lie flat on the ground.

11. Observe the following basic first-aid procedures, in order, to manage victims of lightning strike:

- Survey the scene for safety. Ongoing thunderstorms may still pose a threat to emergency personnel responding to the situation.
- Activate the local emergency management system.
- Move the victim carefully to a safer location, if needed.
- Evaluate and treat for apnea and a systole.
- Evaluate and treat for hypothermia and shock.
- Evaluate and treat for fractures.
- Evaluate and treat for burns.

12. All persons should maintain current cardiopulmonary resuscitation (CPR) and first-aid certification.

13. All individuals should have the right to leave an athletic site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger from impending lightning activity.

## **LIGHTNING SAFETY**

### **National Federation of High School Associations Guidelines**

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service. Proactive Planning:

1. Assign staff to monitor local weather conditions before and during events.
2. Develop and evacuation plan, including identification of appropriate nearby shelters.

3. Develop criteria for suspension and resumption of play.
  - When thunder is heard or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - 30-Minute Rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock, and another 30-minute count should begin.
5. Hold periodic reviews for appropriate personnel.

The athletic trainer at the event will have a portable lightning monitor with them, and one is also available in the Activities Director's office. The administrator on duty will monitor the weather radar on the internet to determine the likely direction of the storm will take. When thunder is heard, scan the sky for lightning. If lightning is seen, advise the game official. The athletes and coaches should be removed from the field and spectators from the stands. All participants should be relocated to the Main Gym (Gym 1) via the south-east athletic doors (new jock hall).

### **Seckman High School Injury/Illness Emergency Protocol**

The following procedures are to be carried out by the athletic trainer in the event of injury or illness to a student-athlete. In event the athletic trainer is not on-site, the head coach or a person designated shall perform the duties listed below.

- A. Events or practices held at Seckman High School:
  1. **Medical Emergencies** (breathing cessation, severe bleeding, concussion with loss of consciousness, suspected neck or spinal injury, fracture, dislocation, eye or face injury, heat related illness, or any injury resulting in poor vital signs such as decreased blood pressure, weak pulse, or signs of shock).
    - a. Follow Emergency Action Principles (first aid principles) and provide appropriate care.
    - b. Activate EMS by contacting the Administrator on Duty or the athletic trainer.
      1. Identify yourself and your role in the emergency
      2. Specify your location and telephone number
      3. Give name(s) of injured or ill athlete(s)
      4. Give condition of injured or ill athlete(s)
      5. Give time of accident/injury
      6. Give care being given
      7. Give specific directions to location of emergency

8. Do not hang up until directed to do so by EMS
  - c. Monitor vital signs
  - d. Calm and reassure the athlete
  - e. Complete Injury/Illness report
  - f. Provide follow-up care as necessary
  
2. **Non-Emergencies** (sprains, strains, concussions [with no loss of consciousness], illness, abrasions, minor cuts, contusions, etc.).
  - a. Provide appropriate first aid care
  - b. Notify athletic trainer
  - c. If applicable, send to the athletic trainer or training room
  - d. Complete Injury/Illness report
  - e. Provide follow-up care as necessary
  
3. In the event an athlete is ill or injured and is **transported to a hospital/emergency facility** while participating in a school sponsored event off campus, the following guidelines should be followed:
  - a. Notify the administrator on duty and the athletic trainer either by radio or phone, explain the situation and inform them that you are calling EMS
  - b. Call the parents or guardians, explain the situation, and get permission to transport
  - c. Events sponsored by the school but hosted off-site (cross country districts, sectionals or conference meets), the same guidelines should be followed by contacting the administrator on duty and the athletic trainer if they are not on-site. If the injury is non-emergent, either have the athletic trainer come to the site, or transport back to the school for evaluation in the training room.

B. For contests away from Seckman High School

1. **Medical Emergencies**
  - a. Follow Emergency Action Principles and provide appropriate care
  - b. Ask for the host athletic trainer and follow the host schools emergency action plan

- c. If the athlete needs to be transported, contact the administrator on duty, notify the parents or guardians, explain the situation, and get permission to transport to emergency facility
  - d. If you are the only coach, do not ride with the ambulance, stay and look after the other student-athletes, If more that one coach is available, you may designate an assistant to ride with the ambulance
  - e. Notify the athletic trainer if they are not on-site
  - f. Complete Injury/Illness Report
2. **Non-Emergencies** (able to return to Seckman Sr. High School without immediate medical care)
- a. Provide appropriate first aid care
  - b. Return to Seckman High School and follow non-emergency management protocols established for home events
  - c. Notify athletic trainer upon return
  - d. Complete Injury/Illness Report

### **Emergency Action Plan**

#### **Main Football/Soccer Field and Track**

This site covers football games (all levels), soccer games (all levels, both boys and girls), track and field (both boys and girls), any band competitions which may occur, and middle and elementary school track meets.

**Emergency Personnel:** The athletic trainer is on-site for all home events. In the case of multiple events, the athletic trainer will be at the event with the greatest risk of injury and be available via radio or cellular telephone. There will also be an administrator on duty, and possibly a Safety Resource Officer (SRO) at varsity football games.

**Emergency Communication:** Portable two-way radio or cellular telephone.

**Emergency Equipment:** First aid supplies (athletic trainer's kit), vacuum splints, crutches, and an AED.

#### **Roles of Emergency Care Team Members**

1. Immediate care of the injured/ill student-athlete: Follow appropriate first aid principles (See Injury/Illness Emergency Protocol sheet included with this Emergency Action Plan).

2. Emergency equipment retrieval: Appropriate to the emergency.
  3. Activation of emergency medical system (EMS) by contacting the administrator on duty, athletic trainer, or coach by calling 911.
    - a. Identify yourself and your role in the emergency
    - b. Specify your location and telephone number
    - c. Give names of injured or ill person(s)
    - d. Condition of victim(s)
    - e. Time of incident
    - f. Care being provided
    - g. Give specific directions to the scene of the emergency
    - h. Notify parents or guardians
- Direction of EMS to scene
- a. Assist Arnold Police with directing EMS to scene
  - b. Open appropriate gates
  - c. Designate individual to “flag down” EMS and direct to scene
  - d. Scene control, keep non-emergency medical team members away from scene

**Venue Directions:** To enter Seckman High School Campus (2800 Seckman Rd. Imperial, Mo 63052) from Old Lemay Ferry Rd. (west) you will first pass Seckman Middle School and then Seckman Elementary School. You will continue traveling east approximately 600 yds. Enter the campus by turning right (south). From the Outer Rd. (east), turn on Seckman Rd. and proceed to Seckman Sr. High School Campus. Turn left (south) into the campus. Continue through the campus to the main field. Have the ambulance drive through the double chain link gate and directly onto the track/game field or where the injured/ill athlete is located. During Track Meets, and Practices, the Pole Vault area is located on the East end of the field, and Long Jump, Triple Jump, and High Jump areas are located at the South end of the field. Look for athletic personnel to guide you to the emergency scene.

**Emergency Action Plan**  
**Freshman Baseball, Freshman Softball, Football and Soccer**  
**Practice Field**

This site covers Freshman Baseball Games, Freshman Softball Games, Soccer practices (both boys and girls, all levels) and

Varsity, JV, Freshman Football Practice. There will be a Gator available to drive to the upper field.

**Venue Directions:** Freshman Baseball, Freshman Softball, Varsity and JV Football Practices, Soccer (boys and girls, all levels). Enter from Old Lemay Ferry Rd. Field entrance is located about 300 yards South of the intersection of Old Lemay Ferry Rd. and Seckman Rd. The field will be on the East side of the street (freshman baseball/softball game field, varsity and JV football and Soccer practice field). To access the fields, proceed left across the old tennis courts/parking lot. Drive through the yellow gate veering right to the emergency location. Look for athletic personnel to guide you to the emergency scene.

### **Emergency Action Plan**

#### **Varsity Baseball/Softball Game Field**

This site covers Varsity and JV Baseball Games Varsity, JV Softball Games (with some Freshman Games as well).

**Venue Directions:** To enter Seckman High School Campus (2800 Seckman Rd. Imperial, Mo 63052) from Old Lemay Ferry Rd. (west) you will first pass Seckman Middle School and then Seckman Elementary School. You will continue traveling east approximately 600 yds. Enter the campus by turning right (south). From the Outer Rd. (east), turn on Seckman Rd. and proceed to Seckman Sr. High School Campus. Turn left (south) into the campus. Continue through the campus to the main field. Have the ambulance drive through the double chain link gate and directly onto the track. The Varsity Baseball/ Softball Field is directly to the right. To access the field, continue towards the Southwest corner of the Main Field. There is a gate on the left field fence which can be driven through. Enter the game field into left field and continue to the injured athlete. Look for athletic personnel to guide you to the emergency scene.

### **Emergency Action Plan**

## **Gymnasiums, Wrestling Room, Cafeteria and Multipurpose room**

This site covers Basketball (both boys and girls, all levels), Volleyball (both boys and girls, all levels), Wrestling (all levels), and Cheerleading and Dance Team (all levels) practice area, and the school's weight room

**Venue Directions:** Basketball (boys and girls, all levels), Volleyball (boys and girls, all levels), Wrestling (all levels), Cheerleading and Dance Team (all levels) practice area, and occur in the High School Athletic Area (Gyms), Cafeteria and Multipurpose room. To enter Seckman Sr. High School Campus (2800 Seckman Rd. Imperial, Mo 63052) from Old Lemay Ferry Rd. (west) you will first pass Seckman Middle School and then Seckman Elementary School. You will continue traveling east approximately 600 yds. Enter the campus by turning right (south). From the East, begin by turning right (south) onto Seckman Rd. from the Outer Rd. Proceed to Seckman Sr. High School Campus. Turn left (south) into the campus. Take the third left towards the main entrance of the school. Park the ambulance and enter Seckman Sr. High School through the main entrance. Turn right and immediately to your left is the Cafeteria (Cheerleading and Dance practices). Continue down the main hall and the Multipurpose room is on the left (inside Baseball and Wrestling practices). Continue on again and both gyms will be on your right and left directly across from each other. Gym 2 (which is the West Gym and also known as the Small Gym) will be on the right. Gym 1 (which is the East Gym also known as the Big Gym or Main Gym) will be on the left as you enter the commons. Look for athletic personnel to guide you to the emergency scene.

