

# **HENDRIX CROSS COUNTRY EVENT EMERGENCY ACTION PLAN**

## ***LIFE or LIMB Emergency Situations:***

**\*\*The Splints and AED are located at the finish line with the Athletic Trainer\*\***

1. Immediate care of the injured or ill athlete by the certified athletic trainer or most qualified first responder on site.
  - a. The first responder should initiate basic first aid including:
    - i. Check the vital signs of the injured individual
    - ii. Check for bleeding
    - iii. Assess the level of consciousness
    - iv. Check for tingling or numbness
    - v. Check for any obvious abnormalities or deformities
  - b. The athletic trainer/first responder should signal the Game Administrator with the appropriate hand signals to initiate the EMS system if needed.
  - c. CPR or other lifesaving actions should be taken at this time if needed.
  - d. **Do Not** move the individual once the EMS has been notified
2. If the Game Administrator receives the signal to activate the EMS, the Game Administrator should:
  - a. Activate EMS by calling 911 or any other appropriate agency by either using a cellular phone or by using the landline phone located in the Mabee Activity Center
  - b. Be prepared to deliver the following information to the dispatcher:
    - i. Name, address and telephone number of the phone being used
    - ii. Nature of the emergency
    - iii. Number of individuals injured
    - iv. Condition of the injured individual(s)
    - v. Current assistance being given (CPR, AED, etc.)
    - vi. Specific directions to the emergency scene:
      1. Take Harkrider towards Hendrix College
      2. Turn into the parking lot off of Harkrider that is across the street from the main campus
      3. Go through the parking lot towards the physical plant building and someone will be waiting for them at the entrance gate to direct to the scene
        - a. The entrance gate at the physical plant should be unlocked before competition by either the coach or the game administrator
        - b. Make sure that the person meeting the EMS has a key in case the gate is locked
  - c. Notify parents of the injured athlete.
3. The assistant coach/team manager is in charge of directing the EMS to the scene of the emergency.

- a. Wait for the EMS at the gate entrance at the Physical Plant building
  - b. Take the ambulance to the cross country course where the emergency is located
  - c. Assistant coach /team manager clears participants and spectators out of the EMS path for quick response once EMS arrives
4. The Game Administrator will take over crowd control management if possible after the emergency phone call has been completed.
  - a. Limit the scene to first responders and the athlete's coach by removing all unnecessary bystanders
  - b. Assist the assistant coach in making sure the field is clear for emergency personnel once they arrive
  - c. All other available Hendrix Athletic staff should help aid in crowd control if the Game Administrator is not able to do so
5. The athlete should be accompanied by an adult representative of their team if they are transported to the hospital for care.
  - a. Assistant coach will accompany the athlete to the hospital with the EMS if the athlete's family is not available
    - i. This person will take along the athlete's insurance and relevant medical information if readily available
    - ii. Call supervising athletic trainer with information on the athlete as it becomes available
  - b. A representative from a visiting team will be asked to accompany their athlete's to the hospital
    - i. The visiting team must be able to provide phone numbers to their athletic trainer and/or athletic administration
    - ii. The Head Athletic Trainer will call the visiting school's athletic trainer to notify them of the incident
6. Game Administrator should contact campus security as soon as possible to fill out any type of injury reports or other forms that need to be filed.