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*A Guideline for Athletic Emergency and Injury Communication*

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2023–2024 Little Miami Schools  
**EMERGENCY ACTION PLAN**  
**Athletics**

# EMERGENCY ACTION PLAN

## HANDBOOK



### **Little Miami High School**

3001 E. U.S. 22 &

Morrow OH, 45152

Phone: 513-899-3781

[www.littlemiamipanthers.com](http://www.littlemiamipanthers.com)

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# PREFACE

All Little Miami School District (LMSD) Board of Education (BOE) approved extra-curricular/athletic personnel under the direction of the athletic department (including at least the athletic director, assistant athletic director, and/or athletic department assistant) (known as “athletic personnel” moving ahead) should be familiar with the information contained within this packet and should review it on a regular basis.

The purpose of this document is to ensure that all athletic personnel are familiar with the appropriate emergency plan and procedure should an athlete or other participant become seriously ill or injured during a school-sponsored extra-curricular/athletic event within Little Miami Schools or while visiting another school or facility.

## Purpose of the Emergency Action Plan

- Provide a uniform plan to assure all necessary tasks are completed.
- Reduce unnecessary action that interferes with proper care.
- Provide a guideline for decision-making and the communication of injuries.
- Provide a plan for an injury of any significance.

This plan applies to all events in coordination with LMSD BOE approved extra-curricular/athletic sponsored activities. Any questions should be directed to the head athletic trainer or school administration/athletic department.

# FOREWORD

Emergency situations may arise at any time during athletic participation. Prompt action must be taken to provide the best possible care in emergency and/or life-threatening conditions. Preparation for emergency and/or life-threatening conditions 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 emergency response.

Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques, and other safety avenues; potential emergencies may be averted. However, accidents and injuries are inherent with sports participation. Proper preparation on the part of the Department of Athletics will enable each emergency to be managed appropriately.

# GENERAL INFORMATION

All members of the BOE approved coaching staff must hold current certification in Cardiopulmonary Resuscitation (CPR). It shall be the responsibility of the athletic department to verify that this requirement is being met. If the coaches are not currently certified in CPR, the athletic department and/or Athletic Trainer will work with the coaching staff to ensure such training can be obtained.

All athletic personnel will be familiar with the locations of telephones and/or other communication devices in the event of an emergency. Each member of the athletic personnel staff will be familiar with emergency numbers and have them readily available during any athletic sponsored activity.

At least one member of each team's coaching staff should have keys to access gates for their fields/courts if these gates are locked.

The sports medicine staff will provide each travelling team with a water cooler, water, and a stocked medical kit. It shall be the responsibility of the coach to make sure these materials are picked up from the training room prior to the team's departure from LMHS. All equipment should be returned to the training room the following day.

Members of the coaching staff should NEVER attempt to render medical care beyond their training or ability. If appropriate medical assistance is not available on site, then immediately call 911 and seek assistance.

The Athletic Department and Athletic Trainer should be informed of all serious injuries or illnesses that may have occurred during practices and/or games.

The Athletic Department shall be responsible for informing the principal and other appropriate school district personnel of serious injuries or illnesses suffered by LMSD student-athletes participants.

Members of the LMSD athletic personnel should refrain from commenting to the press about the medical conditions of seriously injured or ill athletes. Refer all inquiries to school administration.

# EMERGENCY PLAN PERSONNEL

## CERTIFIED ATHLETIC TRAINING STAFF

**Elizabeth Jeffries AT**

Athletic Trainer, Middle School  
Mercy Health Orthopedic & Sports Medicine  
[EJeffries@mercy.com](mailto:EJeffries@mercy.com)  
(513)324-7991

**Carrie Ottopal AT, EMT-P**

Athletic Trainer, High School  
Mercy Health Orthopedic & Sports Medicine  
[Cottopal@mercy.com](mailto:Cottopal@mercy.com)  
(513)225-5610

## LITTLE MIAMI HIGH SCHOOL ADMINISTRATION

**Matt Louis**

Athletic Director  
513.899.3781 x20104  
[mlouis@lmsdoh.org](mailto:mlouis@lmsdoh.org)

**Rob Mason**

Athletic Director, Middle School  
513.899.3781  
[rmason@lmsdoh.org](mailto:rmason@lmsdoh.org)

**Dr. Cathy Trevathan**

Principal  
513.899.3781  
[ctrevathan@lmsdoh.org](mailto:ctrevathan@lmsdoh.org)

**Dr. Kevin Harleman**

Asst. Principal  
513.899.3781  
[kharleman@lmsdoh.org](mailto:kharleman@lmsdoh.org)

**Dr. Chad Huelsman**

Asst. Principal  
513.899.3781  
[chuelsman@lmsdoh.org](mailto:chuelsman@lmsdoh.org)

## TEAM PHYSICIANS

**Dr. Ed Marcheschi**

Head Team Physician  
Mercy Health Orthopedic & Sports Medicine

**Dr. Marc Galloway**

Team Physician  
Mercy Health Orthopedic & Sports Medicine

## MERCY ORTHOPAEDIC & SPORTSMEDICINE OFFICE LOCATIONS

Mercy Health Physicians – Orthopaedics  
5236 Socialville Foster Rd.  
Mason OH, 45040  
Phone: 513-347-9999  
Fax: 513-573-9178

Mercy Health Physicians – Orthopaedics  
8737 Union Centre Blvd.  
West Chester, OH 45069  
Phone: 513-347-9999  
Fax: 513-573-9178

# EMERGENCY RESPONSE TEAM MEMEBERS

## INTRODUCTION

During LMSD school sponsored athletic/extra-curricular activities, the first responder to an emergency event is highly likely to be a member of the approved athletic personnel. The sports medicine staff, most commonly a certified athletic trainer may not always be present at every organized practice or competition. The development of an emergency action plan cannot be completed without the organization of an emergency response team.

## MEMEBERS OF THE EMERGENCY RESPONSE TEAM (ERT)

1. **Emergency Care Provider(s)** – immediate care of the injured person.  
The most qualified individual on the scene should provide or direct acute care. Individuals less qualified should yield to those with more appropriate training.
2. **Supervisor / Facilitator** – lead ERT.  
The individual team’s Head Coach or designee will lead the ERT.
3. **EMS Contact** – EMS activation.  
One person will make the emergency call, call the parents, the Athletic Director, etc. This should be done as soon as the situation is deemed an emergency or a life-threatening event.
4. **Retriever**– equipment retrieval.  
This is done by a person(s) who is familiar with the type and location of the specific emergency equipment needed.
5. **Emergency Vehicle Escort**– directing EMS to the scene  
Is done by one or more persons, needed to make sure EMS have the necessary access and properly directed to the scene.
6. **Traffic Controller** – media, crowd, and family members management  
Event operations personnel and/or coaching personnel will maintain spectators at a distance that will allow emergency medical personnel unobstructed access to the patient.

## PREPARATION

- The Head Coach or designee will: provide for personnel to complete the tasks (one person may do more than one task); Assure emergency equipment and documents are readily available; and have a plan for emergency medications.
- The Emergency Plan template (see attached) is a guide that provides a form to organize personnel assignments.
- The athletic trainer will provide the necessary guidance to the athletic personnel for the proper completion of the emergency plan prior to and as needed during the season.
- The necessary forms may be obtained from the Athletic Department and/or Athletic Trainer.

# EMERGENCY RESPONSE TEAM DUTIES

## DUTIES OF THE EMERGENCY RESPONSE TEAM

### 1. Emergency Care Providers(s)

- Responsible to take charge of situation.
- Determine if life-threatening situation exists.
- Provide emergency care.
- Calm and reassure the athlete.
- Release athlete to appropriate emergency medical personnel for transport.
- Inform/contact medical staff not in attendance.
- Document incident.
- Follow-up and review incident and management.

### 2. Supervisor / Facilitator

- Provide appropriate first aid/CPR as needed until Emergency Care Provider arrives.
- Direct/Organize team members of the EAP.
- Assist EMS as needed with transport.

### 3. EMS Contact

- Activate EMS (911)
- Identify location of nearest phone/cellular phone to call EMS operator.
- Report nature and severity of injury to EMS operator.
- Report number of victims and treatment rendered thus far.
- Give specific directions to scene.
- Remain on phone until operator hangs up.
- Inform emergency care providers of status of EMS assistance.

### 4. Retriever

- Gather the specific emergency equipment needed.
- Get the athlete's information and the "physical/permission to treat" form.
- Start the injury report form.

### 5. Emergency Vehicle Escort

- Unlocked gates or doors.
- Go to designated location to meet emergency vehicle.
- Direct emergency vehicle to scene.

### 6. Traffic Controller

- Keep uninjured athletes away from scene.
- Keep spectators away from scene.
- Move spectators out of the way so EMS can get through.



# EMERGENCY PLAN WORKSHEET

Use this worksheet at the beginning of each season to develop an emergency plan. Discuss this plan with your team and assign each member of your team a responsibility. Practice this plan on a regular basis.

## IF A LIFE-THREATENING INJURY OCCURS ACTIVATE THE EMERGENCY ACTION PLAN

**SPORT:** \_\_\_\_\_

**HEAD COACH:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**Designated First Aid Provider** \_\_\_\_\_

Athletic Trainer when on site

**First Aid/CPR:** Primary \_\_\_\_\_ Secondary \_\_\_\_\_

Designated 1<sup>st</sup> Aid Provider

Designated 1<sup>st</sup> Aid Provider

### ROLES TO CONSIDER WHEN ACTIVATING THE EMERGENCY ACTION PLAN:

**Unlock Gates/Doors**

**Guide EMS**

**Crowd Control**

**Ride to Hospital with Athlete**

**Gather Team**

**Documentation**

**Assistant Coach:** \_\_\_\_\_ **Assistant Coach:** \_\_\_\_\_

**Assistant Coach:** \_\_\_\_\_ **Assistant Coach:** \_\_\_\_\_

**Assistant Coach:** \_\_\_\_\_ **Assistant Coach:** \_\_\_\_\_

**Medical Kit is kept:** \_\_\_\_\_

**Closest AED is kept:** \_\_\_\_\_

All responsibilities should be assigned when possible. The plan should address all facilities which the team will use such as the practice fields, weight room, locker room and game field. The plan should also address emergencies such as fires and inclement weather. This plan should be practiced on a regular basis.

# EMERGENCY EQUIPMENT

## EMERGENCY EQUIPMENT

All necessary emergency equipment should be onsite or quickly accessible. Personnel should be familiar with the function and use of each type of emergency equipment. Emergency equipment should be checked regularly, and its use rehearsed and practiced by emergency personnel. Only personnel trained to properly use equipment should use it.

The supplies listed below may be needed in an emergency, this list is a guideline and not all inclusive:

Automated External Defibrillators (AED)	Elastic wraps (4" and 6")
Blood Pressure Cuff	Emergency calling procedures sheet
CPR mask	Emergency care guidelines sheet
Crutches	Health & Injury Information cards
Air splints or other splinting materials	Bags for Injury Ice
Arm slings or triangular bandages	Sterile gauze pads
Athletic tape	Student information cards/Access to Final Forms
Biohazard "red" bags	Supplies for handling body fluids
Wire/bolt cutters	Tape scissors

## EMERGENCY MEDICATIONS

- The Head Coach or designee will make a plan so that emergency medications are immediately available to the athlete.
- The Head Coach or designee will have a master list of those athletes that carry emergency medication.
- Refer to "Little Miami School District Administration of Medication Permission Form".
- Medication Permission Form needs to be filled out prior to starting practice.

## PREPARATION

Emergency equipment that is necessary varies by sport. In general, the minimum equipment is a first aid kit, ice with ice bags for injuries, access to a cell phone or landline telephone, and access to an AED.

## **EMERGENCY MEDICATION PLAN**

### **Guidelines:**

1. The coaching staff is responsible to review the physical forms to identify which athletes use emergency medications. The athletic trainer can assist with this.
2. There should be an individual plan for each athlete. Copies need to be kept on file with the athlete files, coach's files, and athletic trainer files.
3. Athletes with emergency medications need to fill out the "self-carry" information on the school districts standard medication form. A copy needs to be with the emergency plan.
4. The athlete should be required to produce an emergency medication before participation every time, not just at the beginning of the season.
5. If the plan includes a coach to hold the medication, the athlete should give the medication to the same coach every time.
6. Coaches need to remain aware of the athletes in case the situation happens. The athlete may not be able to communicate.

### **Personnel certified to assist with emergency medication:**

<b>Name</b>	<b>Area of responsibility</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

# HIGH RISK ATHLETE

**Name:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Medical Problem:** \_\_\_\_\_

**Medication:** \_\_\_\_\_

## Guidelines:

1. The coaching staff is responsible to review the physical forms to identify which athletes use emergency medications. The athletic trainer can assist with this.
2. There should be an individual plan for each athlete. Copies need to be kept on file with the athlete files, coach's files, and athletic trainer files.
3. Athletes with emergency medications need to fill out the "self-carry" information on the school districts standard medication form. A copy needs to be with the emergency plan.
4. The athlete should be required to produce an emergency medication before participation every time, not just at the beginning of the season.
5. If the plan includes a coach to hold the medication, the athlete should give the medication to the same coach every time.
6. Coaches need to remain aware of the athletes in case the situation happens. The athlete may not be able to communicate.

## Individualized Plan:

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# PLAN OF CARE

## TRANSPORTATION

- Emergency medical services (EMS) personnel should be contacted any time a student is seriously injured or ill.
- EMS can be called through the 911 system.
- No injured or ill student should be allowed to transport him or herself, or to be transported by non-school personnel, without parental/care giver(s) permission.
- If an injury is NOT serious enough to warrant the use of an ambulance, the person responsible for the immediate care of the student should contact the student-athletes parent, guardian, or custodian for the final decision concerning transportation.

## PHYSICIAN ACCESSIBILITY

- In a case of a life-threatening emergency, the first response should be to contact 911 and initiate the EAP as outlined in this manual.
- For non-life-threatening injuries, the certified athletic trainer can assess the injury and make a recommendation on the best care possible. If the injury is orthopaedic related and the certified athletic trainer is not available, the athlete or parent should contact Mercy Sports Medicine's main line (513) 347-9999.

## HOSPITAL SERVICES & EMERGENCY DEPARTMENT

There are many hospitals within the area of Little Miami High School/Middle School Campus. The closest hospitals are

**Cincinnati Children's Emergency Room, Liberty Way-13 miles**

**Mercy Health Emergency Room, Kings Mills-7 miles (Opening 2024)**

**Bethesda Emergency Room, Arrow Springs-4 miles**

Mercy Orthopedic and Sports Medicine program is a well-developed and coordinated program. The key to success is open communication between the health care providers. If allowed to operate as intended, Little Miami School District student-athletes will receive the same care, with the same connections, and the same access as Cincinnati Bengals. Therefore:

- Mercy Hospital System is the hospital of choice.
- Mercy Orthopedic Sports and Medicine is the doctor group of choice.
- Mercy Orthopedic and Sports Medicine is the physical therapy provider of choice.

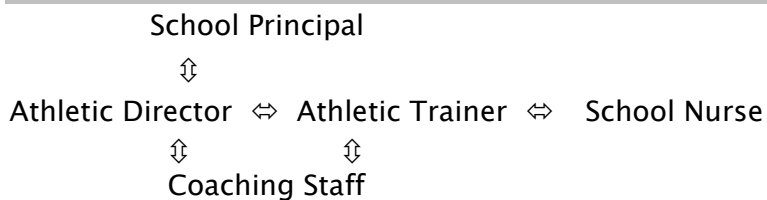
While these are the recommended health care facilities, the student's guardian always has the exclusive right to make the final decision on health care. In the absence of the athletic trainer and the inability to make telephone contact, the head coach or designee can suggest these facilities.

# COMMUNICATION

## EMERGENCY COMMUNICATION

Effective communication is the key to efficient delivery of emergency care in athletic trauma situations. Certified athletic trainers and emergency medical personnel must work together to provide the best possible care to injured student-athletes. It is very important that communication prior to an event takes place between medical staff for teams, building rapport and establishing boundaries between both groups of healthcare professionals. If emergency medical transportation is not available on site during an athletic event, direct communications with the emergency medical system at the time of injury or illness will be necessary.

## CHAIN OF COMMAND FOR ATHLETIC INJURIES



## INJURY REPORTING

- The coaching staff reports injuries directly to the Athletic Trainer,
  - **Carrie Ottopal Athletic Trainer High School Athletics #513-225-5610**
  - **Elizabeth Jeffries Athletic Trainer Middle School Athletics #513-324-7991**
- The athletic trainer and Athletic Department will keep each other informed of injuries and make sure each has a copy of an injury report as deemed necessary.
- The athletic trainer will keep the Athletic Department up-to-date on the progress of serious injuries.
- The School Nurse plays a vital role with athletes during the academic school day. The Nurse needs to be notified for administrative aspects to provide assistance as needed to the student during the school day.
- Notify the Athletic Trainer by direct call as soon as possible. Leave a voice message **and/or** text if unable to connect immediately.
- In the event an athlete needs to go to the hospital immediately, call the Athletic Trainer immediately after the decision is made and when appropriate to do so.
- In the event of a minor cut, scrape, bruise, etc., notify the Athletic Trainer by text, e-mail, or in person at the earliest convenience.

# PLANNING & SUMMARY

## **SUPPLEMENTARY PLAN FOR LARGE EVENTS / TOURNAMENTS**

Large events that Little Miami Schools hosts present challenges require additional planning. There are multiple teams, and our athletic personnel may not be available to fill the necessary roles. Just as school sponsored extra-curricular/athletics need additional help, emergency planning does also. Injury presents the highest potential for liability and thus needs to have priority.

Events vary in size, complexity, location, and weather conditions and those variables could result in difficulty setting rules, arrangements, and assignments difficult. Each large event needs to have a unique emergency plan.

The following general guidelines apply:

- The Athletic Trainer will be invited to all planning sessions and all concerns will be discussed so that the athletic trainer is able to make requests and develop a plan.
- The Athletic Trainer will present, in writing, all requests and the event emergency plan.
- The Athletic Trainer will be provided all personnel requested.
- An effective communication system shall be established.
- The Athletic Trainer will be provided all information provided to coaches, officials, and parents.
- The Athletic Trainer will provide a document to be included with the event information packet.
- The Athletic Trainer will have an opportunity to speak at the pre-season coaches meeting.

## **SUMMARY OF EMERGENCY CARE PLAN**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. Prior planning is a must. An athlete's survival may hinge on how well trained and prepared the athletic healthcare providers are. The emergency action plan should be reviewed at least once a year with all BOE approved athletic personnel, with the optimal installation occurring prior to an upcoming sport season (fall, winter, spring) and should include CPR refresher training. Also, Emergency Action Plans will be posted at each venue specific to that location.

# NON-MEDICAL EMERGENCY PLAN

## EMERGENCY COMMUNICATIONS

To establish an emergency action procedure for non-medical emergencies including inclement weather, terrorists' threats, bomb threats and other acts of nature. The first person to encounter the emergency situation should initiate communication for assistance as needed. All Certified Athletic Trainers would have access to a cell phone. Two-way radios may be used at facilities and venues that provide for clear reception.

## EMERGENCY PERSONNEL

Staff certified athletic trainers, physicians, and/or coaches on site for practices competitions. In the case of a bomb threat attack or other dangerous acts, 911 will be activated immediately and they will call the appropriate personnel for the indicated emergency.

# NON-MEDICAL EMERGENCY GUIDELINES

## GUIDELINES FOR NON-EMERGENCY INJURY SITUATIONS (HOME EVENTS)

In the event of a non-emergent, non-life-threatening athletic injury or illness, coaches should follow these guidelines:

- If an athlete becomes injured or ill during athletic participation, the athlete should be removed from activity immediately by the coach.
- A member of the coaching staff should attempt to ascertain what the problem is by questioning the athlete.
- The coach should refer the athlete to the Training Room for further evaluation by a member of the sports medicine staff if there is not an athletic trainer at their game sponsored activity.
- If there is any question regarding the health and safety of the athlete, the coach should assign another coach or responsible teammate to accompany the athlete to the training room.
- The coach should follow up by checking with the Athletic Trainer following their practice or game to ensure that a member of the Sports Medicine staff saw their athlete.
- If the training room is closed and the Athletic Trainer is not available, the coach should attempt to contact the Athletic Trainer and seek direction.



# NON-MEDICAL EMERGENCY GUIDELINES

## GUIDELINES FOR NON-EMERGENCY INJURY SITUATIONS (ON THE ROAD)

In the event of a non-emergent, non-life-threatening athletic injury or illness, coaches should follow these guidelines:

- If an athlete becomes injured or ill during athletic participation, the athlete should be removed from activity immediately by the coach.
- A member of the coaching staff should attempt to ascertain what the problem is by questioning the athlete.
- If the host school employs an Athletic Trainer or other qualified medical staff, ask that that person examine your athlete.
- If the host school does not have any athletic trainer or other qualified medical personnel, then provide the athlete with ice for their injury if appropriate and care for the injury within your training and ability.
- If the athlete's injury cannot be safely treated and transported to LMHS/LMMS, then seek medical care at the nearest medical facility.
- Upon return from your trip, attempt to contact the Athletic Trainer to advise the appropriate course of action. Parents should also be contacted ASAP to advise them of the situation.
- Coaches should follow-up with the athlete the next day to insure they have sought appropriate medical care for their injury.

# NON-MEDICAL EMERGENCY SITUATIONS

## INCLEMENT WEATHER

OHSAA guidelines will be followed on determining when to seek shelter for inclement weather. The Athletic Trainer will monitor for threatening weather.

When contest officials declare a weather delay, participants and spectators will be directed to shelter as determined by the administrative representative on site or designee.

The athletic trainer will remain in contact with the game officials to monitor the weather for resumption or postponement of the contest.

\*Athletic personnel should be aware of potential for inclement weather prior to any BOE sponsored daily events. It's understood that not all inclement weather can be predicted. However, student-athletes and athletic personnel will NOT be permitted to leave the LMHS/LMMS campus for activities on the Little Miami Bike Trail when a reasonable inclement weather threat is possible to occur.

## LIGHTNING

### Roles of First Responder:

- Evaluate area for safety at the facility.
- If lightning detected within a 10-mile radius coaches will be notified.
  - When lightning is within 6-miles of the athletic facility, it will be evacuated.
- **FLASH TO BANG:** One may evaluate the flash of lightning to a bang of thunder for precautionary purposes: a 5-second count between the time you see lightening to the time you hear thunder means that lightening is one mile away. For any count less than 30 seconds, the ATC will move all persons in the area to a safe shelter. A safe shelter should be one with plumbing, running water, and a telephone line. Avoid open fields, isolated trees, high terrain, contact with metal, and bodies of water.
- Flash-to bang count greater than 30 seconds or pre-determined time period (usually 30 minutes) after last visible lightning

### LMHS/LMMS Outdoor Athletic Facilities:

Student-athletes will be instructed to immediately evacuate the athletic facility (including the Little Miami Bike Trail) and move into the Locker Room or the Gymnasium depending upon the type of environmental concerns.

# NON-MEDICAL EMERGENCY SITUATIONS

## **VIOLENT ACTS – Bomb Threat**

1. Leave bomb where it is found and do not touch it.
2. First person to come in contact with a suspicious package should immediately leave area and notify faculty or administration as soon as possible, following a 911 call should be placed to notify proper personnel.
3. If the bomb threat is called in, the person receiving the call should evacuate all those in the area to the nearest exit. Once the area has been cleared, the person should report it to 911 and the school administrator.
4. The person in charge should keep all persons calm once the area has been evacuated and wait for emergency personnel to arrive.

## **VIOLENT ACTS – Terrorist Threats and Attacks**

1. Do not move from area and be as calm as possible, keeping all those around calm as well.
2. Be compliant with terrorist and follow directions until emergency personnel arrive or terrorist(s) leaves.
3. If terrorist(s) begin shooting, leave the area promptly and attempt to move as many people out as you can.

## **VIOLENT ACTS – Someone with a Weapon**

1. Do not move from the area and be as calm as possible, keeping all those around calm as well.
2. Do not say or do anything that might irritate the individual.
3. Attempt to keep your composure thinking optimistic that help will arrive soon.

## **VIOLENT ACTS – Fire**

1. Move everyone out of area, and immediately call 911, and activate the FIRE ALARM.
2. If fire is that of which can be contained with a fire extinguisher, the closest person to the extinguisher should activate it and try to put the fire out.
3. Once fire has been contained and put out, leave the area and wait for emergency personnel to arrive.
4. If fire cannot be contained with a fire extinguisher, move far away from the area, and keep everyone calm while waiting for emergency personnel to arrive.

# MEDICAL EMERGENCY PLAN

## **PURPOSE**

To establish an emergency action procedure for medical emergencies including but not limited to: Sudden Cardiac Arrest, Heat Illness, Head/Neck Injury, Asthma, and Anaphylaxis. The first person to encounter the medical emergency should initiate communication for assistance as needed. The emergency action plan will be activated as appropriate. If an Athletic Trainer is not present to evaluate the medical emergency, bystanders can enact the emergency action plan.

## **EMERGENCY PERSONNEL**

Staff certified Athletic Trainers, physicians, and/or coaches on site for practices and competitions. In the case of a serious medical emergency, 911 will be activated immediately and they will call the appropriate personnel for the indicated emergency.

## **EMERGENCY COMMUNICATIONS**

All Certified Athletic Trainers would have access to a cell phone. Two-way radios may be used at facilities and venues that provide for clear reception.

# MEDICAL EMERGENCY GUIDELINES

## GUIDELINES FOR SERIOUS ON-FIELD INJURIES OR ILLNESSES (HOME EVENTS)

The following procedures should be followed in the event of serious on the field athletic injury:

- Attempt to remain as calm as possible.
- Players and coaches must go to and remain in their bench area when directed by the Sports Medicine staff or other medical personnel.
- Adequate lines of vision shall be maintained between the Sports Medicine staff and other emergency medical personnel. Members of the Sports Medicine staff will contact emergency medical personnel before the beginning of contests to ensure they are familiar with each other and with the emergency signals used by the medical staff. All members of the medical staff are responsible for knowing the appropriate emergency signals.
- Athletic and school personnel shall be responsible for keeping players, families, and spectators away from seriously injured athletes.
- At no time should another player attempt to render aid to an injured athlete. This includes rolling them over if face down.
- Once the sports medicine staff begins to work on an injured athlete, all members of the officiating crew should assist with controlling the playing field environment and team personnel and allow medical staff to perform services without interruption.
- School administration, security guards, and other personnel should assist with crowd control and site management.
- If an ambulance is not on-site, the athletic trainer will designate one individual to call 911 when necessary.
- If the athletic trainer is not present and a serious injury does occur, the Athletic Department and/or athletic personnel shall determine the seriousness of the injury and take appropriate actions to obtain emergency assistance.
- Coaches are responsible for making sure that their team members are aware of what they should do should a fellow team member become seriously injured.
- Members of the Sports Medicine staff should maintain “patient control” until such control is relinquished to equally or more qualified medical personnel.
- All parties involved as part of the emergency response team should be debriefed and their role in the situation documented following the incident.

# MEDICAL EMERGENCY GUIDELINES

## GUIDELINES FOR SERIOUS ON-FIELD INJURIES OR ILLNESSES (AWAY)

The following procedures should be followed in the event of serious on the field athletic injury:

- Coordinate care for the injured athlete with the host certified athletic trainer.
- If ambulance service is not required coordinate transportation with the host certified athletic trainer and Little Miami Schools athletic personnel present.
- Send athlete's insurance information form to the hospital with them if available. Again, do not leave the athlete in order to get this form.
- Athletic personnel or a certified athletic trainer should travel in the ambulance with the athlete if not accompanied by a parent or legal guardian and safe to do so.
- You should notify the Athletic Trainer at Little Miami of the situation once you are at the hospital or as soon as possible.
- Attempt to obtain all MD notes, to include but not limited to return-to-sport status back to Little Miami High School for follow-up with the certified athletic trainer and possibly the team physician.
- If a student-athlete must stay in the hospital, a Coach should stay with them until the parent, guardian, or custodian is present.

# MEDICAL EMERGENCY SITUATIONS

## SUDDEN CARDIAC ARREST

1. Goal of initiating Cardio–Pulmonary Resuscitation within 1 minute of collapse  
**Targeted first responders (ATC, first responders, coaches) receive CPR training and maintain certification**
2. Goal of “shock” from a **defibrillator within 3 minutes of collapse** (American Heart Association Recommended guidelines)
3. Considerations for Automated External Defibrillator(s)
  - a. Pending closest AED, minutes on average can be longer in some places
  - b. Appropriate training, maintenance, and access necessary
4. Additional equipment to consider beyond AED
  - a. Barrier shield device/pocket masks for rescue breathing
  - b. Bag–valve mask, Oxygen source, Oral and nasopharyngeal airways

## HEAT ILLNESS FOLLOWING OHSAA AND KOREY STRINGER INSTITUTE GUIDELINES

1. Follow OHSAA heat and humidity guidelines
  - a. Inquire about sickle cell trait status on Pre–Participation form
    - i. consider those with the trait to be “susceptible to heat illness”
    - ii. those with the trait should not be subject to timed workouts
    - iii. those with the trait should be removed from participation immediately if any sign of “exhaustion” or “struggling” is observed
  - b. Acclimatization will take place per recommended OHSAA guidelines
  - c. Unlimited amounts of water will be made readily available and for events lasting >90 continuous minutes a sports drink will be made available to help replace electrolytes.
  - d. It is recommended that 6–10oz of water be consumed every 20 minutes.
  - e. Wet bulb temperatures will be taken to determine training standards using a sling psychrometer or equivalent device.
2. Action Plan Guidelines
  - a. If heat illness is suspected
    - i. Activate EMS immediately
    - ii. Begin cooling measures
      1. Shade, cool environment
      2. Ice water immersion, ice packs, soaked towels, fan and mist
  - b. Any victim of heat illness required to see a physician before return to play

# MEDICAL EMERGENCY SITUATIONS

## ASTHMA

1. Students with asthma should have an “asthma action plan”
  - a. Lists medications, describes actions to take based on certain symptoms and/or peak flow values as determined by a licensed physician / PA / NP
  - b. On file with sports medicine department
  - c. Available at games / practice / conditioning
  - d. Can be same as that on file with school nurse
2. Students with asthma should have:
  - a. Rescue inhaler and spacer if prescribed
    - i. Readily accessible during games / practice / conditioning
    - ii. Athletic trainer / first responder should have an extra inhaler prescribed individually for each student as back-up when deemed appropriate
    - iii. Before each activity test to be certain it is functional, contains medication, is not expired
3. Pulmonary function measuring device
  - a. Use in coordination with asthma action plan

## ANAPHYLAXIS

1. Documentation of known anaphylactic allergy to bee stings, foods, medications, etc. should be on file with sports medicine department
  - a. Describes symptoms that occur
  - b. What action to take if specific symptoms occur
2. Students with known anaphylactic allergy should have
  - a. Rescue prescription medication (epi-pen)
    - i. Readily accessible during games / practice / conditioning
    - ii. Athletic trainer / first responder should have an extra supply of the rescue medication prescribed individually for each student as back-up when deemed appropriate
    - iii. Before each activity examine to be certain it is functional, contains medication, is not expired

## HEAD AND NECK INJURY

1. Athletic Trainer / First responder should be prepared to remove the facemask from a helmet in order to access a victim’s airway without moving the cervical spine when necessary.
2. Sports medicine team should communicate ahead of time with local EMS
  - a. Type of immobilization equipment available on-site and/or provided by EMS
3. Athletes and coaches should be trained not to move victims unless scene becomes unsafe.
4. Monitor ABC



# ATHLETIC VENUES

## ADDRESS

3001 E. U.S. 22 & 3  
Morrow OH, 45152

## IMPORTANT NUMBERS

### Athletic Trainers

- **Carrie Ottopal Athletic Trainer High School Athletics #513-225-5610**
- **Elizabeth Jeffries Athletic Trainer Middle School Athletics #513-324-7991**

EMS **911 or 8-911 if calling from a school phone**

Main Office 513.899.3781

Matt Louis, Athletic Director 513.899.3781

Rob Mason, Middle School Athletic Director 513.899.3781

School Resource Officer 513.899.3781

Principal 513.899.3781

## ATHLETIC VENUES

High School Athletic Training Room

High School Main Athletic Field–Stadium

High School Main Gymnasium (AKA Panther Athletic Center)

High Auxiliary Gymnasium

High School Wrestling Room

Baseball Field

Softball Field

Tennis Courts

Weight Room (AKA Panther Performance Center)

Middle School Main Gymnasium

# AED LOCATIONS

## Little Miami High School

3001 E. U.S. 22 & 3

Morrow OH, 45152

AED ONE: Located outside of Main Office door on wall.

AED TWO: Located in the Main Gymnasium (Panther Athletic Center) wall by the Cafeteria.

AED THREE: Located in the Athletic Training Room (outside with athletic trainers for events).

AED FOUR: Located in the Weight Room (Panther Performance Center) on the wall by the Athletic Department Office.

AED FIVE: Located outside by the Concessions Stand/Stadium Restrooms (Spring 2023)

## Little Miami Middle School

5290 Morrow-Cozaddale Rd

Morrow OH, 45152

AED ONE: Located outside Main Gym on wall in Cafeteria

# PROCEDURES

## EMERGENCY PROCEDURES FOR ON-FIELD/COURT INJURIES

The following procedures shall be followed at ALL TIMES should an injury occur to an athlete while participating in LMSD BOE approved extra-curricular activities at Little Miami High School or Little Miami Middle School:

1. The Team Physician(s) shall have medical authority at all times while the athlete is being cared for on school grounds. In the absence of the Team Physician(s), the Head Athletic Trainer shall direct the situation and determine appropriate actions.
2. In the event of an injury on the playing field or court, the Team Physician(s) and/or Athletic Trainer shall evaluate the injured athlete and determine the appropriate course of action.
  - a. In the absence of the Team Physician(s) or Athletic Trainer, the coach shall determine the appropriate actions to be taken per the protocol(s) and their level of training.
3. If it is determined that the injury is serious enough to require transportation to a hospital or other medical facility, the Team Physician(s) or Athletic Trainer will determine the appropriate method of transportation.
  - a. If it is determined that an ambulance is needed, the athlete will be stabilized on the field/court by the Team Physician(s) and/or Athletic Trainer and the EMS system will be activated with a request for an ambulance.
  - b. If an ambulance is on “stand-by” status at LMHS events, the personnel will be contacted and advised of the situation by the Team Physician(s) and/or Athletic Trainer. **EMS PERSONNEL COME ONTO THE FIELD/COURT WHEN REQUESTED BY THE TEAM PHYSICIAN(S) AND/OR ATHLETIC TRAINER.**
4. The injured athlete shall remain under the care of the Team Physician(s) and/or Athletic Trainer until the athlete’s care is transferred to the EMS personnel, at which time the injured athlete shall become the responsibility of the ambulance staff until arrival at the medical facility.
  - a. Should the Team Physician decide to accompany the injured athlete while being transported, the athlete shall remain under the direct care of the Team Physician unless otherwise indicated under local EMS protocol.

# ATHLETIC TRAINING ROOM

Wrestling room, Main Gymnasium

## Venue Emergency Plan Personnel – Chain of Command

Physician, Athletic Trainers, Resource Officer, Administrator, Athletic Department, Head Coach, and Assistants.

## Emergency Communication

EMS: 911 or 8-911 if calling from a school phone

Carrie Ottopal, Athletic Trainer High School: 513-225-5610

Elizabeth Jefferies, Athletic Trainer Middle School: 513-324-7991

Matt Louis, Athletic Director: 513-899-3781 ext. 20104; 513-290-6987

Rob Mason, Middle School Athletic Director: 513.899.3781

Main Office: 513-899-3781

## Emergency Equipment

Field-of- Play supplies: Athletic training kit, trauma kit, AED & CPR shield, vacuum splint bag, cervical collars, & crutches, Spine board (if available), Biohazard container/bag, Towels, Golf cart (if available)

Emergency equipment and other first aid supplies are maintained in the Athletic Training Room, adjacent to the gymnasium on the ground floor of Little Miami High School.

## Emergency Situations 911 should be called automatically if:

- Person is not breathing
- Person has lost consciousness
- Suspected neck or back injury
- Open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke BEGIN COOLING AS SOON AS POSSIBLE
- Severe bleeding that cannot be stopped

## Role of First Responders

1. Immediate care of the injured or ill athlete(s)
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  1. Call 911 and provide:
    1. Your name and phone number calling from
    2. Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    3. Directions to where you are (Athletic Training Room (Door A18))
    4. Hang up last!
4. Direction of EMS to scene
  1. Open appropriate gates/door, make sure pathways are cleared to field
  2. Designate individual to “flag down” EMS and direct to scene
  3. Scene control: limit scene to first aid providers and move bystanders away from area

VENUE SPECIFIC EMERGENCY PLAN

**Roles of Event or Athletic Personnel:**

- Maintain spectator control.
- Escort family members to the medical facility or to a private area.
- Remove media personnel from the immediate area.
- Scene control: limit scene to first-aid providers and move bystanders away from the area (LMHS coach, police, administrator on-site can assist in this)

**Address:** 3001 E. U.S. 22 & 3  
Morrow OH, 45152

**Venue Directions: EMS Route:** U.S. 22, Right on Morrow-Cozaddale Rd, First Left into school, last left into parking lot before stadium, use door A18



**Venue Concerns:**

Communication is very importance due to the inability of the Athletic Training Staff to cover all practices.



# MAIN ATHLETIC FIELD-STADIUM

## Venue Emergency Plan Personnel – Chain of Command

Physician, Athletic Trainers, Resource Officer, Administrator, Athletic Department, Head Coach, and Assistants.

## Emergency Communication

EMS: 911 or 8-911 if calling from a school phone

Carrie Ottopal, Athletic Trainer High School: 513-225-5610

Elizabeth Jefferies, Athletic Trainer Middle School: 513-324-7991

Matt Louis, Athletic Director: 513-899-3781 ext. 20104; 513-290-6987

Rob Mason, Middle School Athletic Director: 513.899.3781

Main Office: 513-899-3781

## Emergency Equipment

Field of Play supplies: Athletic training kit, trauma kit, AED & CPR shield, vacuum splint bag, cervical collars, & crutches, spine board (if available), biohazard container/bag, towels, golf cart (if available)

Emergency equipment and other first aid supplies are maintained in the Athletic Training Room, adjacent to the gymnasium on the ground floor of Little Miami High School.

## Emergency Situations 911 should be called automatically if:

- Person is not breathing
- Person has lost consciousness
- Suspected neck or back injury
- Open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke BEGIN COOLING AS SOON AS POSSIBLE
- Severe bleeding that cannot be stopped

## Role of First Responders

1. Immediate care of the injured or ill athlete(s)
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  1. Call 911 and provide:
    1. Your name and phone number calling from
    2. Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    3. Directions to where you are (baseball field)
    4. Hang up last!
4. Direction of EMS to scene
  1. Open appropriate gates/door, make sure pathways are cleared to field
  2. Designate individual to “flag down” EMS and direct to scene
  3. Scene control: limit scene to first aid providers and move bystanders away from area

## Roles of Event or Coaching Personnel:

- Maintain spectator control
- Escort family members to the medical facility or to a private area

## VENUE SPECIFIC EMERGENCY PLAN

- Remove media personnel from the immediate area
- Scene control: limit scene to first-aid providers and move bystanders away from the area (LMHS coach, police, administrator on-site can assist in this)

**Address:** 3001 E. U.S. 22 & 3  
Morrow OH, 45152

**Venue Directions:** U.S. 22, Right on Morrow-Cozaddale Rd, enter roundabout take 2<sup>nd</sup> exit to back side of stadium.



### **Venue Concerns:**

Note times of practice and competition compared to operating hours of the LMHS Main Building (MB) for landline use.

Communication is very important due to the inability of the Athletic Training Staff to cover all practices.

If the medical emergency is going to require the ambulance to physically drive onto the field, it must enter via the preferred entrance as stated above.

# PRACTICE FIELDS & TENNIS COURTS

## Venue Emergency Plan Personnel – Chain of Command

Physician, Athletic Trainers, Resource Officer, Administrator, Athletic Department, Head Coach, Assistants

## Emergency Communication

EMS: 911 or 8-911 if calling from a school phone

Carrie Ottopal, Athletic Trainer High School: 513-225-5610

Elizabeth Jefferies, Athletic Trainer Middle School: 513-324-7991

Matt Louis, Athletic Director: 513-899-3781 ext. 20104; 513-290-6987

Rob Mason, Middle School Athletic Director: 513.899.3781

Main Office: 513-899-3781

## Emergency Equipment

Field of Play supplies: Athletic training Kit, trauma kit, AED & CPR shield, vacuum splint bag, cervical collars, & crutches, spine board (if available), biohazard container/bag, towels, golf cart (if available)

Emergency equipment and other first aid supplies are maintained in the Athletic Training Room, adjacent to the gymnasium on the ground floor of Little Miami High School.

## Emergency Situations 911 should be called automatically if:

- Person is not breathing
- Person has lost consciousness
- Suspected neck or back injury
- Open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke BEGIN COOLING AS SOON AS POSSIBLE
- Severe bleeding that cannot be stopped

## Role of First Responders

1. Immediate care of the injured or ill athlete(s)
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  1. Call 911 and provide:
    1. Your name and phone number calling from
    2. Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    3. Directions to where you are (baseball field)
    4. Hang up last!
4. Direction of EMS to scene
  1. Open appropriate gates/door, make sure pathways are cleared to field
  2. Designate individual to “flag down” EMS and direct to scene
  3. Scene control: limit scene to first aid providers and move bystanders away from area



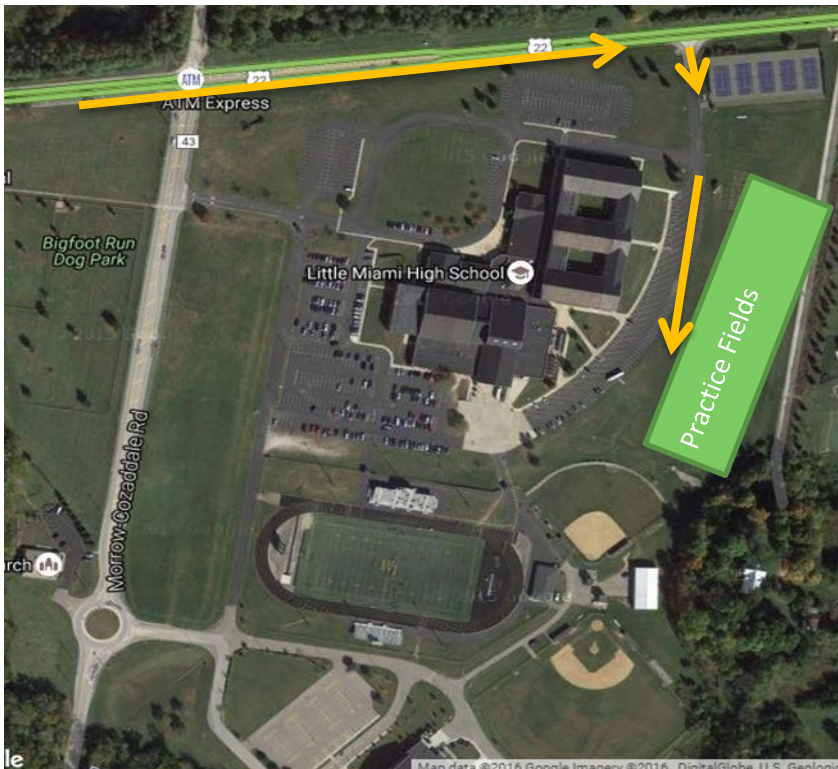
## VENUE SPECIFIC EMERGENCY PLAN

### Roles of Event or Athletic Personnel:

- Maintain spectator control
- Escort family members to the medical facility or to a private area
- Remove media personnel from the immediate area
- Scene control: limit scene to first-aid providers and move bystanders away from the area (LMHS coach, police, administrator on-site can assist in this)

**Address:** 3001 E. U.S. 22 & 3  
Morrow OH, 45152

**Venue Directions:** Continue on 22 and turn right into the school on the Right. Tennis courts are immediately on the left. Continue straight and the practice fields are on the Left.



### Venue Concerns:

Note times of practice and competition compared to operating hours of the LMHS Main Building (MB) for landline use.

Communication is very important due to the inability of the Athletic Training Staff to cover all practices.

If the medical emergency is going to require the ambulance to physically drive onto the field, it must enter via the preferred entrance as stated above.

# AUXILIARY GYMNASIUM

## Venue Emergency Plan Personnel – Chain of Command

Physician, Athletic Trainers, Resource Officer, Athletic Director, Administrator, Head Coach, Assistants

## Emergency Communication

EMS: 911 or 8-911 if calling from a school phone

Carrie Ottopal, Athletic Trainer High School: 513-225-5610

Elizabeth Jefferies, Athletic Trainer Middle School: 513-324-7991

Matt Louis, Athletic Director: 513-899-3781 ext. 20104; 513-290-6987

Rob Mason, Middle School Athletic Director: 513.899.3781

Main Office:513-899-3781

## Emergency Equipment

Field of Play supplies: Athletic Training Kit, trauma kit, AED & CPR shield, Vacuum splint bag, cervical collars, & Crutches, Spine board (if available), Biohazard container/bag, Towels, Golf cart (if available)

Emergency equipment and other first aid supplies are maintained in the Athletic Training Room, adjacent to the gymnasium on the ground floor of Little Miami High School.

## Emergency Situations 911 should be called automatically if:

- Person is not breathing
- Person has lost consciousness
- Suspected neck or back injury
- Open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke BEGIN COOLING AS SOON AS POSSIBLE
- Severe bleeding that cannot be stopped

## Role of First Responders

1. Immediate care of the injured or ill athlete(s)
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  1. Call 911 and provide:
    1. Your name and phone number calling from
    2. Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    3. Directions to where you are (baseball field)
    4. Hang up last!
4. Direction of EMS to scene
  1. Open appropriate gates/door, make sure pathways are cleared to gymnasium
  2. Designate individual to “flag down” EMS and direct to scene
  3. Scene control: limit scene to first aid providers and move bystanders away from area

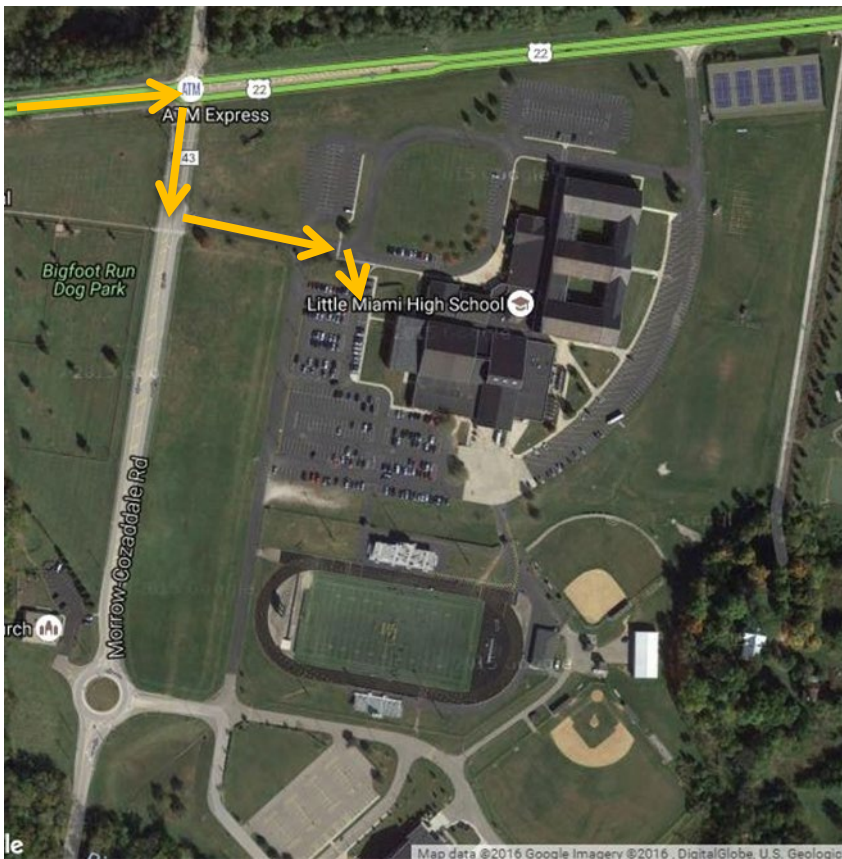
## VENUE SPECIFIC EMERGENCY PLAN

### Roles of Event or Athletic Personnel:

- Maintain spectator control
- Escort family members to the medical facility or to a private area
- Remove media personnel from the immediate area
- Scene control: limit scene to first-aid providers and move bystanders away from the area (LMHS coach, police, administrator on-site can assist in this)

**Address:** 3001 E. U.S. 22 & 3  
Morrow OH, 45152

**Venue Directions:** U.S. 22, Right on Morrow-Cozaddale Rd, First Left into school, take 2<sup>nd</sup> right and enter through the Event Entrance.



### Venue Concerns:

Communication is very important due to the inability of the Athletic Training Staff to cover all practices.

# BASEBALL & SOFTBALL FIELD

## Venue Emergency Plan Personnel – Chain of Command

Physician, Athletic Trainers, Resource Officer, Athletic Director, Administrator, Head Coach, Assistants

## Emergency Communication

EMS: 911 or 8-911 if calling from a school phone

Carrie Ottopal, Athletic Trainer High School: 513-225-5610

Elizabeth Jefferies, Athletic Trainer Middle School: 513-324-7991

Matt Louis, Athletic Director: 513-899-3781 ext. 20104; 513-290-6987

Rob Mason, Middle School Athletic Director: 513.899.3781

Main Office: 513-899-3781

## Emergency Equipment

Field of Play supplies: Athletic training kit, trauma kit, AED & CPR shield, vacuum splint bag, cervical collars, & crutches, spine board (if available), biohazard container/bag, towels, golf cart (if available)

Emergency equipment and other first aid supplies are maintained in the Athletic Training Room, adjacent to the gymnasium on the ground floor of Little Miami High School.

## Emergency Situations 911 should be called automatically if:

- Person is not breathing
- Person has lost consciousness
- Suspected neck or back injury
- Open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke BEGIN COOLING AS SOON AS POSSIBLE
- Severe bleeding that cannot be stopped

## Role of First Responders

1. Immediate care of the injured or ill athlete(s)
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  1. Call 911 and provide:
    1. Your name and phone number calling from
    2. Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    3. Directions to where you are (baseball field)
    4. Hang up last!
4. Direction of EMS to scene
  1. Open appropriate gates/door, make sure pathways are cleared to field
  2. Designate individual to “flag down” EMS and direct to scene
  3. Scene control: limit scene to first aid providers and move bystanders away from area

## VENUE SPECIFIC EMERGENCY PLAN

### Roles of Event or Athletic Personnel:

- Maintain spectator control
- Escort family members to the medical facility or to a private area
- Remove media personnel from the immediate area
- Scene control: limit scene to first-aid providers and move bystanders away from the area (LMHS coach, police, administrator on-site can assist in this)

**Address:** 3001 E. U.S. 22 & 43  
Morrow OH, 45152

### Venue Directions:



### Venue Concerns:

Note times of practice and competition compared to operating hours of the LMHS Main Building (MB) for landline use.

Communication is very important due to the inability of the Athletic Training Staff to cover all practices.

If the medical emergency is going to require the ambulance to physically drive onto the field, it must enter via the preferred entrance as stated above.

# WEIGHT ROOM

## Venue Emergency Plan Personnel – Chain of Command

Physician, Athletic Trainers, Resource Officer, Administrator, Athletic Department, Head Coach, Assistants

## Emergency Communication

EMS: 911 or 8-911 if calling from a school phone

Carrie Ottopal, Athletic Trainer High School: 513-225-5610

Elizabeth Jefferies, Athletic Trainer Middle School: 513-324-7991

Matt Louis, Athletic Director: 513-899-3781 ext. 20104; 513-290-6987

Rob Mason, Middle School Athletic Director: 513.899.3781

Main Office: 513-899-3781

## Emergency Equipment

Field of Play supplies: Athletic training kit, trauma kit, AED & CPR shield, vacuum splint bag, cervical collars, & crutches, spine board (if available), biohazard container/bag, towels, golf cart (if available)

Emergency equipment and other first aid supplies are maintained in the Athletic Training Room, adjacent to the gymnasium on the ground floor of Little Miami High School.

## Emergency Situations 911 should be called automatically if:

- Person is not breathing
- Person has lost consciousness
- Suspected neck or back injury
- Open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke BEGIN COOLING AS SOON AS POSSIBLE
- Severe bleeding that cannot be stopped

## Role of First Responders

1. Immediate care of the injured or ill athlete(s)
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  1. Call 911 and provide:
    1. Your name and phone number calling from
    2. Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    3. Directions to where you are (baseball field)
    4. Hang up last!
4. Direction of EMS to scene
  1. Open appropriate gates/door, make sure pathways are cleared to weight room. Designate individual to “flag down” EMS and direct to scene
  2. Scene control: limit scene to first aid providers and move bystanders away from area

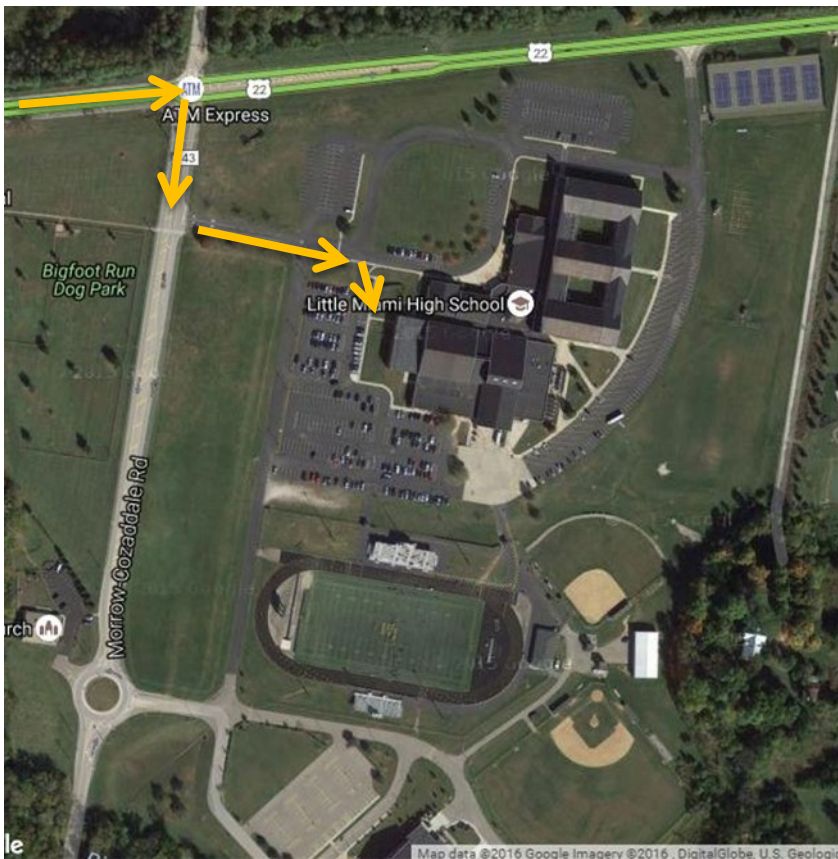
## VENUE SPECIFIC EMERGENCY PLAN

### Roles of Event or Athletic Personnel:

- Maintain spectator control
- Escort family members to the medical facility or to a private area
- Remove media personnel from the immediate area
- Scene control: limit scene to first-aid providers and move bystanders away from the area (LMHS coach, police, administrator on-site can assist in this)

**Address:** 3001 E. U.S. 22 & 43  
Morrow OH, 45152

**Venue Directions:** U.S. 22, Right on Morrow-Cozaddale Rd, First Left into school, take 2<sup>nd</sup> right and enter through the Event Entrance.



**Venue Concerns:**

# MIDDLE SCHOOL GYMNASIUM

## Venue Emergency Plan Personnel – Chain of Command

Physician, Athletic Trainers, Resource Officer, Administrator, Athletic Department, Head Coach, Assistants

## Emergency Communication

EMS: 911 or 8-911 if calling from a school phone

Elizabeth Jefferies, Athletic Trainer Middle School: 513-324-7991

Carrie Ottopal, Athletic Trainer High School: 513-225-5610

Matt Louis, Athletic Director: 513-899-3781 ext. 20104; 513-290-6987

Rob Mason, Middle School Athletic Director: 513.899.3781

Main Office: 513-899-3781

## Emergency Equipment

Field of Play supplies: Athletic training kit, trauma kit, AED & CPR shield, vacuum splint bag, cervical collars, & crutches, spine board (if available), Biohazard container/bag, towels, golf cart (if available)

Emergency equipment and other first aid supplies are maintained in the Athletic Training Room, adjacent to the gymnasium on the ground floor of Little Miami High School.

## Emergency Situations 911 should be called automatically if:

- Person is not breathing
- Person has lost consciousness
- Suspected neck or back injury
- Open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke BEGIN COOLING AS SOON AS POSSIBLE
- Severe bleeding that cannot be stopped

## Role of First Responders

5. Immediate care of the injured or ill athlete(s)
6. Emergency equipment retrieval
7. Activation of emergency medical system (EMS)
  1. Call 911 and provide:
    1. Your name and phone number calling from
    2. Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    3. Directions to where you are (baseball field)
    4. Hang up last!
8. Direction of EMS to scene
  1. Open appropriate gates/door, make sure pathways are cleared to gyDesignate individual to “flag down” EMS and direct to scene
  2. Scene control: limit scene to first aid providers and move bystanders away from area



VENUE SPECIFIC EMERGENCY PLAN

**Roles of Event or Athletic Personnel:**

- Maintain spectator control
- Escort family members to the medical facility or to a private area
- Remove media personnel from the immediate area
- Scene control: limit scene to first-aid providers and move bystanders away from the area (LMHS coach, police, administrator on-site can assist in this)

**Address:** 5290 Morrow-Cozaddale Rd  
Morrow OH, 45152

**Venue Directions:** U.S. 22, Right on Morrow-Cozaddale Rd, 2nd Left into school, enter parking lot straight ahead and enter through the Main Entrance.



**LITTLE MIAMI MIDDLE SCHOOL**

**Venue Concerns:**

Communication is very important due to the inability of the Athletic Training Staff to cover all practices.

# REVIEWED AND APPROVED

## REVIEWED

These protocols shall become effective immediately upon their approval by the Little Miami High School Athletic Emergency Action Planning Committee.

Approved, \_\_\_\_\_, \_\_\_\_\_, 2023

\_\_\_\_\_  
Carrie Ottopal, High School Athletic Trainer

Approved, \_\_\_\_\_, \_\_\_\_\_, 2023

\_\_\_\_\_  
Elizabeth Jeffries, Middle School Athletic Trainer

Approved, \_\_\_\_\_, \_\_\_\_\_, 2023

\_\_\_\_\_  
Matt Louis, Athletic Director

Approved, \_\_\_\_\_, \_\_\_\_\_, 2023

\_\_\_\_\_  
Rob Mason, Assistant AD/Middle School Ath. Director

## Official Approval

Approved, \_\_\_\_\_, \_\_\_\_\_, 2023

\_\_\_\_\_  
Greg Power, Lt. Col. USAF Retired, Superintendent

Approved, \_\_\_\_\_, \_\_\_\_\_, 2023

\_\_\_\_\_  
Tony Niemesh, Board of Education, President

# REFERENCES & WEBSITES

## REFERENCES

- Courson R. Development of an Emergency Action Plan. Proceedings from NATA 51<sup>st</sup> Annual Meeting and Clinical Symposia. June 2000.
- Courson R, Robinson J, Davis G. Athletic Training Emergency Care. Boston, MA: Jones and Bartlett Publishers, 2000.
- Halpin T, Dick RW. 1999–2000 NCAA Sports Medicine Handbook. Indianapolis, IN: NCAA, 1999.
- James Madison University Emergency Medical Operations Plan. Harrisonburg, VA. James Madison University Division of Athletic Training Services. 1995
- KRS 160.445, KHSAA “General Guidelines For Developing Emergency Action Plans”
- University of Cincinnati Orthopedics and Sports Medicine emergency injury protocol
- Korey Stringer Institute: [www.ksiuconn.edu](http://www.ksiuconn.edu)
- (OHSAA) “Severe Weather / Heat Illness Policy For Actions By Officials At Outdoor Sports”

## POSITION STATEMENTS

- National Federation of State High School Associations (NFHS) Sports Advisory Committee. **Position State and recommendations for Hydration to Minimize the Risk for Dehydration and Heat Illness.** July 2013. <http://www.nfhs.org>.
- National Federation of State High School Associations (NFHS) Sports Advisory Committee. **NFHS Guidelines on Handling Contests during Lighting Disturbances.** July 2013. <http://www.nfhs.org>.



Mercy Health Physicians – Orthopaedics and Sports Medicine  
5236 Socialville Foster Rd. • Mason OH, 45040  
Phone: 513-347-9999 • Fax: 513-573-9178



**Little Miami High School**  
3001 E. U.S. 22 & 3 • Morrow OH, 45152  
Phone: 513-899-3781 • [littlemiamipanthers.com](http://littlemiamipanthers.com)

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