

EMERGENCY PLAN & PROCEDURES FOR CASTLETON STATE COLLEGE ATHLETICS

This plan has been developed by and for the Castleton State College Athletic Trainers for use in the event of an emergency situation within varsity sports at CSC. An emergency is deemed as "a sudden unexpected occurrence demanding immediate action" in which the athletic training staff is unable to properly manage without assistance from emergency medical personnel.

I. EMERGENCY PERSONNEL

- A. Certified Athletic Trainer and Athletic Training Student(s) assigned to sport should be on field for all practices and home games.
- B. Chain of command
 - 1. Certified Athletic Training Staff
 - a. Josh Englebretson
 - b. Vince Dicriscio
 - c. Sue Geesey-Jean
 - 2. Head Athletic Training Student
 - 3. Assistant Athletic Training Student

II. COMMUNICATION

- A. Base = Athletic Training Room
 - 1. fixed telephone line
 - 2. walkie talkie available for radio contact to on-campus athletic sites
- B. Communication procedures
 - 1. When communicating with radios, operators will use first name to talk.
 - 2. When communicating on the playing field, the athletic training student(s) will go onto the field first. If assistance is needed, the athletic training student(s) will signal the ATC with a raised hand, or other prearranged signal.
- C. Walkie Talkies
 - 1. each team practicing or playing will have a radio on the field
 - 2. walkie talkies will be used for both game and practice situations
 - 3. if assistance is needed on the fields, the appropriate field will be used to identify the location (see section V.VENUE SPECIFIC PROTOCOLS)
- D. Alternate Sites
 - 1. at various times home games must be played on alternate sites such as Rutland High School or Fair Haven High School
 - 2. certified athletic trainer assigned to team will be present with athletic training students at the alternate site
 - 3. preplanning must ensure that:

- a. the location of the nearest phone is known and is easily accessible
 - b. directions to the site are known by all emergency personnel (see section V. VENUE SPECIFIC PROTOCOLS)
- E. Cell Phone Availability
- 1. If a cell phone is available on site it should be utilized to activate EMS
 - 2. The site administrator on duty for game coverage will always carry a cell phone

III. ROLES OF THE EMERGENCY PERSONNEL

- A. Immediate care of the injured or ill student-athlete
 - 1. **most qualified on scene**
 - a. see chain of command
- B. Emergency equipment retrieval
 - 1. **head athletic training student**
- C. Activation of emergency medical system (EMS)
 - 1. **PRACTICE COVERAGE- assistant athletic training student** makes the 911 call, providing:
 - a. name
 - b. address
 - c. telephone number of the person calling
 - d. number of athletes
 - e. condition of athlete(s)
 - f. first aid treatment
 - g. specific directions to scene (see section V. VENUE SPECIFIC PROTOCOLS)
 - h. other information
 - 2. **assistant athletic training student** will notify Public Safety at 468-1215
 - 3. **GAME COVERAGE- site administrator** makes the 911 call, followed by public safety at 468-1215
- D. Directing EMS to scene
 - 1. **assistant athletic training student** is designated to “flag down” EMS at designated location (see section V. VENUE SPECIFIC PROTOCOLS) and direct to scene
- E. Crowd Control
 - 1. **Site Administrator (Athletics Director or designated Assistant Athletics Director)** is designated to crowd control
 - 2. **Coaching staff** should advise players to steer clear of injured athlete

IV. EMERGENCY EQUIPMENT

A. Games

1. golf cart
2. walkie-talkie
3. supply bag (sport specific)
4. ice bags
5. cervical collar
6. knee immobilizer
7. crutches
8. vacuum splints
9. spine board
10. blanket
11. AED machine

B. Practice

1. golf cart
2. walkie-talkie
3. supply bag (sport specific)
4. ice bags
5. AED machine
6. NOTE: emergency splints and spine boards are maintained in the training room during practices

V. VENUE SPECIFIC PROTOCOLS (see attachments)

- A. Glenbrook Gymnasium Sporting Event
- B. CSC Field Sporting Event
- C. Rutland High School
- D. Fair Haven High School
- E. Hockey Rink

VI. EMERGENCY PHONE NUMBERS (see attachment)

VII. SUMMARY STATEMENT

In the event of an athletic emergency, the importance of the athletic healthcare provider being prepared to react to such a situation cannot be stressed enough. The athlete's well being may rest solely on the shoulders of the CSC athletic training staff, therefore the CSC athletic training program gains the responsibility of maintaining a standard of emergency situation training should an emergency situation arise. While the CSC athletic training department oversees any emergency on its athletic fields, the emergency plan should involve athletic administrators, sport coaches, student athletic trainers, and certified athletic trainers. All student athletic trainers are required to be certified as American Red Cross First Responders, as well as certified in CPR for the professional rescuer, prior to program admission, through successful completion of Emergency Care

and Transportation for the Sick and Injured. All those involved should review this emergency plan at least once a year. Review includes maintenance of CPR certification, as well as AED training yearly. A copy of this emergency plan, a venue specific protocol, and list of emergency phone numbers should be placed in each athletic training kit. Through proper planning, preparation, and implementation of the emergency plan, Castleton State College ensures proper care for an injured athlete in the event that an emergency situation should arise.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/ Police
911 (Rutland Regional Rescue)

Public Safety
Ext. 1215

Rutland Police Department:
802-773-1816 or (802) 773-1820

Rutland Regional Medical Center (Emergency Dept.)
802-747-3601

Head Athletic Trainer
Josh Englebretson
(w) 468-6426
(cell) 815-751-3400

Assistant Athletic Trainer
Vince Dicriscio
(w) 468-6425
(cell) 802-282-2459

Assistant Athletic Trainer
Sue Geesey-Jean
(w) 468-1102

Director of the ATEP
Reese Barber
(w) 468-1435
(H) 518-642-1219

Team Physician
Dr. Gammons
Office 802-422-6125 (Killington Medical Clinic)

Associate Academic Dean of Athletics and Recreation
Deanna Tyson
Office 802-468-1365

Orthopedist
Dr. Boynton
Office 802-775-2637 (Vermont Orthopedic Clinic)

Dentist
Dr. Wright
Office 802-468-5626

Registered Nurse
Deb Choma, RN
CSC Wellness Center

Ext. 1313

*** TO DIAL OFF CAMPUS, YOU MUST FIRST DIAL "8".

Castleton State College Athletic Training

A. Glenbrook Gymnasium Sporting Event Emergency Protocol

1. Call EMS (911) and Public Safety (468-1215)
2. Instruct emergency medical services personnel to report to the front of Glenbrook Gymnasium and meet the assistant athletic training student at the main entrance as we have an injured student-athlete in need of emergency medical treatment.
3. EMS driving directions:

Glenbrook Gymnasium – turn onto South Street, off of Route 4. Then take a right onto College Drive, follow it around past Castleton Hall, and turn into the circle in front of Glenbrook Gymnasium, where the assistant athletic training student will be waiting to guide EMS to injured athlete.

4. Provide necessary information to EMS personnel
 - Name, address (Glenbrook Gym, 190 College Drive), telephone number
 - Number of victims or conditions
 - First-aid treatment started
 - Any specific directions needed
 - Any other information requested.
5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:

Athletic training staff member should accompany student-athlete to hospital

Notify other athletic training staff immediately

Parents should be contacted by athletic training staff

Inform coach(es) and administration

Obtain medical history and insurance information

Appropriate injury reports should be completed

Castleton State College Athletic Training
B. CSC Field Sporting Event Emergency Protocol

Front Fields: Softball, Baseball, Lacrosse, Field Hockey, and Soccer Protocol

1. Call EMS (911) and Public Safety (468-1215)
2. Instruct emergency medical services personnel to report to the Castleton State College athletic field and meet the assistant athletic training student and/or public safety at the campus entrance, College Drive- the first right after turning right onto South St from Main.

3. EMS driving directions:

Front fields: Turn onto South Street, off of Route 4. Then take a right onto College Drive, follow it around past Castleton Hall. Bear right after passing Glenbrook Gymnasium. Follow this road and turn left onto the fields.

4. Provide necessary information to EMS personnel

- Name, address (front fields off of Glenbrook Gym, 190 College Drive), telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:

Athletic training staff member should accompany student-athlete to hospital
Notify other athletic training staff immediately
Parents should be contacted by athletic training staff
Inform coach(es) and administration
Obtain medical history and insurance information
Appropriate injury reports should be completed

Castleton State College Athletic Training
C. CSC Field Sporting Events Emergency Protocol

Back Fields: Soccer, Women's Lacrosse, and Rugby Protocols

1. Call EMS (911) and Public Safety (468-1215). Note: Public Safety will need to unlock the gates behind physical plant if they are locked.

2. Instruct emergency medical services personnel to report to the Castleton State College and meet the assistant athletic training student and/or public safety at the campus entrance, College Drive- the first right after turning right onto South St from Main.

3. EMS driving directions:

Route 1. Back fields: Turn onto South Street, off of Route 4. Pass the Public Safety office on the left and Ellis Hall on right. Take the next right hand turn towards Physical Plant. Continue beyond Physical Plant onto a dirt road that exits onto the back fields.

Route 2. Back fields: Turn onto South Street, off of Route 4. Then take a right onto College Drive, follow it around past Castleton Hall. Bear right after passing Glenbrook Gymnasium. Follow this road and turn left onto the field. The back fields are accessible by driving in front of the backstop on the baseball field, and continuing onto the back fields.

4. Provide necessary information to EMS personnel

- Name, address, telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:

Athletic training staff member should accompany student-athlete to hospital

Notify other athletic training staff immediately

Parents should be contacted by athletic training staff

Inform coach(es) and administration

Obtain medical history and insurance information

Appropriate injury reports should be completed

Castleton State College Athletic Training
D. Rutland High School Athletic Emergency Protocol

1. Call EMS (911) and Public Safety (468-1215)

2 Instruct emergency medical services (EMS) personnel to “report to Rutland High School and meet the athletic training staff member at (fields or gym, depending on where incident occurred) as we have an injured student-athlete in need of emergency medical treatment.”

3. EMS driving directions

R.H.S.-Gym: Stratton road entrance (around corner from Stewart’s gas station)
Cross street: Woodstock Ave. (Rt.4). Come to the front of the school around the circular driveway. The gymnasium is to the right off the main lobby.

R.H.S.-Fields: Gleason road entrance (Enter parking lot and proceed through gate onto track that leads to fields) *Cross street:* Woodstock Ave. (Rt.4)

4. Provide necessary information to EMS personnel

- Name, address (22 Stratton Road, Rutland), telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:

Athletic training staff member should accompany student-athlete to hospital

Notify other athletic training staff immediately

Parents should be contacted by athletic training staff

Inform coach(es) and administration

Obtain medical history and insurance information

Appropriate injury reports should be completed

Castleton State College Athletic Training
E. Fair Haven High School Athletic Emergency Protocol

1. Call EMS (911) and Public Safety (468-1215)
2. Instruct emergency medical services (EMS) personnel to report to the gate at the rear of the parking lot to meet a student who will show them to the field where the injury occurred
3. EMS driving directions

Fair Haven High School: Enter the main entrance off 4th Street onto Mechanic Street. Come to the front of the school first. Fields are found to the left. Proceed to the left of the school, follow around building which leads to the main back fields.

4. Provide necessary information to EMS personnel

- Name, address, telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:

Athletic training staff member should accompany student-athlete to hospital

Notify other athletic training staff immediately

Parents should be contacted by athletic training staff

Inform coach(es) and administration

Obtain medical history and insurance information

Appropriate injury reports should be completed

Castleton State College Athletic Training

F. Hockey Rink Emergency Protocol

1. Call EMS (911) and Public Safety (468-1215)
2. Instruct emergency medical services (EMS) personnel to “report to the front entrance of the rink and meet the assistant athletic training student at the front side doors as we have an injured student-athlete in need of emergency medical treatment.”
3. EMS driving directions

Hockey Rink: Take the side entrance into the Diamond Run Mall (ponderosa will be on the right). Take a left onto the mall road, and continue to the ice rink. Pull up to the main entrance to the ice rink.

4. Provide necessary information to EMS personnel
 - Name, address, telephone number
 - Number of victims or conditions
 - First-aid treatment started
 - Any specific directions needed
 - Any other information requested.
5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:

Athletic training staff member should accompany student-athlete to hospital
Notify other athletic training staff immediately
Parents should be contacted by athletic training staff
Inform coach(es) and administration
Obtain medical history and insurance information
Appropriate injury reports should be completed