

WAUKESHA WEST ATHLETICS EMERGENCY ACTION PLAN

All coaches should be familiar with this document and their role and responsibility in an emergency.

An **emergency** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur.

SITUATIONS WHEN TO CALL 911:

- An athlete is not breathing or has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

WHEN PLACING A 911 CALL BE PREPARED TO:

- Give your name, location, and description of the injury.
- Give detailed directions where the ambulance should go, including location of entrance.
- DO NOT HANG UP UNTIL EMS HANGS UP FIRST!!!

THE LEADER SHOULD DESIGNATE PERSONS TO DO THE FOLLOWING:

- Stay with the injured athlete at all times.
- Make the call to EMS.
- Get the AED if necessary
- Meet EMS at the entrance of the school and assist them to the injured athlete.
- Notify the athletic trainer and athletic director of the injury if they are not already present.
- Call the parents and notify them of the injury.
- Fill out an accident report immediately following.

IMPORTANT INFORMATION

- 1) **Address:** 3301 Saylesville Rd, Waukesha, WI 53189
- 2) **EMS:** 911
- 3) **Phone Locations:** CELL PHONE, main office, classrooms, coach's offices, and the training room.
 - You must dial 9 and then 911 to dial out from our phone system.
- 4) **Athletic Trainer:** Missy Hansen, MS, LAT – (262) 498-6197
- 5) **Athletic Director:** Kyle LeMieux – W: (262) 970-3911 or C: (262) 366-8232
- 6) **Training Room:**
 - Location: across from the concession stand outside the gymnasium.
 - It is stocked with ice bags, ace wraps, tape, band-aids, gloves, and gauze.

AED ZONES

ZONE 1 – Field House, Pool, Main Building

Primary AED: Field House Hallway or Athletic Trainer portable AED if available

ZONE 2 – Soccer Practice Fields, Football Practice Fields, Stadium, Baseball/Softball Practice Fields

Primary AED: Field House Hallway or Athletic Trainer portable AED if available

ZONE 3 – Tennis Courts

Primary AED: Auditorium/Music Hallway

Secondary AED: Field House or Athletic Trainer portable AED if available