

# Ben Davis High School Athletic Emergency Procedures for Athletic Facilities

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*I. Chain of Command for Athletic Emergency Situations*

- A. Athletic Director/Event Manager or Game Official
- B. Athletic Trainer
- C. Head Coach
- D. Assistant Coach
- E. In the case of a medical emergency, the athletic trainer will take charge of first aid when he or she arrives on the scene until EMS arrives or the team physician intervenes. The athletic trainer is the designated healthcare professional at Ben Davis athletic events. Medical personnel in the audience will not have authority to overrule the designated healthcare professional.
- F. Student athletic trainers can be utilized for first aid and calling EMS but should not be responsible for managing life-threatening situations.

*II. Calling the Emergency Medical Services, Police, Fire, and Township Security*

A. General Calling Directions for EMS, Police and Fire

1. The Marion County Emergency Number is 911. When calling from a Wayne Township phone first responders must first dial "9".
2. When the dispatcher answers, he/she may ask for the following information:
  - a. The location of the injured person (Be specific i.e. Junior Varsity Baseball Field or Ben Davis High School Weight Room, second floor Wrestling locker room)
  - b. Phone number from which you are calling
  - c. The type of injury involved. (fracture, head/neck injury, difficulty breathing, sudden illness, heart problem, drug overdose, severe bleeding)
  - d. Caller's name and job title
  - e. The number of injured people
  - f. The condition of the injured person. (conscious/unconscious, quality of breathing, responsiveness)
  - g. Detailed directions on how to get to the location of the injured person including the door number for entry into the building.
3. Answer all of the dispatcher's questions.
4. Hang up only after the dispatcher hangs up the phone.
5. Go to the door location where EMS was instructed to enter the building. Meet the ambulance crew as they arrive. Take the EMT staff to the injured person.

B. Contacting security at the high school –

1. First attempt to call security officer at 988-7340 Office
2. If Security officer is not available contact the main office at 988-7000, athletic office at 988-7182 or 988-7184, or the evening school office at 988-7342
3. Building security will be contacted when EMS is called. The township's security is made up of officers from various Marion County police agencies.
4. If no one can be contacted at the numbers above call Brian Clouse, Coordinator of Safety & Security: Office 988-7701 or Mobile 317-716-2590

*III. Inclement Weather and Environmental Problems*

A. Lightning Policy

1. Athletic events and practices are to be stopped at the first sign of lightning, or the first sound of thunder, or with notification that lightning is within 10 miles. All athletes, coaches and spectators are to vacate the outdoor facility and seek shelter in a permanent structure. Open sided dugouts do not count as shelters.
2. The lightning call can come from any of the following sources: the coach, game official, athletic trainer or athletic director who has seen lightning or heard thunder. It is each coach's responsibility to stop play and move everyone involved to shelter.
3. Play is not resumed until 30 minutes have passed from the last sighting of lightning, the last sound of thunder or when lightning is outside of 10 miles.

B. Thunderstorms

1. Coaches are responsible for following the lightning policy.
2. When thunderstorms arise, spectators, athletes, coaches and meet officials should seek shelter in the designated facilities. Do not allow anyone to seek shelter under the bleachers.
3. Heavy rains may not include lightning and therefore do not constitute an evacuation situation.
4. Coaches are encouraged to err on the side of being conservative in this situation.

### C. Weather Sirens

1. Any time that the weather siren sounds, (the siren is located at fire station 9), coaches must move all personnel into the designated shelter areas as quickly as possible.
2. In a tornado-warning situation, coaches should move athletes and spectators into designated shelter areas. Once in the shelter area, everyone should be seated with their back to an internal wall and cover their head. Avoid using areas with loose objects or large areas of glass such as the Outside Athletic Building's meeting room. No one should be stationed in the hallways because of the glass in the doors. The Fitness Center (MPA) is not a suitable area for shelter because of the tall ceiling, glass, and lightweight partitions.
3. The coaching staff should monitor a portable radio for information about the storm and wait for the "all clear".

### D. High Winds

1. Coaches must use their best judgment when faced with high winds. If conditions favor the formation of a tornado, then coaches should remove the athletes from the field.
2. Again it is best to err on the side of being conservative and seek shelter in the appropriate areas. Remember that during the spring, weather seems to change for the worse quickly.

### E. Earthquake Procedure

1. Indoor facilities and Outside locker room building.
  - a. Immediately take cover under the desk or tables if available. Where there is no shelter, kneel along the interior wall and use tornado drill procedure.
  - b. Turn bodies away from the glass areas.
  - c. Wait for an all clear from a coach or an athletic director. Evacuate the building as soon as possible.
  - d. Injured persons should not be moved unless the building condition is life threatening.
  - e. Anticipate an after shock. It will be coming.
  - f. Teams should reassemble in the exit's closest parking lot to account for all athletes.
2. Outside facilities and fields
  - a. Move to an open space away from buildings and overhead power lines.
  - b. Lie down or crouch down.
  - c. Remain in a sheltered position until instructed otherwise.
  - d. Assemble as a team in the middle of the field to assess each person's condition.

### IV. Evacuation Procedure

- A. The highest-ranking school official on site or his/her designee will make the decision for field evacuation. During events, an announcement will be made on the public address system. During practice, coaches are responsible for spreading the word to each of the facility's areas that damaging weather is approaching and that all persons should seek shelter.
- B. Athletes and spectators are asked to seek shelter in the appropriate area in a calm orderly manner.
- C. The coach is responsible for determining when a facility is at capacity and will encourage others to seek shelter in a secondary area at Ben Davis High School, Ben Davis Freshman Center or Chapel Hill 7th and 8th Grade Center.
- D. The head coach or a coach's designee must take team attendance once the field has been evacuated. Discourage athletes from randomly leaving the shelter areas until the all clear is given.

### V. Assigned Shelters for Outdoor Athletic Facilities – After teams have moved to shelters, coaches should take attendance to ensure that all athletes are accounted for.

- A. Football Stadium – Athletes, coaches and game officials should be sent to the Outside Athletic Building (locker rooms) or into the locker room building at the north end of the football stadium.. Everyone seeking shelter in this building should avoid standing in the hallways near glass. In the case of a varsity football game, the Outside Athletic building is too small to hold the spectators. Therefore, spectators are encouraged to move into the high school building. Those seeking shelter should avoid staying in the Fitness Center (MPA) because of the amount of glass. It is wiser to move people into the building's first floor hallways P, I, S, and Q. During JV, Freshman, and Middle School games, it may be possible for spectators to seek shelter in the Outside Athletic building when the crowds are small.
- B. Football Practice Fields – Athletes, coaches and support personnel should move quickly to the locker room area. Those seeking shelter should avoid staying in the hallways and meeting rooms near glass windows.
- C. Soccer Stadium – Athletes, Coaches and Support Personnel should go to the Outside Athletic Building or into the high school. Do not use the soccer building because it was rated for too few people. Athletes, Coaches, and Support personnel on the practice fields should go to the Outside Athletic building. Spectators should go to their cars and then move to the high school if conditions warrant more shelter.
- D. Soccer Practice Fields – Athletes, Coaches, and Support Personnel should move to the Outside Athletic Building. Avoid staying in the hallway near glass. Parents and spectators are encouraged to drive to the high school building to seek more substantial shelter.

- E. Cross Country Course in the area west of the Tree line – Athletes and spectators alike should move to either the high school or middle school. People in the West Lot are extremely susceptible to inclement weather because there will be very few vehicles in the west lot and more athletes available as compared to vehicles. Coaches should err on the side of being conservative. They should anticipate problems and move early to avoid getting caught by the weather.
- F. Varsity and Junior Varsity Baseball Fields– Athletes should use the Outside Athletic Building and High School. The press box area is not rated for enough people to be used as a shelter. Spectators are encouraged to use their vehicles, the Outside Athletic Locker Room Building and Ben Davis High School building. The diamond’s dugouts should not be used as a weather shelter.
- G. Chapel Hill 7<sup>th</sup>/8<sup>th</sup> Grade Baseball Field - Athletes and spectators are encouraged to enter their vehicles and drive back to Chapel Hill 7th and 8th Grade Center or the Ben Davis Freshman Center.
- H. Softball Complex Fields– Athletes, Coaches and Spectators should seek shelter at Ben Davis Freshman Center or Ben Davis High School. The Press box area has not been rated to hold enough people to be effective.
- I. Ben Davis Track and Field Stadium – Athletes, coaches and spectators should seek shelter in the Outside Athletic Locker Room Building. No one should seek shelter under the bleachers. Those people in the press box should also move to the building. In the building, no one should seek shelter near the exits or in the meeting room because of the glass. Those areas deemed safest during tornado warnings are the training room, locker rooms and rest rooms.
- J. Cross Country and Distance Runners who are training off campus on a road run - Athletes and coaches should stay together as a group during a run. When threatening weather appears, the team should seek shelter in Ben Davis High School if the school is close by. If the school is not close by, then the team should seek shelter in a public building or private business. Coaches should plan running courses that have shelters along the way.
- K. Chapel Hill 7th and 8th Grade Center Track and Field – Athletes and spectators should seek shelter in the Ben Davis Freshman Center or Chapel Hill 7th and 8th Grade Center. All athletes should report to the coach in the building. Spectators may seek shelter in their vehicle, but are encouraged not to take their children unless arrangements have been made with the coach.
- L. Golf Driving Range – Since there is no longer shelter at the Driving Range, Coaches are encouraged to anticipate the likelihood of dangerous weather and move to shelter in Ben Davis High School or Chapel Hill 7th and 8th grade Center. Coaches must assure that there is adequate transportation available.
- M. Tennis Courts – Athletes and spectators should seek shelter in either Ben Davis High School through door 3, the Ben Davis Freshman Center or Chapel Hill 7th and 8th Grade Center . Teams should be encouraged to stick together. Spectators may choose to use their vehicle for shelter.

VI. Assigned Shelters for Indoor Athletic Facilities

- A. Main Gymnasium (East Gym)
  - Weather siren- The gym area is too wide open. When the weather siren sounds, athletes should take shelter in the team’s assigned locker room. Spectators are to be sent to hallways within the building beginning with R, B, and moving to C and D. Avoid using the hall by media center, the entries and the hall of fame hallway on the west side of the gymnasium.
  - Fire or other Evacuation Situation – Athletes and spectators should exit through doors 2, 3 and 1. Those people in the upper gymnasium should make their way to the ground floor through stairwells and down the steps of the bleachers if they are open. Coaches should gather their teams in the south parking lot to ensure that all members have escaped safely.
- B. Fitness Center (MPA) and Cardio Room
  - Weather siren - All teams and spectators should move to halls P, I, and S. When those hallways fill to capacity, send the overflow to halls deeper in the building.
  - Fire or other Evacuation Situation – All teams and spectators should exit through door 10 on the southwest end of the fitness center or the emergency exits on the west side of the MPA. Coaches should gather their teams in the freshman center teachers’ parking lot to ensure that all members have escaped safely.
- C. Ben Davis Freshman Center Gymnasium
  - Weather siren – When the weather siren sounds, athletes should take shelter in the team’s assigned locker room. Spectators are to be sent to hallways within the building. Avoid hallways that have glass doors.
  - Fire or other Evacuation Situation – Athletes and spectators should exit through the doors on the west side of the gymnasium. Those doors are direct exits to the area to the west of the freshman center. Coaches should gather their teams in the Freshman Center’s teacher’s parking lot on the west side of the building.
- D. Aquatic Center (Swimming Pool)
  - Weather siren - The pool area has too much glass. Swimmers and spectators should evacuate the pool area and take shelter in Q hallway.
  - Fire or other Evacuation Situation All swimmers should exit through the door on the southeast corner of the pool. Spectators should exit by door 5, turn left and exit through the hallway connecting the freshman center and high school. Coaches should gather their teams in the south parking lot by the turn around to ensure that all members have escaped safely.

- E. Weight Room (Q102 and Q104)  
Weather siren – Athletes should stay in the weight room and sit against the south and west wall or move into Q hall.  
Fire or other Evacuation Situation – All weight room participants should exit by way of H Hallway to the north of the weight room and exit the building by door 5. Coaches should gather their teams in the south student parking lot to ensure that all members have escaped safely.
- F. Wrestling Room (FC01/FH02)  
Weather siren - Athletes should stay in the wrestling room. Sit on the floor away from the doors of the wrestling room.  
Fire or other Evacuation Situation – Wrestlers should exit the wrestling room into the MPA and exit the building through door 6. Coaches should gather their teams in the south parking lot to ensure that all members have escaped safely.
- G. Cardio Room  
Weather siren - All teams and spectators should move to halls P, I, and S. When those hallways fill to capacity, send the overflow to halls deeper in the building.  
Fire or other Evacuation Situation – Participants should exit the Cardio room into the MPA and exit the building through door 6. Coaches should gather their teams in the south parking lot to ensure that all members have escaped safely.
- H. Ben Davis Freshman Cardio Room  
Weather siren - Athletes should stay in the Cardio room. Sit on the floor away from the doors of the wrestling room.  
Fire or other Evacuation Situation – Wrestlers should exit the wrestling room and building through on the west side of the gymnasium. Coaches should gather their teams in the freshman center teachers’ parking lot to ensure that all members have escaped safely
- I. Dance room in downstairs Q Hall (Q106)  
Weather siren Athletes should move to Q hall to avoid the mirrored glass.  
Fire or other Evacuation Situation Athletes should exit the building through door 5. Coaches should gather their team in the south student parking lot to ensure that all members have escaped safely.
- J. Aerobic Room in upstairs Q Hall (Q205)  
Weather siren - Athletes should move to the I/S Hall stairs and go to downstairs S hall near the speech and multimedia class rooms.  
Fire or other Evacuation Situation – Students should walk to I hall and down the I/S hall stairway to door 8. Exit through door 8 into the west parking lot near the band practice field. Coaches should gather their team in the south parking lot to ensure that all members have escaped safely.

VII. Medical Emergency

A. Life Threatening

1. A life-threatening situation is any situation in which one of the following conditions is true.
  - a) A person is unconscious.
  - b) A person is having great difficulty breathing.
  - c) A person is experiencing chest pains that indicate possible heart attack.
  - d) A person has heat stroke or extreme heat exhaustion.
  - e) A person is bleeding profusely and the bleeding cannot be controlled.
  - f) A person has been poisoned or is having an allergic reaction that may impair breathing or proper circulation.
  - g) A person has a possible spinal injury.
  - h) A person is suffering from shock.
2. Life threatening situations dictate that the person most responsible for the facility at the time of the emergency sends another person to call the EMS unit for assistance. (Call 911) After calling EMS, calls should be placed to one of the certified athletic trainers (988-7141 or 988-7441), the athletic office (988-7182) and the evening school office (988-7342).
3. Proper care should be given to the person while the EMS unit is in route: Maintain Airway, Breathing and Circulation; Stabilize the Head and Neck; and Control Bleeding.
4. The athletic trainer will join the coach with first aid care until EMS arrives.
5. When emergency medical personnel arrive, the coach should release the injured person to the care of the paramedic or EMT.
6. Coaches must submit a written report of the emergency to the athletic director within 24 hours. The athletic trainer will submit a similar report if he/she was involved in the incident.

B. Non-Life Threatening Requiring Ambulatory Service

1. A non-life threatening situation that requires ambulatory service include fractured limbs that are difficult to splint, dislocated joints where the person cannot be placed in a comfortable position, head injuries where the athlete is having trouble remaining conscious, and severe bleeding that is not life threatening.
2. Stabilize the athlete.
3. Call the athletic trainer in the area.
4. Monitor Airway, Breathing and Circulation (ABC's.)
5. Decision to call for EMS will be made jointly by the coach and the athletic trainer.
6. When emergency medical personnel arrive, the coach releases care of the person to the paramedic or EMT

C. Non-Life Threatening Requiring Assistance from the Athletic Training Staff

1. A non-life threatening situation that requires assistance from an athletic trainer include, fractures, severe sprains of the ankle or knee, dislocation of a shoulder or knee cap, mild concussions, large contusions, and large open wounds that may need stitches. This may include any injury that is difficult to move without increasing the pain to the athlete.
2. Call for an athletic trainer.
3. Begin basic first aid to decrease pain. Do not move the athlete unless the movement does not increase pain.

VIII Basic First Aid – The following is a listing of one possibility for helping injured athletes and spectators. It is REQUIRED that coaches earn their American Red Cross CPR and First Aid Certificates. The skills mentioned here need to be learned and practiced so that they are automatic in the time of an emergency.

A. Check, Call and Care.

1. Check –
  - The scene to see if it's safe.
  - The area to piece together how the accident occurred.
  - The number of injured persons.
  - The injured person/persons for Airway, Breathing, Circulation and Hemorrhaging (ABCH's).
2. Call – Call for help. If needed, call EMS.
3. Care – Provide First Aid care for the person until more qualified personnel arrive.

B. Breathing Problems and Asthma

1. Cessation of Breathing

- If an injured person stops breathing, start with Check, Call and Care.
- Check for breathing.
  - (1) If the person is not breathing or breathing cannot be checked, carefully position the person on his back, perform a chin lift to open the airway, and check for breathing.
  - (2) If there is no breathing, maintain the chin lift and give two slow breaths.
  - (3) Check for pulse at the neck (carotid artery). If there is no pulse, begin CPR or find someone who knows CPR. If there is a pulse, begin rescue breathing or find someone who knows rescue breathing.

2. Hyperventilation

- This is a breathing problem that is characterized by quick, shallow breaths. The patient will feel as if she is not getting enough oxygen.
- Many times, athletes who have just completed a hard running workout will start to hyperventilate in an attempt to replenish the body's oxygen supply.
- Anxiety attacks will also create hyperventilation.
- The first aider needs to calm the patient and resume a deeper, slower pattern of breathing. Many times asking the patient to breathe in the nose and blow out the mouth will help the patient resume a better breathing rate. Sometimes having the patient breathe into a paper bag will help the patient regulate his breathing pattern.

3. Asthma

- Asthma is a condition where an allergen trigger causes the bronchial tubes to narrow. Common allergens are dust, humidity, and pollen. Unfortunately, exercise may be an allergen for some athletes.
- The classic sign of asthma is a “whizzing” sound during inspiration of breathing. The patient will feel a very heavy through the chest and be very labored in breathing.
- Experienced asthmatics will know when an attack is beginning and should have an albuterol inhaler that will help ease the narrowness of the bronchioles.
- When an asthmatic begins to have an attack, she should use the inhaler by drawing the vapor into the lungs with a deep breath. This is very difficult during an attack because of the hyperventilated state of the lungs.
- This can be a medical emergency if the patient stops breathing or passes out.
- Monitor breathing and begin rescue breathing if the patient stops breathing.

4. Anaphylaxis

- This is an allergic reaction that causes swelling around the throat and can inhibit breathing.
- This is a medical emergency from the beginning. Only advanced first aid will be effective in this case.
- Call EMS if anaphylaxis is suspected and then monitor the person's breathing.

#### 5. Obstructed Airway

- Swallowing an object that makes it past the epiglottis into the larynx, anaphylaxis, or physical damage to the trachea can cause an obstructed airway.
- A conscious victim may show signs of an obstructed airway by placing both hands around the throat.
  - 1) Ask the victim if he or she is choking,
  - 2) Tell them that you can help
  - 3) Step behind the victim
  - 4) Place the thumb in the victim's naval
  - 5) Pull up and back on the victim's abdomen. This will push the air in the lungs up into the trachea and force the object out of the throat. Although this could take several thrusts. This is commonly known as the Heimlich Maneuver.
- An obstructed airway of an unconscious victim will be discovered during rescue breathing.
  - 1) If air cannot enter the chest during rescue breathing, retilt the head and try to ventilate again.
  - 2) If the rescuer continues to have problems breathing air into the victim, move down to the abdomen and place the heel of one hand just above the victim's naval. The other hand should be placed on top of the initial hand with the fingers wrapped around into the palm.
  - 3) The rescuer pushes up on the abdomen with a sudden thrust three times before returning to the victim's head.
  - 4) The rescuer looks into the victim's mouth for the object that was stuck in the victim's airway. With adults, a finger sweep with the little finger is automatic. With children and infants, the rescuer should make visual contact with an object before finger sweeping the mouth.
  - 5) The rescuer attempts to blow into the victim with two quick breaths. If the breaths are not successful, repeat steps 2, 3 and 4 until air is successfully entered into the lungs.

#### C. Unconscious Victim

1. If a victim appears to be unconscious, firmly shake the person and loudly say, "Are you alright?"
2. If the victim does not respond, call out for help and instruct the person who responds to call EMS.
3. Check for the ABC's (Airway, Breathing, Circulation, and Hemorrhaging.)
4. If the victim is breathing, monitor the vital signs and do a visual check for any physical injury.
5. If the victim is not breathing, begin rescue breathing.

#### D. Suspected Concussion or Traumatic Brain Injury

1. Indiana Code 20-34-7 dictates that any suspected concussion results in removal of the athlete from the competition or practice. The athlete must be cleared for return to play by a healthcare provider (physician) who feels qualified to clear the athlete for activity.
2. Concussions are injuries to the brain from a blow to the head or body. Signs or symptoms include: headaches, dizziness, nausea, loss of memory, uncoordinated movement, loss of balance, ringing in the ears (tinnitus), blurred vision, double vision, loss of vision, change of consciousness, or loss of emotional control. Athletes who received a blow to the head or body coupled with any of these signs/symptoms should be suspected of being concussed.
3. Coaches should take athletes who are suspected of being concussed to the athletic trainer, contact the parents and arrange for the athlete to be taken home.
4. Athletes who are suspected of having a concussion should not be left alone or allowed to drive home.

#### E. Shock

1. Shock is a failure and collapse of the circulatory system. The blood will pool in the extremities and the vital organs will suffer from a lack of oxygen.
2. The victim will appear bluish, seem very disoriented, and may feel faint.
3. Have someone call EMS. This is a medical emergency.
4. Place the victim on his back and elevate the feet (unless a head injury is suspected).
5. Reassure the victim.
6. Maintain the victim's body temperature.
7. Do not give the victim any food or water.
8. Monitor vital signs.

#### F. Suspected Fractured Limbs and Splinting

1. If there is an obvious deformity or point tenderness along a bone, then a first aider must suspect a fracture.
2. Follow these simple rules when splinting.
  - a. Only splint the injured person if the person must be moved.
  - b. Do not create more damage.

- c. Splint the limb in the position that it was found. Do not attempt to straighten an deformed limb.
  - d. Immobilize the joint above and below the suspected fracture sight.
  - e. Do not tie the splint over the suspected fracture sight.
3. Many items such as magazines, towels, cardboard, pillows, padded boards, air splints and vacuum splints can be used as a splint.
  4. This is a skill that should be practiced before attempting.

#### G. Types of Heat Illnesses

1. Heat Cramps
  - a. Signs - muscle spasms or twitching in arms, legs, and abdomen
  - b. Treatment - Cramping can be eased by icing the calves while stretching and resting. Immediate intake of water may help avoid one of the other forms of heat illness such as heat exhaustion. Increasing water intake, increasing the intake of electrolytes and salts in the diet may help avoid cramping in the future.
  - c. Other factors that may increase cramping: tight clothing, lack of conditioning, and suppressing food before the event.
2. Heat Syncope (Fainting)
  - a. Signs- Fatigue and fainting due to a loss of fluids which causes a drop in blood pressure.
  - b. Treatment - Place athlete in a cool, shaded area with the feet elevated, administer fluids if the athlete is conscious and cool body slowly, if the athlete remains unconscious or regains consciousness but his condition deteriorates then the EMS unit should be called.
3. Heat Rash or Prickly Heat
  - a. Signs- Skin reactions in which the skin appears inflamed and is usually dry.
  - b. Treatment - Avoid increased heat in the affected area. Some commercial powders and cream help relieve itchy feeling.
4. Heat Exhaustion
  - a. Signs - Excessive thirst, fatigue, throbbing headache, weight loss, weakness, metal dullness, nausea, chills, small urine output, and elevated body temperature. The skin may be pale cool with excessive sweating. On some occasions the skin may be warm. The athlete may experience diarrhea or intestinal infections.
  - b. Treatment
    - i. *Mild Heat Exhaustion* (athlete will exhibit some of the signs from above will minimal distress): Force cool fluids orally unless the patient begins to vomit. If the patient begins to vomit, it will be necessary to get medical help to administer intravenous fluids. Place the athlete in a cool area such as an air-conditioned room, have the athlete remove any excess clothing, apply "ice towels", and fan the athlete's body. Before the athlete returns to practice or competition be sure that the athlete's body weight has returned to its pre-practice level and that the patient is asymptomatic.
    - ii. *Moderate Heat Exhaustion* (Vomiting has begun and the athlete exhibits more distressing signs.): Oral fluids will not stay down so it is necessary for the athlete to be sent to the ER using a parent's vehicle or by way of an ambulance.
    - iii. *Severe Heat Exhaustion* (Athlete is disoriented, having trouble breathing, continues to sweat profusely, begins to lose consciousness, has a elevated heart rate, has a decreased blood pressure, or elevated respiratory rate) Call EMS and begin cooling the athlete with ice towels, moving them to a cooler area, and monitor pulse, respirations, and blood pressure.
5. Heat Stroke - THIS IS A MEDICAL EMERGENCY - *Heat stroke is a failure of the heat regulatory system.*
  - a. Signs - Abrupt onset preceded by headache, vertigo, extreme fatigue, and lack of sweating. The skin is flushed, dry and hot with a rapid pulse and increased respirations. The athlete may have slurred speech, may lose coordination, and may be confused or disoriented. The athlete's core body temperature will be elevated.
  - b. Treatment - Cool the body immediately! Use "ice towels", remove any unnecessary clothing, immerse the body in cool water, and transport the victim to the hospital. Time is critical.

#### H. Procedures for Wound Care at Ben Davis High School: The following are the procedures for dealing with wound care at Ben Davis High School. The procedure will follow the Universal Procedures hand out as written by the Indiana Board of Health and Safety.

1. When dealing with any body fluids, wear rubber gloves. If there is a possibility that the blood will splatter wear a blue facemask also.
2. Control bleeding by use of one or more of the following methods.
  - a. Direct Pressure - Hold a sterile gauze pad directly against the wound.
  - b. Elevation - While holding pressure on the wound, raise the body part above the heart. Gravity will slow the flow of blood to the area.



- c. Apply an ice bag - Apply an ice bag directly over the wound and initial dressing. Combine this procedure with that of elevation.
- d. Indirect Pressure - Find the nearest artery that is proximal to the wound. Press firmly to trap the artery between the fingers and the bone on the other side of the artery.
- e. Tourniquet - Tie a bandage tightly near the distal end of an avulsed limb.
3. Clean the wound with peroxide or iodine povidone solution. Be careful not to initiate more bleeding.
4. Apply the appropriate dressing. Be sure that the dressing does not leak.
  - a. Send for stitches if that is necessary.
  - b. Send for a tetanus shot if the wound is a puncture from unsanitary conditions.
  - c. Cover with an adhesive band-aid or nonadhesive gauze pad.
5. Dispose of blood soaked materials in a biohazard waste container located in either training room. If the wound is treated in a field situation, place bloodied items in a red biohazard waste bag that is located in each kit.
6. Clean any hardened surface that was splattered with blood with a bleach and water solution or any disinfecting solution.
7. Remove the gloves in such a way that at no time does the bare skin touch the outside of the glove. Take the first glove off and hold it in the palm of the second glove. Fish the index finger of the first hand under the second glove and inside out it so that it bags the first glove inside. Throw the gloves into the biohazard container or bag.
8. Close the container or tie the bag shut. Do not reach into the container without wearing rubber gloves.
9. Wash the hands thoroughly. Use hand wash that is available in the kits. At the earliest convenience wash the hands thoroughly with soap and water.

#### IX. Emergency Equipment and its Location

- A. Automated External Defibrillator (AED) – There are four AED’s at Ben Davis High School. The clinic houses one and the head athletic trainer keeps the other with the vacuum splints in the athletic training room that is being utilized for the season. (Fall and Spring – Outside Athletic Building; Winter – Inside in H 112). A third AED is in the Career Center and the fourth is in upper C hall near the science classrooms.
- B. Vacuum Splints – The athletic training room has two sets of vacuum splints. The larger set is kept with the AED in its location from part A. The second set is kept in the Outside Athletic building.
- C. One Way Breathing masks – There are disposable breathing masks in each of the first aid kits maintained by the training room.
- D. First Aid Kits – There should be a first aid kit for each active team. The kit should be on site for each practice and game. If there is a student athletic trainer assigned with the team, then the student athletic trainer will be responsible for the kit.
- E. Blood Pressure Cuffs – There are blood pressure cuffs in each athletic training room and in the first aid kit of each certified athletic trainer.
- F. Stiff Neck Cervical Collar – Helmet Hugger – The Stiff Neck Cervical Collar and Helmet Hugger devices will be kept in the large Splint bag.
- G. Pool Backboard – There are two backboards located on the walls of the pool.
  1. The other athletic facilities do not have a backboard because of the close proximity of the local fire station. We feel that it is smarter to have trained seasoned EMT’s and paramedics place an injured athlete on a backboard rather than occasional first aiders backboard injured athletes.
  2. The staff athletic trainers will practice the backboard procedure with student athletic trainers to assist EMT’s.

#### X. Reports

- A. After each emergency situation, a written report must be submitted to the athletic office.
- B. Reports can be in the form of a type account of the incident and the detailed description of the actions that were taken by the coaching staff.
- C. It is wise to collaborate with others at the scene to establish the exact activities that occurred during the incident and first aid procedures.

### **Emergency Telephone Numbers for Schools**

- The purpose of this list is to provide 24 hour telephone numbers to report emergencies at Wayne Township Schools. You do not have to contact everyone on this list.
- It is advisable to program these numbers into your cell phones in the event you do not have the list with you.
- Calling 911 from all of our schools: In order to call 911 from our schools, you must first dial 9 then 911. (Example: 9-911)

#### **School Police**

- Call 9-911 for extreme emergencies (Heart attack, person with a gun, etc.)

- School Days (6:00 am until 6:00 pm) Call the Transportation Center at 988-6375. Advise the dispatcher your name, what school you are at, and the type of incident you have.
- **After 6:00 pm and on weekends:** Call 9-911 for extreme emergencies or call IMPD dispatch at 327-3811 for or non-emergencies. Request a Wayne Township School police officer to assist you.
- Use the school's 2-way radio: Switch to the **WYN-DSP** channel and ask for a Wayne Township School police officer. (Example: "Bridgeport Elementary to Wayne Township School Police")
- Brian Clouse, Coordinator of Safety & Security: Office 988-7701 or Mobile 317-716-2590
- Tom Bates, School Police: Mobile 753-3414
- Elementary Schools: Judy Stegmann, Director of Elementary Education: Office 988-8634 or Mobile
- Secondary Schools: Elizabeth Walters, Director of Secondary Education: Office 988-8683 or Mobile 317-496-5177
- Jeannine Templeman, Chief Communications Officer: Office 988-8626 or Mobile 317-691-4707

### **To Report a Fire**

- Call 9-911
  - Brian Clouse, Coordinator of Safety & Security: Office 988-7701 or Mobile 317-716-2590
  - Tom Bates, School Police: Mobile 753-3414
  - Elementary Schools: Judy Stegmann, Director of Elementary Education: Office 988-8634 or Mobile
  - Secondary Schools: Elizabeth Walters, Director of Secondary Education: Office 988-8683 or Mobile 317-496-5177
  - Jeannine Templeman, Chief Communications Officer: Office 988-8626 or Mobile 317-691-4707

### **Hazardous Materials Release**

- If severe, call 9-911
  - Brian Clouse, Coordinator of Safety & Security: Office 988-7701 or Mobile 317-716-2590
  - Tom Bates, School Police: Mobile 753-3414
  - Elementary Schools: Judy Stegmann, Director of Elementary Education: Office 988-8634 or Mobile
  - Secondary Schools: Elizabeth Walters, Director of Secondary Education: Office 988-8683 or Mobile 317-496-5177
  - Jeannine Templeman, Chief Communications Officer: Office 988-8626 or Mobile 317-691-4707

### **Weather Related Problems**

- If an emergency, call 9-911
  - Brian Clouse, Coordinator of Safety & Security: Office 988-7701 or Mobile 317-716-2590
  - Tom Bates, School Police: Mobile 753-3414
  - Elementary Schools: Judy Stegmann, Director of Elementary Education: Office 988-8634 or Mobile
  - Secondary Schools: Elizabeth Walters, Director of Secondary Education: Office 988-8683 or Mobile 317-496-5177
  - Jeannine Templeman, Chief Communications Officer: Office 988-8626 or Mobile 317-691-4707

### **Buildings & Grounds Emergency**

- Todd Hendricks, Supervisor of Facilities & Grounds, Office 988-6360 or Mobile 417-2804
- Corey Nance, Head of Grounds for Ben Davis High School, Mobile 317-697-3620
- Dennis Campbell, Head of Maintenance for Ben Davis High School, Mobile 317-765-720-2367
  - Brian Clouse, Coordinator of Safety & Security: Office 988-7701 or Mobile 317-716-2590
  - Tom Bates, School Police: Mobile 753-3414
  - Elementary Schools: Judy Stegmann, Director of Elementary Education: Office 988-8634 or Mobile
  - Secondary Schools: Elizabeth Walters, Director of Secondary Education: Office 988-8683 or Mobile 317-496-5177
  - Jeannine Templeman, Chief Communications Officer: Office 988-8626 or Mobile 317-691-4707

### **Bus & Transportation Issues**

- During the school year, from 6am until 6pm, call the Transportation Center at 988-6375
- After 6pm and on weekends, call Janet Petrisin, Transportation Supervisor: Mobile 670-9779, Marcus Banks, Assistant Supervisor: Mobile 317-652-7008

### **Food Service Issues**

- During the school year, from 7am until 4pm, call Food Service at 988-7950

- After 4pm and on weekends, call Sara Gasiorowski, Director of Food Services: Mobile 694-1169

### **Building Alarms & Codes**

- Katrina McKinney handles all issues with security & access codes to buildings except for Ben Davis High School and the Ben Davis 9th Grade Center. Katrina can be contacted at 988-6370.
- For issues at Ben Davis High School and Ben Davis 9th Grade Center, call Officer Jeff McCleerey at 519-0022 or 988-7340.
- **If you happen to set off the alarm in your school or have trouble setting the alarm, please call General Alarm at 925-8915. Give them your name, what school you are at, and your security code. They will be able to assist you.**
- **If you do not contact General Alarm they will dispatch a police officer to the school to investigate.**

### **Other Important Telephone Numbers**

- MSD of Wayne Township Safe School Hotline: 988-7722
- Department of Child Services (DCS) Hotline: 1-800-800-5556
- Poison Control: 1-800-222-1222
- Crisis & Suicide Line: 251-7575
- National Response Center (To report hazardous spills & releases): 1-800-424-8802
- To report environmental emergencies in Indiana: 1-888-233-7745
- Missing Children (Indiana State Police): 1-800-831-8953
- F.B.I. 639-3301
- Secret Service: 226-6444
- Alcohol, Tobacco, & Firearms (ATF): 1-800-800-3855
- Crime Stoppers: 327-8477
- Gang Hotline: 327-7867

Phone List Revised August 2011