

Emergency Action Plan for Trenton High School Athletics

**2601 Charlton Road
Trenton, MI 48183**



In case of emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

(modified March 2025)

Table of Contents

Page 3-5 [OVERVIEW](#)

Page 6-7 [Activating Emergency Medical Services](#)

Page 8 [Emergency Telephone Numbers](#)

Page 9 [Emergency Situation Contact Tree](#)

Page 10 [Emergency Equipment Locations](#)

Page 11 [Trenton High School AED Location](#)

Page 12 [General Plan of Action](#)

Page 13-14 [Main Gymnasium](#)

Page 15-16 [Auxiliary Gymnasium](#)

Page 17-18 [Tennis Courts](#)

Page 19-20 [Farrer Field](#)

Page 21-22 [Baseball Field](#)

Page 23-24 [Softball Field](#)

Page 25-26 [Pool](#)

Page 27-31 [Heat Safety](#)

Page 32-33 [Lightning/Inclement Weather](#)

EMERGENCY ACTION PLAN FOR ATHLETICS

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken to provide the best possible care to the student athlete. The development and implementation of an emergency action plan (EAP) will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an EAP that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an EAP, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency to be managed appropriately and efficiently.

Components of an EAP:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. EAP Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

However, the first responder may also be a coach or another member of the school personnel.

Certification In cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), EAP review, and prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certifications and/or cards should be maintained with the athletic director. **All coaches are required to have CPR, First Aid, and AED training certifications.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The four basic roles within the emergency team are:

- 1. Establish scene safety and immediate care of the athlete:**
 - a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
- 2. Activation of Emergency Medical Services (EMS):**
 - a. This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor, and this may be done by anyone on the team.
- 3. Equipment Retrieval:**
 - a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
- 4. Direction of EMS to the scene:**
 - a. One of the members of the team should oversee meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
2. A copy of the relevant EAP should be kept on hand with the coach at every practice/event
3. A copy of the EAP will also be available in the athletic training room

Chain of Command

The athletic trainer should always act as primary caregivers at the site of the injury or accident (when on-site) and would manage the situation according to the following rank:

1. Certified athletic trainer
2. School personnel (athletic director, school nurse, principal, etc.)
3. Head coaches
4. Assistant coaches

In the event that a certified athletic trainer is not on-site at the time of injury, the following chain of command would be used:

1. School personnel (athletic director, school nurse, principal, etc.)
2. Head coaches
3. Assistant coaches

Activating Emergency Medical Services

Call 9-11

Provide information:

- Name, address, telephone number of caller
- Nature of the emergency (medical or non-medical)*
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information requested by the dispatcher
- DO NOT HANG UP FIRST

*If non-medical, refer to the specified checklist of the school's non-athletics EAP

Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

Medical Emergency Transportation

Any emergency where there is a loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs), or there is neurovascular compromise should be considered a "load and go" situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experience doubt in their mind regarding the severity of the situation should consider a "load and go" situation and transport the individual.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school EAP and follow instructions.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

Post-EAP Activation Procedures

Documentation

Documentation must be done by the certified athletic trainer (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing

A team composed of the certified athletic trainer, athletic director, coaches, nurse, and one or two other school district employees not involved with the situation must discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to the EAP should be made for promptness.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department "ownership" in the EAP by involving the athletic administration and port coaches as well as sports medicine personnel. The EAP should be **reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the EAP, Trenton High School helps ensure that the athlete will have the best care provided when an emergency does arise.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

Emergency Telephone Numbers

This list is only to be used in case of an emergency.

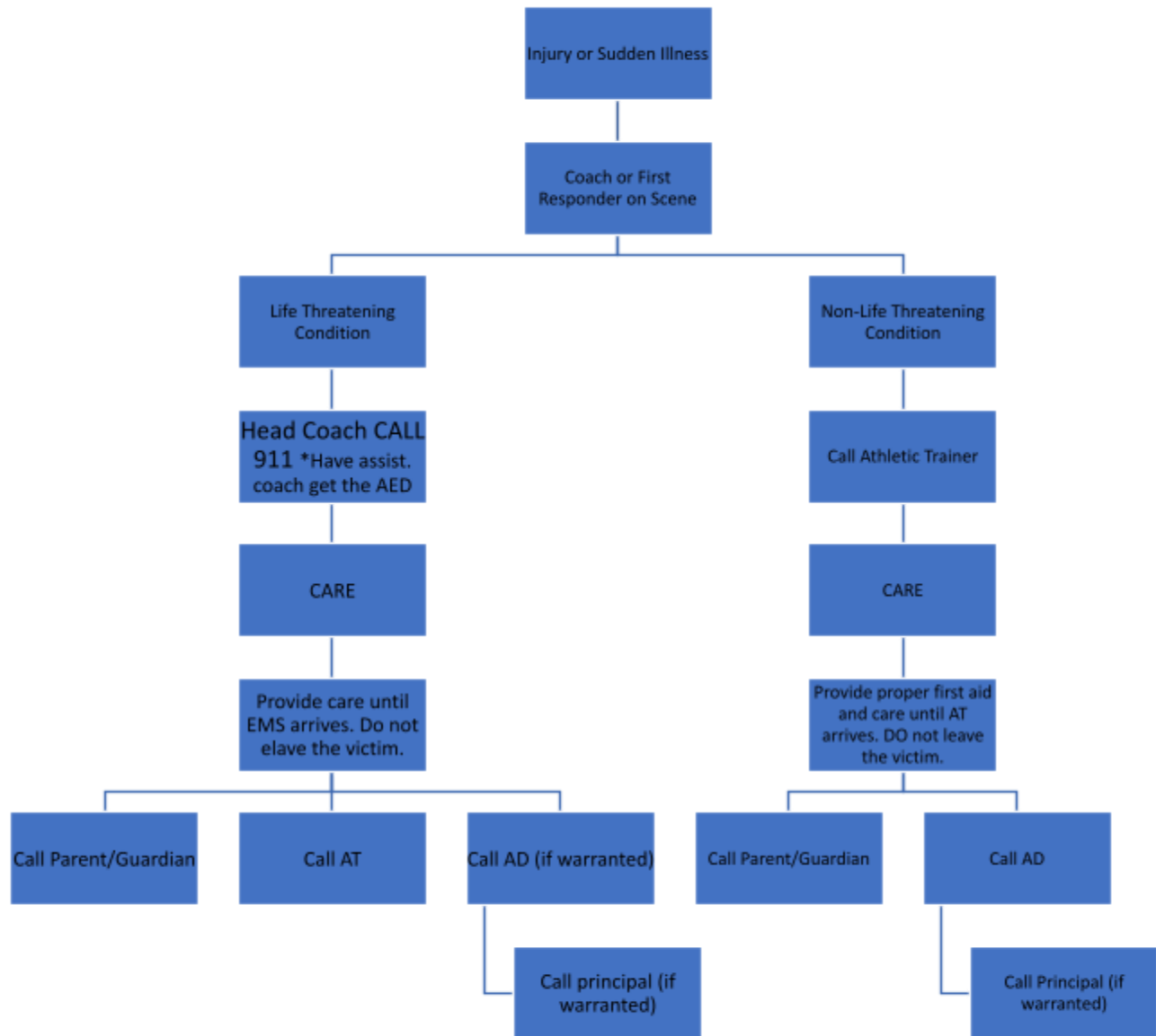
Off Campus Contacts	Phone Number
Emergency	911
Suicide Hotline	988
Police Department	911
Fire and Ambulance	911
Corewell Health - Trenton	(734) 671-3800
Henry Ford Health Center - Brownstown	(734) 287-9880
Poison Control Center	(800) 222-1222
Trenton Police (non-emergency)	734-676-3737- 24 hours
Trenton Fire (non-emergency)	734-676-3737- 24 hours

On Campus Contacts	Phone Number
Nurse	(734) 365-0619
Athletic Director	(734) 692-4554
Main Office	(734) 692-4530
School Counselor	(734) 692-4547

Title	Name	Office	Cell
Athletic Trainer	Brianna Hendra, DAT, AT, ATC	-	(661) 753-6579
Athletic Director	Kristen Farkas	(734) 692-4554	(313) 610-1132
Superintendent	Douglas Mentzer	(734) 676-8600	-
Principal	Ron Diroff	(734) 692-4599	(734) 752-8531
Assistant Principal	Michelle Enochs	(734) 692-4535	(734) 558-1489
Nurse	Kathleen McPartlin, BSN, RN	(734) 365-0619	(734) 558-3686

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

Emergency Situation Contact Tree



Emergency Equipment Locations

Emergency Equipment:

- Athletic training kit, biohazard/first aid kit on site for events covered by AT
 - First aid kit located with coach
1. AED
 - a. Mobile AED located with AT for all outside events
 - b. Additional AED located inside Trenton High School gymnasium and by the pool
 2. Nearest phone
 - a. Athletic trainer's personal cell phone when covering events
 - b. Coaches' person cell phones (with emergency numbers linked below)

[2024 Spring Sports Contact List](#)

3. Rescue inhaler
 - a. Student and/or coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
4. Epi pen
 - a. Student and/or coaches are responsible for each student who has an epi pen and is responsible for bringing the epi pen with them to all practices/games
5. Splints
 - a. SAM Splints are with AT during events or in the athletic training room
6. Spine board/cervical collar
 - a. Will be provided by EMS upon arrival

Trenton High School AED Location

The main AED for inside Trenton High School is located in the main gymnasium, marked by a sign on the wall. In addition, there is an AED located by the pool and one is on the wall outside the Principal's office.



A mobile AED will be on hand with the athletic trainer for all outside events.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

General Plan of Action

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
 - a. If NO, instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call
 - b. Check card for 911 call instructions for your location
4. Perform emergency CPR/First aid
 - a. If severe bleeding is present, instruct individual to assist with bleeding control
5. Instruct coach or bystander to get AED
6. Instruct coach or bystander to control crowd
7. Contact the athletic trainer at Trenton High School if they are present at the school but not on scene
8. Instruct individual to meet ambulance to direct to appropriate site
9. Assist with care as necessary
10. Contact parent/guardian
11. Contact athletic director
12. Contact principal/vice principal
13. Assistant coach or parent/guardian **must accompany athlete to hospital** – either in ambulance or follow by car
14. Document the event

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

TRENTON HIGH SCHOOL Emergency Action Procedures

Main Gymnasium

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

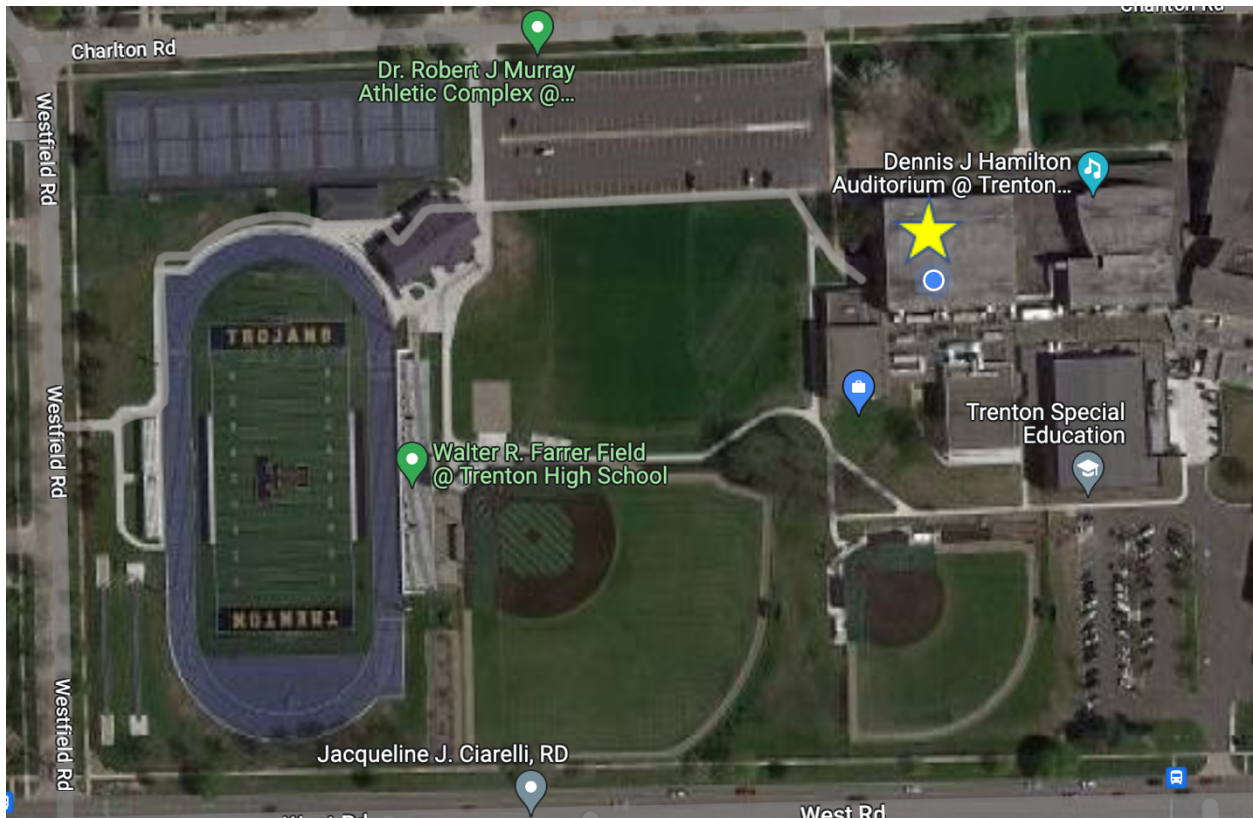
Trenton High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices or games that are not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911
 - a. Provide the following information:
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*)
2601 CHARLTON ROAD, TRENTON, MI 48183
"HEAD NORTH ON WESTFIELD ROAD AND MAKE A RIGHT ONTO CHARLTON ROAD. ENTER THE PARKING LOT ON THE RIGHT. ENTER THE MAIN DOORS. SOMEONE WILL ASSIST IN WHERE TO GO."
 - iv. Any additional information
 - v. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care
 - b. **Instruct coach or bystander to GET AED!**
4. Designate coach or bystander to control crowd
5. Contact the athletic trainer for Trenton High School if not present on scene
6. Meet ambulance and direct to appropriate site
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" and direct to scene

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- c. Control injury site, limit care providers, etc.
7. Assist athletic trainer and/or EMS with care as directed
 - a. Retrieve necessary supplies/equipment
8. A coach or parent must go with athlete to the hospital or follow in a car if not allowed in ambulance
9. Document event and debrief



EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

TRENTON HIGH SCHOOL Emergency Action Procedures

Auxiliary Gymnasium

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Trenton High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices or games that are not covered, EMS should be contacted immediately.

Emergency Procedures:

10. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
11. Instruct coach or bystander to call 911
 - a. Provide the following information:
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*)
2601 CHARLTON ROAD, TRENTON, MI 48183
"HEAD NORTH ON WESTFIELD ROAD AND MAKE A RIGHT ONTO CHARLTON ROAD. ENTER THE PARKING LOT ON THE RIGHT. HEAD DOWN THE PATH TO THE LEFT THAT LEADS TO THE SIDE DOORS. SOMEONE WILL ASSIST IN WHERE TO GO."
 - iv. Any additional information
 - v. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
12. Perform emergency CPR/First aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care
 - b. **Instruct coach or bystander to GET AED!**
13. Designate coach or bystander to control crowd
14. Contact the athletic trainer for Trenton High School if not present on scene
15. Meet ambulance and direct to appropriate site
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" and direct to scene

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- c. Control injury site, limit care providers, etc.
- 16. Assist athletic trainer and/or EMS with care as directed
 - a. Retrieve necessary supplies/equipment
- 17. A coach or parent must go with athlete to the hospital or follow in a car if not allowed in ambulance
- 18. Document event and debrief



EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

TRENTON HIGH SCHOOL Emergency Action Procedures

Tennis Courts

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

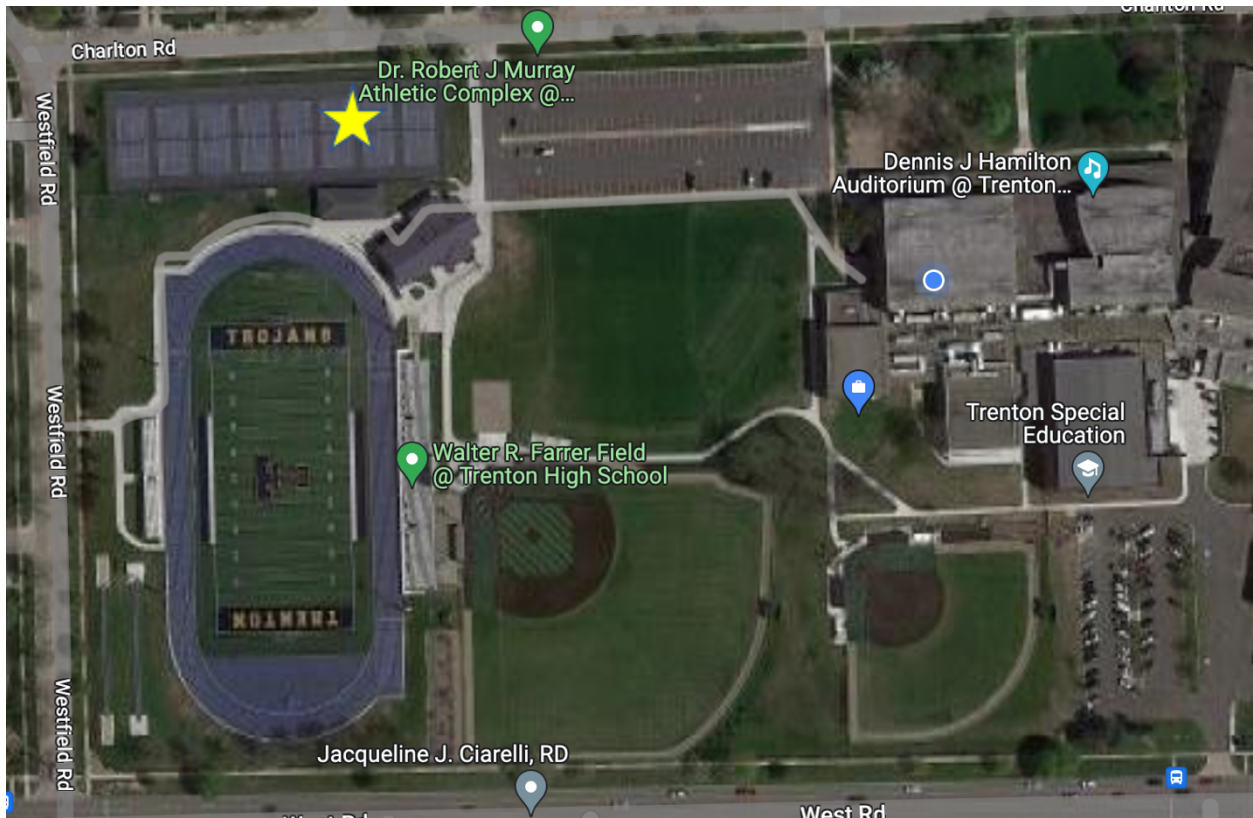
Trenton High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices or games that are not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911
 - a. Provide the following information:
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*)
2601 CHARLTON ROAD, TRENTON, MI 48183
"HEAD NORTH ON WESTFIELD ROAD AND MAKE A RIGHT ONTO CHARLTON ROAD. ENTER THE PARKING LOT ON THE RIGHT. SOMEONE WILL ASSIST IN WHERE TO GO."
 - iv. Any additional information
 - v. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care
 - b. **Instruct coach or bystander to GET AED!**
4. Designate coach or bystander to control crowd
5. Contact the athletic trainer for Trenton High School if not present on scene
6. Meet ambulance and direct to appropriate site
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers, etc.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

7. Assist athletic trainer and/or EMS with care as directed
 - a. Retrieve necessary supplies/equipment
8. A coach or parent must go with athlete to the hospital or follow in a car if not allowed in ambulance
9. Document event and debrief



EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

TRENTON HIGH SCHOOL Emergency Action Procedures

Farrer Field

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Trenton High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices or games that are not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911
 - a. Provide the following information:
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*)
2601 CHARLTON ROAD, TRENTON, MI 48183
"HEAD NORTH ON WESTFIELD ROAD AND MAKE A RIGHT ONTO CHARLTON ROAD. ENTER THE PARKING LOT ON THE RIGHT. ENTER THE MAIN GATES OF THE STADIUM. SOMEONE WILL ASSIST IN WHERE TO GO."
 - iv. Any additional information
 - v. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care
 - b. **Instruct coach or bystander to GET AED!**
4. Designate coach or bystander to control crowd
5. Contact the athletic trainer for Trenton High School if not present on scene
6. Meet ambulance and direct to appropriate site
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" and direct to scene

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- c. Control injury site, limit care providers, etc.
7. Assist athletic trainer and/or EMS with care as directed
 - a. Retrieve necessary supplies/equipment
8. A coach or parent must go with athlete to the hospital or follow in a car if not allowed in ambulance
9. Document event and debrief



EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

TRENTON HIGH SCHOOL Emergency Action Procedures

Baseball Field

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

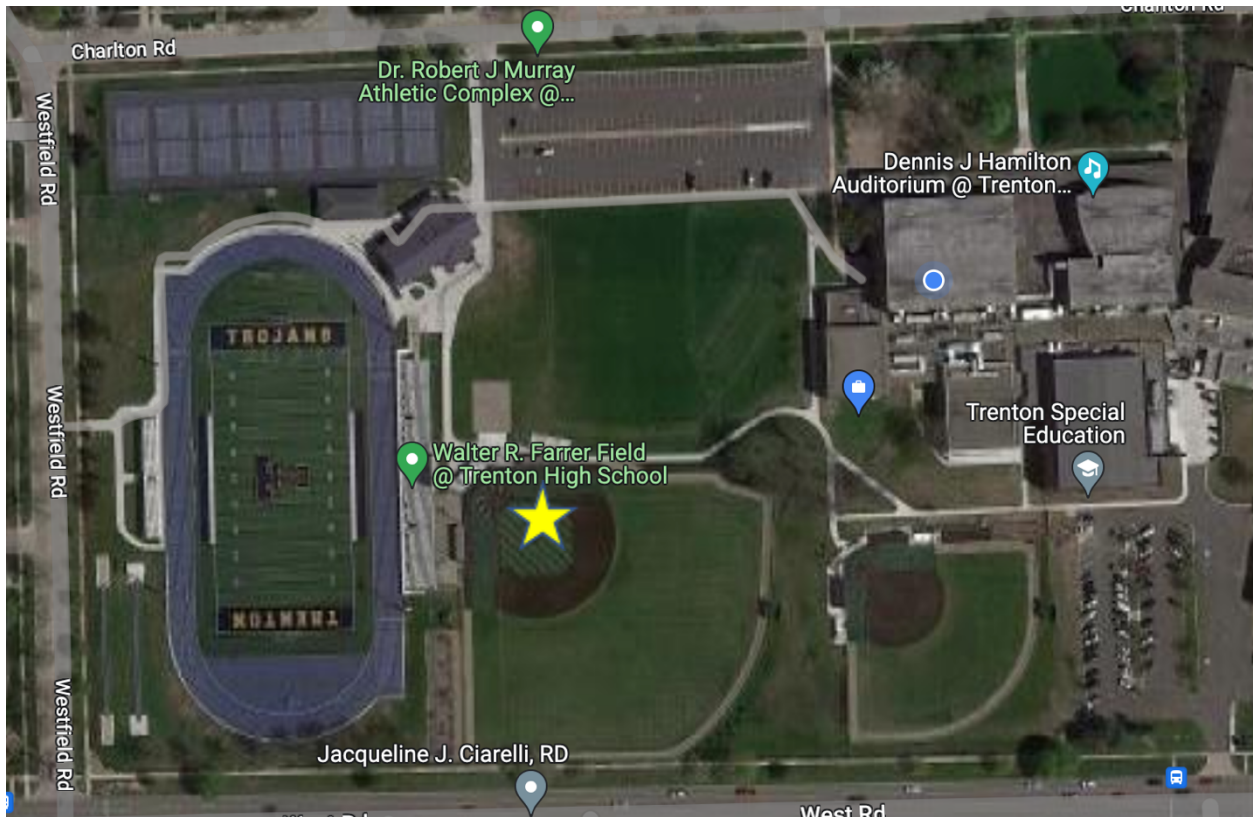
Trenton High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices or games that are not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911
 - a. Provide the following information:
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*)
2601 CHARLTON ROAD, TRENTON, MI 48183
"HEAD NORTH ON WESTFIELD ROAD AND MAKE A RIGHT ONTO CHARLTON ROAD. ENTER THE PARKING LOT ON THE RIGHT. FOLLOW THE PATH JUST PAST THE MAIN GATES OF THE STADIUM TO THE BASEBALL FIELD. SOMEONE WILL ASSIST IN WHERE TO GO."
 - iv. Any additional information
 - v. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care
 - b. **Instruct coach or bystander to GET AED!**
4. Designate coach or bystander to control crowd
5. Contact the athletic trainer for Trenton High School if not present on scene
6. Meet ambulance and direct to appropriate site
 - a. Open appropriate gates/doors

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- b. Designate an individual to “flag down” and direct to scene
 - c. Control injury site, limit care providers, etc.
7. Assist athletic trainer and/or EMS with care as directed
 - a. Retrieve necessary supplies/equipment
8. A coach or parent must go with athlete to the hospital or follow in a car if not allowed in ambulance
9. Document event and debrief



EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

TRENTON HIGH SCHOOL Emergency Action Procedures

Softball Field

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

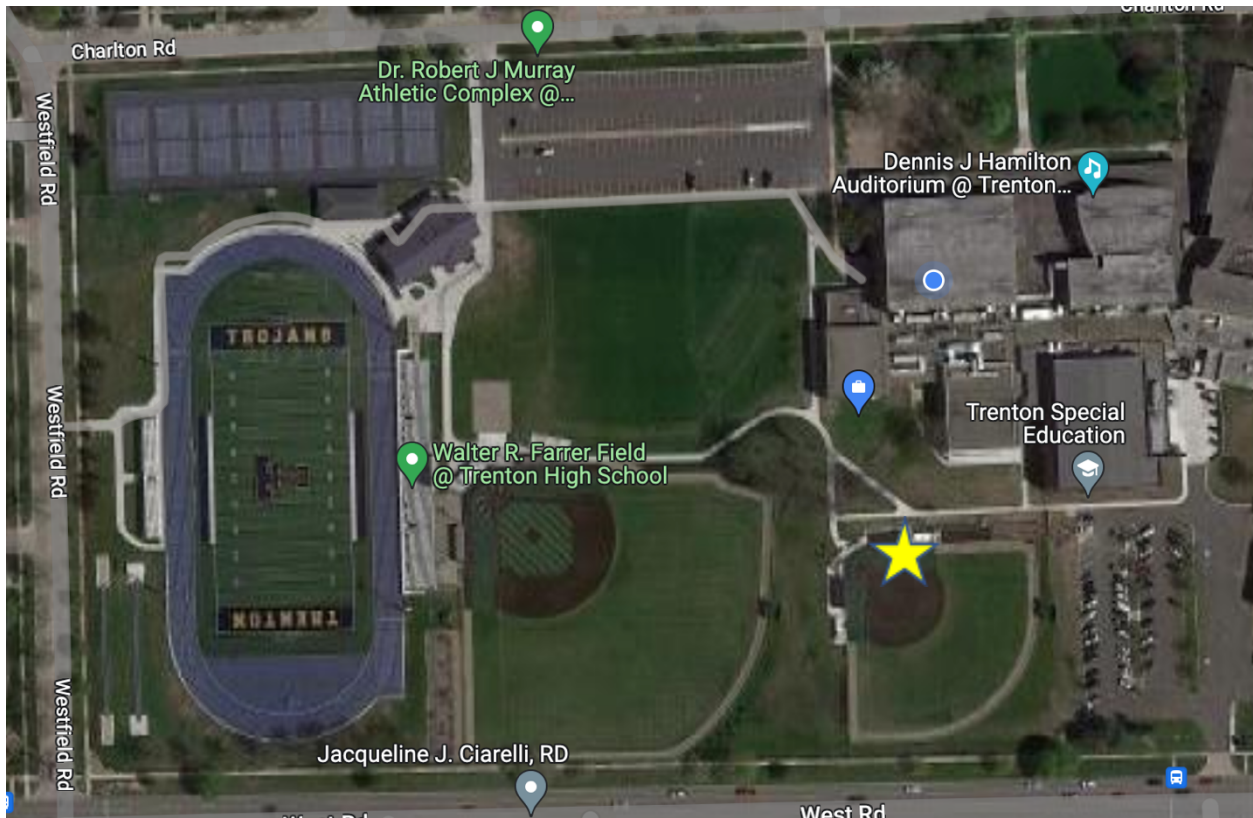
Trenton High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices or games that are not covered, EMS should be contacted immediately.

Emergency Procedures:

10. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
11. Instruct coach or bystander to call 911
 - a. Provide the following information:
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*)
2601 CHARLTON ROAD, TRENTON, MI 48183
"ENTER THE PARKING LOT OFF WEST ROAD. GO TO THE NORTHWEST CORNER OF THE PARKING LOT WHERE THERE IS A PATH THAT WILL LEAD TO THE SOFTBALL FIELD. SOMEONE WILL ASSIST IN WHERE TO GO."
 - iv. Any additional information
 - v. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
12. Perform emergency CPR/First aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care
 - b. **Instruct coach or bystander to GET AED!**
13. Designate coach or bystander to control crowd
14. Contact the athletic trainer for Trenton High School if not present on scene
15. Meet ambulance and direct to appropriate site
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" and direct to scene

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- c. Control injury site, limit care providers, etc.
- 16. Assist athletic trainer and/or EMS with care as directed
 - a. Retrieve necessary supplies/equipment
- 17. A coach or parent must go with athlete to the hospital or follow in a car if not allowed in ambulance
- 18. Document event and debrief



EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

TRENTON HIGH SCHOOL Emergency Action Procedures

Pool

Activate the EAP:

- Any loss of consciousness
- Possible spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Trenton High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices or games that are not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911
 - a. Provide the following information:
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*)
2601 CHARLTON ROAD, TRENTON, MI 48183
"ENTER THE PARKING LOT OFF WEST ROAD. ENTER THE MAIN DOORS. SOMEONE WILL ASSIST IN WHERE TO GO."
 - iv. Any additional information
 - v. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with the athlete and provide immediate care
 - b. **Instruct coach or bystander to GET AED!**
4. Designate coach or bystander to control crowd
5. Contact the athletic trainer for Trenton High School if not present on scene
6. Meet ambulance and direct to appropriate site
 - a. Open appropriate gates/doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers, etc.
7. Assist athletic trainer and/or EMS with care as directed

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- a. Retrieve necessary supplies/equipment
8. A coach or parent must go with athlete to the hospital or follow in a car if not allowed in ambulance
9. Document event and debrief



TRENTON HIGH SCHOOL
Emergency Action Procedures

Heat Safety

Introduction

Occasionally, temperatures reach dangerously high levels that could be hazardous. Extreme heat can be dangerous or even life-threatening for people, especially the elderly, people with chronic illnesses, the young (under age four), and those who are overweight. It is the number one weather-related killer. Common-sense preparations can save lives.

Heat Disorder Symptoms

- **Sunburn:** Redness and pain. In severe cases, swelling of skin, blisters, fever, and/or headaches
 - First aid: Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing.
 - Serious, extensive cases should be seen by a physician
- **Heat Cramps:** Painful spasms usually in the muscles of legs and abdomen, accompanied by heavy sweating
 - First aid: Firm pressure on cramping muscles or gentle massage to relieve spasms. Give sips of water. DO NOT CHUG. If nausea occurs, discontinue water
- **Heat Exhaustion:** Heat exhaustion is one of the heat-related syndromes. Symptoms range in severity from mild heat cramps to heat exhaustion to potentially life-threatening heat stroke. Heat exhaustion can begin suddenly, usually after working out or playing in the heat, perspiring heavily or being dehydrated.
 - Heat exhaustion signs and symptoms include:
 - Feelings of faint or dizziness
 - Nausea or vomiting
 - Heavy sweating often accompanied by cold, clammy skin
 - Weak, rapid pulse
 - Pale or flushed face
 - Muscle cramps
 - Headache
 - Weakness or fatigue
 - **If you suspect heat exhaustion:**

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- Untreated, heat exhaustion can lead to heat stroke, which is a life-threatening condition. If you suspect heat exhaustion, take these steps immediately:
 - Move the person out of the heat and into a shady or air-conditioned place
 - Lay the person down and elevate the legs and feet slightly
 - Remove tight or heavy clothing
 - Have the person drink cool water or other non-alcoholic beverage without caffeine
 - Cool the person down. The best way to do this is through cold water immersion
 - Monitor the person carefully
- Call 911 or your local emergency number if the person's condition deteriorates, especially if he or she experiences:
 - Fainting
 - Confusion
 - Seizures
 - Fever of 104° F (40° C) or greater
- **Heat Stroke:** Heat stroke is the most serious heat-related illness. It occurs when the body can no longer control its temperature: the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down.

When heat stroke occurs, the body temperature can rise to 106° F or higher within 10 to 15 minutes. **Heat stroke is a severe medical emergency. Summon emergency medical assistance or get the victim to a hospital immediately. Delay can be fatal!** It is important that the person is cooled immediately. Cool first. Transport second. Follow EMS procedures.

 - While waiting for emergency assistance, move the victim to a cooler environment and reduce body temperature with cold water immersion. This is the most effective way to cool the body. Use extreme caution. Remove clothing, use fans and air conditioners. If the temperature rises again, repeat the process. Do NOT give fluids
 - Heat stroke symptoms include:
 - **High body temperature:** A body temperature of 104° F (40° C) or higher is the main sign of heat stroke
 - **Altered mental state or behavior:** Confusion, agitation, slurred speech, irritability, delirium, seizures, and coma all result from heat stroke

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- **Alteration in sweating:** In heat stroke brought on by hot weather, the skin will feel hot and dry to the touch. However, in heat stroke brought by strenuous exercise, the skin may feel moist
- **Nausea and vomiting:** Person may feel sick to the stomach or vomit
- **Flushed skin:** The skin may turn red as the body temperature increases
- **Rapid breathing:** Breathing may become rapid and shallow
- **Racing heart rate:** Pulse may significantly increase because heat stress places a tremendous burden on the heart to help cool the body
- **Headache**
- **If you suspect heat stroke:**
 - If you think a person may be experiencing heat stroke, immediately notify EMS and activate the EAP. Call the athletic trainer
 - Take immediate action to cool the overheated individual while waiting for emergency treatment
 - Get the individual into shade or indoors
 - Remove excess clothing
 - Cool the person with whatever means available – put in a cold tub or cold shower, spray with a hose, sponge with cold water, fan while misting with cool water or place ice packs or cold, wet towels on the person's head, neck, armpits, and groin. Cold water immersion is the most effective and rapid way to cool the individual.

MHSAA Model Policy for Managing Heat & Humidity

The Michigan High School Athletic Association has adopted a policy for managing heat and humidity. This involves the measurement of the Heat Index. The Heat Index, also known as the apparent temperature, is what the temperature feels like to the human body when relative humidity is combined with the air temperature. This has important considerations for an individual's safety and comfort.

1. **Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity,** take temperature and humidity readings at the site of activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally, the athletic director, head coach, or certified athletic trainer.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

2. **Factor the temperature and humidity into the Heat Index Calculator and Chart** to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.

3. If the Heat Index is below 95 degrees:

All Sports

- Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.

4. If the Heat Index is 95 to 99 degrees:

All Sports —

- Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment —

- Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.
- Helmets and other possible equipment removed while not involved in contact.

- **Reduce time of outside activity. Consider postponing practice to later in the day.**

- **Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.**

5. If the Heat Index is 99 to 104 degrees:

All Sports —

- Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

- Mandatory water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.
- Alter uniform by removing items if possible.
- Allow for changes to dry t-shirts and shorts.
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
- Postpone practice to later in the day.

Contact sports and activities with additional equipment —

- If helmets or other protective equipment are required to be worn by rule or normal practice, suspend practice or competition immediately and resumption may not occur until the Heat Index is 99 degrees or below.

- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

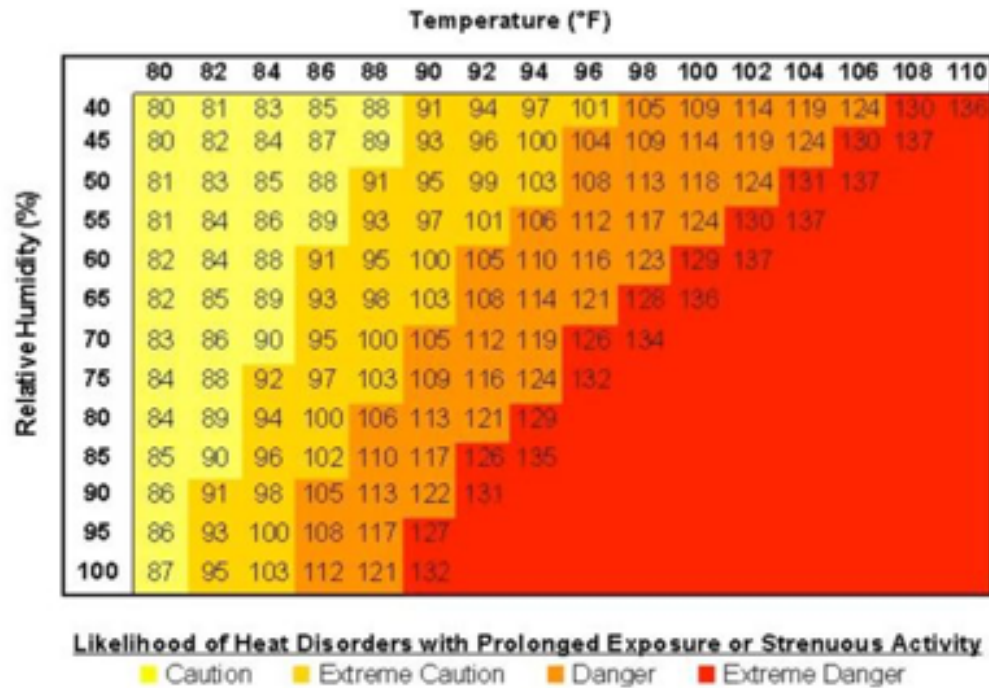
6. If the Heat Index is above 104 degrees:

All Sports

- Stop all outside activity in practice and/or play and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees, there is no combination of heat and humidity that will result in a need to curtail activity.

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL



TRENTON HIGH SCHOOL Emergency Action Procedures

Lightning/Inclement Weather

Detecting Lightning

The certified athletic trainer will monitor all forecasted or sighted in the area inclement weather. The athletic trainer will work with and communicate to the coaches, administration, and officials (if necessary), about the approaching weather. If thunder is heard or lightning is seen, all activity must be stopped.

Safe Shelters

If lightning is in the immediate area, the athletic trainer will notify the head coach, administration, and/or officials as to the status of the inclement weather and of the need to take shelter. The athletic trainer shall monitor the progress of the weather, or if

EMERGENCY ACTION PLAN TRENTON HIGH SCHOOL

there is not an athletic trainer, the head coach and/or official will designate a weather “watcher.” Safe shelters should be a grounded building. Dugouts are not allowed.

- Safe shelter for all outdoor athletics – Trenton High School Auxiliary Gymnasium, Locker Rooms, and/or Main Gymnasium
- Spectators may return to their cars until the inclement weather subsides

If no safe shelter is within reasonable distance, then other safe areas include enclosed buildings and fully enclosed metal vehicles with windows up (no convertibles or golf carts). Unsafe shelter areas: water, open fields, dugouts, golf carts, metal objects (bleachers, benches, etc.), individual tall trees, and light poles. Avoid being the highest object in an open field. *All individuals have the right to leave an athletic site in order to seek shelter if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.*

Suspension and Resumption of Athletic Activities

As a minimum, the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS) highly recommend that if lightning is seen or thunder is heard, play should be suspended at least 30 minutes and individuals should seek shelter.

- **30-minute rule.** Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
 - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
- When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in deciding to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning should always take precedence over information from a mobile app or lightning-detection device.

Managing Care of Lightning Strike Victims

Observe the following basic first aid procedures in managing victims of a lightning strike:

1. Check the scene and make sure it is safe to approach.
2. Activate local EMS by dialing 911 and grab the AED. Lightning victims do not “carry a charge” and are safe to touch. If necessary, move the victim with care to a safer location.
3. Evaluate airway, breathing, and circulation, and begin CPR if necessary.
4. Evaluate and treat for hypothermia, shock, fractures, and/or burns.

**EMERGENCY ACTION PLAN
TRENTON HIGH SCHOOL**