Emergency Action Plan
Upper Perkiomen
Middle School

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Purpose of Emergency Action Plan

Emergencies arise during athletic events. Although we prefer that they do not happen, we must have an emergency action plan (EAP) to be well prepared to handle these events efficiently. The purpose of this EAP is to provide a venue-specific guide to follow in an emergency.

There are three main components of this emergency action plan:

1. Emergency Equipment
2. Emergency Personnel
3. Emergency Communication

Emergency Equipment

Emergency equipment should be easily accessible at home-sanctioned games. It must also be properly maintained, in good condition, and cleaned. Emergency personnel must rehearse how to use this emergency equipment. It is crucial to know the location of emergency equipment in advance.

If prescribed, athletes should give a spare inhaler, EPI-Pen, or other emergency medication to the athletic trainer.

Examples of emergency equipment are:

1. AED
    a. Athletic training room
    b. Outside the gymnasium in between the pool and the women's restroom.
2. Phone
    a. Cell phones should be used to decrease wait time; however, if needed, report to the nearest school phone or the athletic director's office/athletic training room. If calling from a school phone, dial *911.
3. Splints
    a. Athletic training room, football field during games and practices
4. Spine Board
5. Narcan (Med kits)
6. Stop the Bleed Kit (Med kits)

7. Epi Pen/Inhaler

Emergency Personnel

The formation of a team during an emergency is essential. During varying athletic events, different levels of training may be present. Therefore, it is crucial to develop the role of everyone in the case of an emergency. When an emergency arises immediately, emergency care should be provided promptly. The most qualified individual should take command of the scene, others should listen to orders, until EMS arrives.

Levels of training within the athletic department team:

1. Team Physician
2. Staff Athletic Trainer
3. Coach (First aid and CPR certified)
4. Coach

Role of the First Responder

1. Activation of EMS if necessary
    a. Direction of EMS to the scene
        i. Appropriate gate directions
        ii. Flag down EMS
        iii. Scene control
2. Immediate care of the injured or ill student-athlete
3. Emergency equipment retrieval

Emergency Communication

In the event of an emergency, communication is key. The most highly qualified personnel should take command of the scene. Others should follow orders to ease the stress of the situation. Making sure the scene is safe and activating EMS should be the first steps. One person of the team will be directed to call 911 and be prepared to meet EMS at the nearest gate or entrance. It is imperative to know the planned, most direct entrance to these areas. Staff on duty at events should work to clear bystanders out of the way.

If an Athletic Trainer is on-site:

- In an emergency, if an athletic trainer is onsite, the coach should call 911, then call the athletic trainer and render care until the athletic trainer arrives. Another coach will notify the parents/guardians once the athlete is stable.
- If non-emergent, the coach should notify the athletic trainer of the injury to coordinate a plan for care.

If NO Athletic Trainer is onsite:

- In an emergency, the coach should call 911 and render care. Once the athlete is stable, another coach will notify the parents/guardians.
- If non-emergent and in season, the coach should notify the athletic trainer of the injury to coordinate a care plan.
    - If out of season, the athlete should follow up with a physician. If follow-up athletic training services are warranted, the athletic trainers should be emailed to schedule an appointment.

When Calling EMS Provide:

- Name, address of location, and telephone number of the caller
- Number of injured student athletes and the condition of the athlete(s)
- First aid provided thus far
- Specific directions to the emergency scene
- Other asked information
- Do not hang up!

Athletic Department Contact Information:

Athletic Trainers (Cell phone numbers given to AD and coaches)

High School:

Charles Witman	(215)-679-7961	ext. 7015
Haley Bylina	(215)-679-7961	ext. 7015

Middle School:

Maryrose DiScipio	(267)-313-4800	ext. 6139

4/5 Building:

Maryrose DiScipio	(215)-679-6288	ext. 7511

Athletic Office

Director of Athletics: Robert Kurzweg III, CMAA	(215)-679-5935	ext. 7124
Administrative Assistant: Sarah Conrad	(215)-679-5935	ext. 7133

Administrators:

Principal: Karen Haney	(215)-679-6288	ext. 6501
Assistant Principal: Brian Callen	(215)-679-6288	ext. 6502

ATHLETIC FACILITIES MAP

A- Main Gymnasium

B- Field Hockey Field

C- Auxiliary Gymnasium/Wrestling Room

D- Soccer Fields

E- Baseball Field



MAIN GYMNASIUM

Emergency Personnel:

- Certified Athletic Trainer
- Coach

Emergency Communication:

- Cell phone
- Landline phones are in the HS building and the athletic director's office.

o Dial *911

Emergency Equipment

- AED
  - With ATC or Inside athletic trainer room
  - Outside gym, next to exit door to courtyard
  - 8th grade, 1st floor common area, by stairwell
  - 7th grade, 2nd floor common area, by stairwell
  - 6th grade, 3rd floor common area
- First Aid Supplies (med kit or with athletic trainer)
- Splints (with athletic trainer)
- Narcan (med kits)
- Stop the Bleed Kits (med kits)
- Inhaler, EpiPen, or other emergency medication given to the athletic trainer (if applicable)

Special Instructions

- *From 663:* Turn onto Montgomery Avenue, turn left into the second entrance.
- Access to the main gym is located through the side entrance of the school, and down to the end of the hall on the right side of the hallway.

FIELD HOCKEY FIELD

Emergency Personnel:

- Certified Athletic Trainer
- Coach

Emergency Communication:

- Cell phone
- Landline phones are in the HS building and the athletic director's office.

o Dial *911

Emergency Equipment

- AED
  - With ATC or Inside athletic trainer room
  - Outside gym, next to exit door to courtyard
  - 8th grade, 1st floor common area, by stairwell
  - 7th grade, 2nd floor common area, by stairwell
  - 6th grade, 3rd floor common area
- First Aid Supplies (med kit or with athletic trainer)
- Splints (with athletic trainer)
- Narcan (med kits)
- Stop the Bleed Kits (med kits)
- Inhaler, EpiPen, or other emergency medication given to the athletic trainer (if applicable)

Special Instructions

- *From 663:* Turn onto Montgomery Avenue, turn left into the second entrance. Access to the field is behind the building.

AUXILIARY GYMNASIUM/WRESTLING ROOM

Emergency Personnel:

- Certified Athletic Trainer
- Coach

Emergency Communication:

- Cell phone
- Landline phones are in the HS building and the athletic director's office.

o Dial *911

Emergency Equipment

- AED
  - With ATC or Inside athletic trainer room
  - Outside gym, next to exit door to courtyard
  - 8th grade, 1st floor common area, by stairwell
  - 7th grade, 2nd floor common area, by stairwell
  - 6th grade, 3rd floor common area
- First Aid Supplies (med kit or with athletic trainer)
- Splints (with athletic trainer)
- Narcan (med kits)
- Stop the Bleed Kits (med kits)
- Inhaler, EpiPen, or other emergency medication given to the athletic trainer (if applicable)

Special Instructions

- *From 663:* Turn onto Montgomery Avenue, and turn left into the second entrance. The Auxiliary gym is located on the right through the double side doors from the parking lot.

SOCCER FIELD

Emergency Personnel:

- Certified Athletic Trainer
- Coach
- HS Athletic Training Student Aides

Emergency Communication:

- Cell phone
- Landline phones are located in the HS building and the athletic director's office.

o Dial *911

Emergency Equipment

- AED
  - With ATC or Inside athletic trainer room
  - Outside gym, next to exit door to courtyard
  - 8th grade, 1st floor common area, by stairwell
  - 7th grade, 2nd floor common area, by stairwell
  - 6th grade, 3rd floor common area
- First Aid Supplies (med kit or with athletic trainer)
- Splints (with athletic trainer)
- Narcan (med kits)
- Stop the Bleed Kits (med kits)
- Inhaler, EpiPen, or other emergency medication given to the athletic trainer (if applicable)

Special Instructions

- *From 663:* Turn onto Montgomery Avenue. Turn right onto Walt Road. Turn right into the parking lot across the street from the tennis court

BASEBALL FIELD

Emergency Personnel:

- Certified Athletic Trainer
- Coach
- HS Athletic Training Student Aides

Emergency Communication:

- Cell phone
- Landline phones are located in the HS building and the athletic director's office.

o Dial *911

Emergency Equipment

- AED
  - With ATC or Inside athletic trainer room
  - Outside gym, next to exit door to courtyard
  - 8th grade, 1st floor common area, by stairwell
  - 7th grade, 2nd floor common area, by stairwell
  - 6th grade, 3rd floor common area
- First Aid Supplies (med kit or with athletic trainer)
- Splints (with athletic trainer)
- Narcan (med kits)
- Stop the Bleed Kits (med kits)

- Inhaler, EpiPen, or other emergency medication given to the athletic trainer (if applicable)

Special Instructions

- *From 663:* Turn onto Montgomery Avenue. Turn into the second entrance of the Upper Perkiomen Middle School, there is an access path through the trees on the left. The baseball field is on the left side through the path.

Lightning Protocol

The athletic director, certified athletic trainer, coaches, and referees are responsible for making the call to delay practice/competition in the case of lightning. Local weather forecasting websites, along with the flash-to-bang method, will be used to determine if outdoor activities should be suspended. If lightning occurs within 10 miles, practice/competition shall be suspended. In the case of lightning, teams should seek enclosed shelter or a car. Teams must wait 30 minutes after the last evidence of lightning before returning to practice/competition.