Washburn University

ATHLETIC TRAINING EMERGENCY ACTION PLAN

When emergency situations arise; prompt action must be taken!

A. Emergency Personnel
1. Training and Certification - Annual Training in the following areas
   a) Cardiopulmonary resuscitation (CPR) - Professional Rescuer Level
   b) Automated External Defibrillation (AED)
   c) First aid (every 3 years)
   d) Universal Precautions / Blood-borne Pathogen / Prevention of disease transmission
   e) Emergency plan review
   f) Confidentiality & Privacy Training
2. Chain of Command - The most qualified on-site caregiver is in charge of the situation and will direct the medical care for the athlete
   a) Present On-site Team Physician
   b) Student Health Physician (on-campus 8-5 M thru F)
   c) Head Athletic Trainer (ATC)
   d) Assistant Athletic Trainer (ATC)
   e) Head Coach or Coach in charge
   f) Athletic Training Student (ATS).
3. Emergency Response: Check – Call – Care. Offer immediate life sustaining treatment and head and neck stabilization, activate emergency medical system by calling for assistance, and continue to care for the injured athlete until EMS arrives.
   a) Acute care rendered by the most medically qualified on-site (i.e., Physician, Certified Athletic Trainer, coach in charge, or duly trained staff or student).
   b) Equipment retrieval by someone familiar with types and location of equipment (ATS, assistant coach, or manager).
   c) Activate EMS (ATS, assistant coach or manager).
   d) Open gates and/or clearing of emergency pathway. (ATS, assistant coach or manager).
   e) Direct EMS to scene (ATS, assistant coach or manager.)

B. Emergency Communication
1. Emergency communications and access should be checked daily prior to practice or competition to ensure access (gates open) and working order.
2. The preferred emergency communication mode are through Emergency Phones located throughout campus
   a) WU Emergency "Blue" Phones -- Direct Connection to Campus Police
      West side of KTWU Building on Jewell St.
      Northeast Corner of 19th St. & Jewell - closest to football practice fields
      East Side of Petro, South Entrance - Closest to Tennis, Pool, Lee Arena & Athletic Training Room, softball, and soccer fields
      Northwest Side of Moore Bowl, near entrance to Mabee library. Closest to Football Stadium.
      Near front entrance of Student Recreation Building off of Durow street.
      East side of Washburn Village Apartments, directly across street from the 1st base dugout of the baseball field.
   b) WU Emergency “Red” Phones – Direct Connection to 9-1-1 Dispatch
      There is a red emergency phone directly across the hall from the Athletic Training Room with direct connection to City of Topeka 9-1-1 Dispatch
   c) Public telephone; or cellular telephones if convenient and assured of dialing access; especially in outdoor locations.
d) Campus Land-Line Phone -- dialing Instructions: Must Dial 9 for an outside line.
   Washburn University public telephone locations:
   Petro Center Athletic Training Room. PC 120. Northeast corner of lower level
   Petro Center Equipment Room. PC 106 Northwest corner of lower level hallway.
   Student Recreation Center. South end of Football Stadium
   Athletic Offices. Upper Level of Petro Center
   Pay telephones throughout campus (no coins needed for 9-1-1 pay phone)

3. When calling EMS (911) give the following information:
   a) Your name and title
   b) Nature of the injury to the athlete and treatment being given.
   c) Specific location of the injured athlete (i.e. the football field, gymnasium)
   d) Tell the ambulance someone will meet them at the entrance to the facility.
      Meet at the entrance closest and fastest to the facility where the injured athlete is located

C. Emergency Management
1. Note for students: If you are unsure what to do, then get a certified athletic trainer, physician or someone who does. If this is not possible, don't do anything except call for help. Notify campus police and leave the athlete as is until someone comes to help.

2. When providing care: Keep the athlete comfortable, but do not move them. Stabilize the head and neck and maintain stabilization condition until EMS arrives.
   a) Check vital signs as often as necessary:
      level of consciousness
      airway
      breathing
      circulation
      bleeding
   b) Provide Emergency treatment as appropriate
      Airway Obstruction
      Rescue Breathing
      Cardiopulmonary Resuscitation (CPR)
      Automated External Defibrillation (AED)
      Spinal Stabilization
      Fracture Splinting
   c) In Football, remove facemask only to provide access to airway. Maintain helmet and shoulder pad position throughout stabilization process.

3. If an ATC is not present, campus police and/or the rescue squad will have the final say on how the athlete is to be transported; the athletic training student or coach assumes an assistive role.
   a) Unless otherwise specified, St. Francis Hospital is the preferred emergency facility.

4. An athletic training student or coach should accompany the injured athlete to the hospital.
   a) Notify the Head Athletic Trainer after the athlete has been cared for and transported to the hospital.
   b) If the head ATC is unavailable notify an assistant ATC
   b) The Head Athletic Trainer will notify University Administration as appropriate.
D. Emergency Equipment
1. Following are items to be accessible to all practices and events in the case of an emergency.
   a) Athlete’s personal, emergency contact, and insurance information.
   b) List of emergency telephone numbers / laminated Emergency Phone Card
   c) Automated External Defibrillator (AED)
      Remains in fixed location
      i. Publicly accessible AED in Hallway near Women’s Varsity Locker Room in North Hall of Petro Health Center
      ii. Publicly accessible AED at bottom of stairs near the restrooms at the north end of whiting gym
      iii. Athletics accessible AED in Golf Cart storage area
   d) Emergency Oxygen
   e) Spine board - Athletic Training Room, Gator, or brought by EMS.
   f) Cervical spine collars - Athletic Training Room
   g) Splint kit (Vacuum, Air, Orthopedic, Traditional) - Athletic Training Room
   h) Crutches - Athletic Training Room
   i) Ambu-Bag-Valve-Mask / CPR shields / masks – on site in field kit/personal kits
   j) Stethoscope and Sphygmomanometer
   k) Penlight, Otoscope, Oral Thermometer
2. Check function of emergency equipment at beginning of each sports season
3. Personnel need to rehearse annually.

E. Non-medical Emergency
1. Fire and or other Evacuation plan for Petro Center attached to this document and posted in athletic training room
2. Weather emergency: Athletic training room is a safe place or other lower level area of Petro Center away from glass doors.

Emergency Phone Numbers

WU Campus Police 785-670-1153
Steve Ice, MS, ATC, LAT 785-670-1753
Head Athletic Trainer
Karen Garrison, MA, ATC, LAT 785-670-1461
Asst. Athletic Trainer
Michael Ramirez, MS, ATC, LAT 785-670-2156 (WU)
Asst. Athletic Trainer 785-270-5065 (St. Francis)
John Burns, MS, ATC, LAT 785-670-2155
ATEP Program Director
WU Athletic Training Room 785-670-1729
WU Student Health 785-670-1470
WU Team Physicians
   Dr. Matt Bohm, MD 785-354-9591
   Dr. Mike Messmer, DO 785-295-5315
WU Team Orthopedic Surgeons
    785-233-7491
Tallgrass Orthopedic and Sports Medicine
   Dr. Kenneth Gimple
   Dr. Michael Schmidt
Dr. Ken Teter
Dr. Craig Vosburgh
Dr. Kurt Knappenger
Brad Rea, PA
St. Francis E.R. 785-295-8090
Stormont-Vail E.R. 785-354-6100
Tallgrass Immediate Care 785-234-2400
St. Francis Poison Control 785-295-8095