

**Hoke County High School**  
**Athletic Emergency Action Plan**



Hoke County High School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the Head Athletic Trainer or Athletic Director (or school administrator, in the absence of licensed athletic trainer).

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

**Situations when 911 should be called are:**

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (exposed bone through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped
- Anaphylactic Shock (Allergic Reaction) – (Distributed to all coaches via physical list)
- Any situation that you feel unable/untrained to handle

**Chain of Command**

Team Physician  
Certified Athletic Trainer  
School Resource Officer  
Athletic Director  
School Administrator  
Head Coach  
Assistant Coach  
Sports Medicine Student Assistant  
Other Athletes

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

Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The athletic director or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or landline, 9 (pause) 911 if it's an office phone). EMS should be told what the emergency is, the condition of the athlete and how to get where they athlete is. Also, tell EMS that someone will meet them at the given entrance of the school to aid in directing the ambulance.
3. Phones at Hoke County High School are located in the main office (9 pause 911), classrooms (9 pause 911), Coaches offices (9 pause 911), and the Athletic Training Room (9 pause 911). Keep in mind that the Athletic Trainer, Athletic Director, and all Administrators have cellular phones as well.
4. The next person in the chain of command will send runners to all intersections between where the athlete is located and entrances of Hoke County High School to direct the ambulance to the athlete. These runners will also move and/or unlock any obstacles that may be in the way of the ambulance from getting to the injured athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. That same person will then attempt contact with the athlete's parents. Emergency contact information can be found in the **Student Athlete Critical Information** binder which coaches and/or athletic trainers should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken (**FirstHealth Moore Regional Hospital - 6408 Fayetteville Rd, Raeford, NC 28376**) unless the parent(s) requests otherwise.

**Hoke County High School** is located at:

**505 South Bethel Road**

**Raeford, NC 28376**

**Location of AED's**

- 1) Inside the glass case in the main office in the front of the school
- 2) Inside the glass case inside the Asst. Principal's Office/EMT Building
- 3) Primary location for third AED
  - a. Colston Fieldhouse Athletic Training Facility/Buck Alley Athletic Training Room
- 4) Secondary location for third AED
  - a. On the sideline of an athletic event or practice with the certified athletic trainer

**\*Coaches should take note of the closest AED to their practice and game location\***

In an emergency in which the school Athletic Trainers, Athletic Director, or School Administrator cannot be located, call 911 to reach emergency dispatch.

When calling, remain calm, carefully explain the problem and location to the emergency dispatcher. The address of the school is:

**505 South Bethel Road, Raeford, NC 28376**

At the intersection of High School Road and Bethel Road. **DO NOT HANG UP UNLESS TOLD TO DO SO.**

Utilize the map on the next page to convey your location and how EMS should arrive.



Contact numbers are located in EAP Binder and have also been distributed to athletic staff.

**EAP Binders are located in:** Raz Autry Stadium Press Box, Main Office, Buck Alley Athletic Training Room, Colston Athletic Training Facility, Softball Concession Stand, Baseball Press Box, and Athletic Director's Office.

## Communication

- Primary method
  - Mobile (cell: use to call EMS and ATC for off campus athletic events)
  - Mobile (radio: use to call ATC for on campus athletic events)
- Secondary Method
  - Landline phone (use to call EMS and ATC for off campus athletic events)
    - Located in the main office of HCHS
    - Located in either of the athletic training rooms of HCHS
- What to say when activating EMS -
  - Hello, My name is \_\_\_\_ (**name**) \_\_\_\_, there is an injured athlete in/on the \_\_\_\_ (**location**) \_\_\_\_ of Hoke County High School. I'm calling from \_\_\_\_ (**phone type and number**) \_\_\_\_\_. The athlete is \_\_\_\_ (**explain situation**) \_\_\_\_\_. We are currently \_\_\_\_ (**explain current treatment being provided**) \_\_\_\_\_.
  - Other things to know when calling
    - Gender
    - Age
    - Allergies
    - Medical information
    - Parent contact information
    - Medications being taken
- Student emergency information
  - HCHS Coaches are to utilize the binders for **Student-Athlete Critical Information**.
    - Here you will find critical contact and medical information on each athlete

## **Emergency Equipment on hand for HCHS home athletic events**

- Location of equipment
  - Primary (1<sup>st</sup>) location (sideline of athletic event)
  - Secondary (2<sup>nd</sup>) location (sideline of adjacent athletic event)
  - Tertiary (3<sup>rd</sup>) location (Colston Fieldhouse/Buck Alley Athletic Training Rooms)
- Collision Sports
  - AED (Automated External Defibrillator)
  - Vacuum Splints
  - SAM Splints
  - Back Board and C-Spine collar (located in Athletic Training Room)
  - Pocket mask
  - Athletic Trainer Kit(s) (various medical supplies)
  - Tool Kit(s) for equipment maintenance / upkeep / repairs
  - Student-Athlete Critical Information binder
- Contact Sports
  - AED (Automated External Defibrillator)
  - Vacuum Splints
  - SAM Splints
  - Pocket mask
  - Athletic Trainer Kit(s) (various medical supplies)
  - Student-Athlete Critical Information binder

## **Transportation Options**

- Ambulance (BLS/ALS) Basic/Advanced Life Support to local hospital
  - Clear a path from entrance of school to the location of emergency
    - Two Major Hospital Options: First Health or Cape Fear Hospital
- Coordinate with parent/guardian to transport injured athlete – **DO NOT TRANSPORT IN PERSONAL VEHICLE!!**
  - Transport athlete to parent/guardian's car with care
    - Three Options: Hospital, Urgent Care, or Cape Fear Orthopaedic after hours clinic

# **Emergency Action Plan: Raz Autry Stadium**

## **Sports: Football, Men's and Women's Soccer, Men's and Women's Track and Field & Cheerleading**

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS), and First Responders are onsite for **ALL FOOTBALL** (Home/Away) and all **HOME** competitions for other sports. EMS and/or Rescue Squad will be available onsite at **ALL** football competitions.

**Emergency Communications:** Two-way radios and mobile phones are with ATC(s) and located in the Colston Fieldhouse Athletic Training Facility. The extension to Colston Athletic Training Facility are 6268.

**Emergency Equipment:** Supplies are maintained in the Colston Fieldhouse Athletic Training Facility and transported to the venue with the Athletic Training staff. Training kits, AED, splint bags, and a spine board with a cervical collar will be the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

From the East (Fayetteville Area): **CONTINUE DOWN** US 401S. **TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. At the Stop Sign, **CONTINUE STRAIGHT** towards stadium and enter through rolling gate onto the track.

Alternate Route (Fayetteville Area): **TURN RIGHT** off of Main Street onto Harris Ave. **TURN AT THE 3<sup>RD</sup> LEFT** onto South Bethel Road. **TURN LEFT AT THE 1<sup>ST</sup> ENTRANCE** into Gibson Parking Lot, continue to the stadium and enter through the rolling gate onto the track.

# **Emergency Action Plan: McDonald Gym**

## **Sports: Men's & Women's Basketball, Women's Volleyball, Wrestling & Cheerleading**

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS), and First Responders will be onsite for practice/training sessions and all **HOME** competitions.

**Emergency Communications:** Two-way radios and mobile phones with ATs and located in the Buck Alley Athletic Training Room. The extension to Buck Alley Athletic Training Room is 6815.

**Emergency Equipment:** Supplies are maintained in the Buck Alley Athletic Training Room and transported to the venue with the Athletic Training staff. Training Kits, AED, splint bags, and a spine board/cervical collar will be among the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

**From the East (Fayetteville Area):** **CONTINUE DOWN** US 401S. **TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. **TURN AT THE FIRST RIGHT,** pull into the back lot and follow the hallway into the gymnasium.

**Alternate Route (Fayetteville Area):** **TURN RIGHT** off of Main Street onto Harris Avenue. **TURN AT THE 3<sup>RD</sup> LEFT** onto South Bethel Road. **TURN RIGHT** onto High School Road. **TURN AT THE 2<sup>ND</sup> LEFT,** pull into the back lot and follow the hallway into the gymnasium.

# **Emergency Action Plan: Baseball Field**

## **Sports: Baseball**

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS) onsite for practice/training sessions and all **HOME** competitions.

**Emergency Communications:** Two-way radios and mobile phones with ATs and located in the Colston Fieldhouse Athletic Training Facility. The extension to Colston Athletic Training Facility are 6268.

**Emergency Equipment:** Supplies are maintained in the Fieldhouse Athletic Training Facility and transported to the venue with the athletic training staff. Training kits, AED, splint bags, and a spine board/cervical collar will be the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

**From the East (Fayetteville Area):** **CONTINUE DOWN US 401S. TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. **CONTINUE STRAIGHT** towards stadium and enter through the rolling gate and the field is located on the **RIGHT**.

**Alternate Route (Fayetteville Area):** **TURN RIGHT** off of Main Street onto Harris Ave. **TURN AT THE 3<sup>RD</sup> LEFT** onto South Bethel Road. **TURN LEFT AT THE 1<sup>ST</sup> ENTRANCE** into Gibson Parking Lot, follow over to the stadium and enter through the rolling gate and the field is on the **RIGHT**.

# Emergency Action Plan: Softball Field

## Sports: Softball

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS), and First Responders are onsite for practice/training sessions and all **HOME** competitions.

**Emergency Communications:** Two-way radios and mobile phones with ATs and located in the Buck Alley Athletic Training Room. The extension to Buck Alley Athletic Training Room is 6815.

**Emergency Equipment:** Supplies are maintained in the Buck Alley Athletic Training Room and transported to the venue with the athletic training staff. Training kits, AED, splint bags, and a spine board/cervical collar will be the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

From the East (Fayetteville Area): **CONTINUE DOWN US 401S. TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. **TURN AT THE FIRST RIGHT** into the parking lot, continue straight to the field area and the field is located on the **LEFT**.

Alternate Route (Fayetteville Area): **TURN RIGHT** off of Main Street onto Harris Ave. **TURN AT THE 3<sup>RD</sup> LEFT** onto South Bethel Road. **TURN RIGHT** onto High School Road. **TURN AT THE 2<sup>ND</sup> LEFT** and continue straight to the field area and the field is located on the **LEFT**.

# **Emergency Action Plan: Soccer Practice Field**

## **Sports: Men's and Women's Soccer**

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS), and First Responders will be onsite for practice/training sessions.

**Emergency Communications:** Two-way radios and mobile phones with ATs and located in the Colston Fieldhouse Athletic Training Facility. The extension to Colston Athletic Training Facility are 6268.

**Emergency Equipment:** Supplies are maintained in the Colston Fieldhouse Athletic Training Facility and transported to the venue with the Athletic Training staff. Training kits, AED, splint bags, and a spine board/cervical collar will be the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

**From the East (Fayetteville Area):** **CONTINUE DOWN** US 401S. **TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. **CONTINUE STRAIGHT** towards stadium and the location is on the **LEFT** behind the tennis courts.

**Alternate Route (Fayetteville Area):** **TURN LEFT** off of Main Street onto Harris Avenue. **TURN AT THE 3<sup>RD</sup> LEFT** onto South Bethel Road. **TURN LEFT AT THE 1<sup>ST</sup> ENTRANCE** into Gibson Parking Lot and the location is on the **LEFT** behind the tennis courts.

# **Emergency Action Plan: Tennis Courts**

## **Sports: Men's and Women's Tennis**

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS) onsite for practice/training sessions and all **HOME** competitions.

**Emergency Communications:** Two-way radios and mobile phones with ATs and located in the Colston Fieldhouse Athletic Training Facility. The extension to Colston Athletic Training Facility is 6268.

**Emergency Equipment:** Supplies are maintained in the Colston Fieldhouse Athletic Training Facility and transported to the venue with the athletic training staff. Training kits, AED, splint bags, and a spine board/cervical collar will be the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

**From the East (Fayetteville Area):** **CONTINUE DOWN** US 401S. **TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. At the Stop Sign, **CONTINUE STRAIGHT** towards stadium and the location is on the **LEFT**.

**Alternate Route (Fayetteville Area):** **TURN LEFT** off of Main Street onto Harris Avenue. **TURN AT THE 3<sup>RD</sup> LEFT** onto South Bethel Road. **TURN LEFT** into Gibson Parking Lot and the location is on the **LEFT**.

# **Emergency Action Plan: Varsity Practice/Marching Band Field**

## **Sports: Marching Band & Any Practicing Sport**

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS), and First Responders are onsite for practice/training sessions.

**Emergency Communications:** Two-way radios and mobile phones with ATs and located in the Buck Alley Athletic Training Room. The extension to Buck Alley Athletic Training Room is 6815.

**Emergency Equipment:** Supplies are maintained in the Buck Alley Athletic Training Room and transported to the venue with the athletic training staff. Training kits, AED, splint bags, and a spine board/cervical collar will be the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

**From the East (Fayetteville Area):** **CONTINUE DOWN** US 401S. **TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. **TURN AT THE FIRST RIGHT** into the parking lot and continue straight to the field area.

**Alternate Route (Fayetteville Area):** **TURN LEFT** off of Main Street onto East Palmer Street. **TURN RIGHT** onto South Bethel Road. **TURN LEFT AT THE 2<sup>ND</sup> LEFT** and continue straight to the field area.

# **Emergency Action Plan: Football Practice Field**

## **Sport: Football**

**Emergency Personnel:** Certified/Licensed Athletic Trainer(s), Athletic Training Students (ATS), and First Responders will be onsite for **ALL** practice/training sessions.

**Emergency Communications:** Two-way radios and mobile phones with ATs and located in the Colston Fieldhouse Athletic Training Facility. The extension to Colston Athletic Training Facility are 6268.

**Emergency Equipment:** Supplies are maintained in the Colston Fieldhouse Athletic Training Facility and transported to the venue with the Athletic Training staff. Training kits, AED, splint bags, and a spine board/cervical collar will be the equipment transported.

**Roles of the First Responders:** **1.** Immediate care of the injured athlete. **2.** Activation of the EMS system by notifying the athletic training staff via two-way radio or by mobile phone, and call 911, **if emergency medical services are needed.** **3.** Emergency equipment retrieval to the site. **4.** Direction of EMS to the scene. **5.** Open appropriate gates and designate an individual to flag down and direct EMS to the scene when they arrive.

### **Venue Directions:**

**From the East (Fayetteville Area):** **CONTINUE DOWN** US 401S. **TURN LEFT** onto Harris Avenue. **MAKE A QUICK RIGHT** onto High School Road. **TURN RIGHT** onto South Bethel Road. **TURN LEFT** into Bus Lot and continue on dirt road beside Baseball Field and location is straight ahead.

**Alternate Route (Fayetteville Area):** **TURN LEFT** off of Main Street onto Harris Avenue. **TURN AT THE 3<sup>RD</sup> LEFT** onto South Bethel Road. **TURN AT 2<sup>ND</sup> LEFT** into Bus Lot and continue on dirt road beside the Baseball Field and the location is straight ahead.