

# EMERGENCY ACTION PLAN OUTLINE

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**LOYOLA UNIVERSITY MARYLAND**  
**DEPARTMENT OF SPORTS MEDICINE**  
**EMERGENCY ACTION PLAN**

**Introduction: It is important that all coaches read the following sections carefully!!**

All staff members working in all areas of the athletics facility have a **Duty to Act** in an emergency situation. The purpose of this document is to provide all athletics staff members with the knowledge and guidelines on how to respond effectively and efficiently during an emergency life-threatening situation. This document also serves to prepare all staff in their general understanding of their specific roles during any type of medical emergency when a certified athletic trainer is either present (on-site) or not present (not on-site but in the training room, or not on campus at all). It not only serves as a training tool for all staff members, it also serves as reference guide to all student employees and should be read as part of their on-going training practices while they are employed by the Department of Athletics.

It is important to note that, due to the widely dispersed sites of practice/competition that some of our teams utilize, it is not possible for every team to have full on-site coverage. The following protocols were established so each coach, administrator, and staff member has an idea of their roles during a medical emergency. This EAP has specific protocols for teams that practice/compete On-Campus and Off-Campus. **It is important that all coaches read the following sections carefully!!**

**EAP Minimum Training Requirements:**

The categories and training requirements listed below have been established as part of the overall Risk Management Plan for the Department of Athletics. All department supervisors are required to ensure the employees they hire/supervise receive the appropriate training based on the specific categories shown below. **These employees must not be scheduled to work in the position until he/she has completed the minimum training requirements for the position he/she was hired (see Category II exception).** If certifications expire at any time during the employment of any person holding a position listed below, then that employee is no longer able to function in that position until the certification(s) is renewed and official written verification is provided to the Director of Sports Medicine or designate.

**CATEGORY 1:**

Full Time Athletic Training Staff, Graduate Intern Athletic Trainers, Physical Therapist

- a. American Red Cross CPR-FPR/AED
- b. Blood-borne Pathogens Training
- c. EAP
- d. NATABOC certified or eligible
- e. APTA and State Licensed Physical Therapist

**CATEGORY 2:**

All Coaching Staff, Athletics Staff, Administrators and Weight Room Work Studies

- a. American Red Cross Adult CPR/AED
- b. Blood-borne Pathogens Training
- c. EAP

**EXCEPTION:** Due to the function and departmental support for positions shown below, the training requirements for Category II are provided with a greater timeframe for completion. Those who hold the positions below can begin working in their position prior to Departmental training completion, but must complete the required training within 30 days of their hire/start date. All coaches, etc. must be trained during the Sports Medicine Department's yearly training session. Any hires after that training session must conform to the Sports Medicine Department's training schedule by the following year.

**CATEGORY 3:**

Student Work-Studies (Training Room, Equipment Room)

- a. Blood-borne Pathogen Training
- b. EAP

This Category is for students who may be in a position to oversee an area of the Athletic Department without supervision. Due to the timeframe for hiring and function of these positions, it is recommended that they have these training requirements before they can start work.

**LOYOLA UNIVERSITY MARYLAND  
DEPARTMENT OF SPORTS MEDICINE  
EMERGENCY ACTION PLAN (EAP)**

**Initial Protocol:**

1. Obtain a copy of the EAP from the Athletic Training room. Read the section that applies most accurately to your teams practice/game situation.
  
2. Athletic Training Room hours of operation:  
Monday-Friday: 9am-7pm  
Saturday and Sunday: Hours are tentative based on Home Athletic Events schedule.
  
3. Have the following numbers readily available:
  - a. Campus Police: (410) 617-5911
  - b. Ambulance: 911
  - c. Director of Sports Medicine:  
Joe Artuso (410) 617-1426 Cell: (410) 365-7123
  - d. Assistant Athletic Trainers:  
Steve Austin (410) 617-5276 Cell: (443) 375-1512  
Pam Sommerhauser (410) 617-1425 Cell: (443) 375-0323  
Kate Hill (410) 617-1463 Cell: (443) 398-0170
  - e. Student Health Center: (410) 617-5055

**AED and EMERGENCY PHONE LOCATIONS ON-CAMPUS:**

1. **Geppi-Aikens Field:** AED located on the concrete blockhouse opposite the team benches.  
**Emergency Blue Light Phone # 75:** Located next to AED box.
2. **Reitz Arena:** Located in the alcove on the south wall, next to the emergency exit doors.
3. **Butler Field/Tennis Courts:** AED located in the Physical Plant building, just inside the main entrance.
  - a. Coaches slide keys can open the door Monday-Friday from 6am to 10pm (students keys **WILL NOT** open the door!).
  - b. If you do not have your key or need access to the AED before or after these hours, use the Call Box at the door to summon Campus Police at anytime. An officer will come down and let you in.
4. **Athletic Training Room:** AED located outside the main entrance (white box).
  - a. Four portable AED's located inside the athletic training room.
5. **Weight Room and Erg Room:** Located outside the main entrance to weight room.  
**Wall Phone (ext. 2533):** Located next to AED box.
  - a. The Strength and Conditioning Coach, serving as the primary responder, has a duty to administer CPR/AED, if needed, until EMS arrives (Follow ARC training).
  - b. If the Strength and Conditioning Coach is not present in the weight room, his work-study student should activate EAP.
  - c. Weight Room work-studies: Refer to On Campus EAP.

6. **Ridley Athletic Complex:** Please see the Ridley Athletic Complex EAP for AED/Emergency Phone locations.

## **ON-CAMPUS**

### **1. ATHLETIC TRAINING ROOM OPEN-ATHLETIC TRAINER ON-SITE: PRACTICE COVERAGE:**

1. Stay Calm.
2. Summon the athletic trainer to the injured athlete.
3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon campus police and an ambulance if necessary.
6. Campus Police will assist the athletic trainer with crowd control and providing access to the injured athlete and an exit for the ambulance.

**GAME COVERAGE:** (In addition to athletic training coverage, all home games for soccer, basketball, and lacrosse will have an ALS ambulance unit, doctor, campus police, and event staff present and on-site. Volleyball, tennis, and swimming will have a doctor and ambulance on-call).

1. Stay Calm.
2. Summon the athletic trainer to the injured athlete.
3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon the doctor and ambulance if necessary.
6. Campus Police and Event Staff will assist the medical personnel with crowd control and providing access to the injured athlete and an exit for the ambulance off the field.

### **2. ATHLETIC TRAINING ROOM OPEN-ATHLETIC TRAINER NOT ON-SITE: PRACTICE COVERAGE:**

- a. **Teams practicing/competing must have a cell phone with them at all times.**
- b. If an injury occurs, follow the guidelines below:

1. Stay Calm.
2. Summon the athletic trainer by cell phone.
3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon campus police and an ambulance if necessary.
6. Campus Police will assist the athletic trainer with crowd control and providing access to the injured athlete and an exit for the ambulance off the field.

**GAME COVERAGE:** (Home games for soccer, basketball, and lacrosse will have an ALS ambulance unit, doctor, Campus Police, and event staff present and on-site).

**\*In the event there is no ambulance, doctor, campus police, or event staff present, teams must follow the EAP for Practice and Game Coverage-Training Room CLOSED-Athletic Trainer NOT ON-SITE.**

- a. **Teams practicing/competing must have a cell phone with them at all times.**
- b. If an injury occurs, follow the guidelines below:

1. Stay Calm.
2. Summon the athletic trainer by cell phone.
3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon the doctor and ambulance if necessary.
6. Campus Police and Event Staff will assist the medical personnel with crowd control and providing access to the injured athlete and an exit for the ambulance off the field.

**3. PRACTICE AND GAME COVERAGE: TRAINING ROOM CLOSED-ATHLETIC TRAINER NOT ON-SITE:**

- a. **Teams practicing/competing must have a cell phone with them if the athletic training room is closed and there is no athletic trainer on-site.**
- b. If an injury occurs, follow the guidelines below:

**I. LIFE-THREATENING INJURY**

Examples: Unconscious, No pulse, No Breathing, Head/Neck injury, Anaphylaxis (bee sting allergy), Severe Fracture/Dislocation, Heat-related illness, Seizure.

1. Stay Calm. Call Campus Police (410-617-5911) on the nearest Emergency Blue Light phone or by cell phone. Explain the situation clearly
2. Ask for an ambulance to be dispatched to your location
3. Give directions to the injured athletes' location
4. **DO NOT** hang up the phone until Campus Police hangs up first.
5. The coaching staff, serving as the primary responder, has a duty to administer CPR/AED, if needed, until EMS arrives (Follow ARC training).
6. Designate someone to meet Campus Police and direct EMS personnel to the injured athlete.
7. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
8. Notify the Athletic Training Staff as soon as possible.

**\*\* If you are by yourself, follow your American Red Cross Training \*\***

## **II. SERIOUS NON-LIFE-THREATENING INJURY**

Examples: Laceration, Disabling knee or ankle injury

1. Keep the injured athlete calm and comfortable.
2. If the training room is **OPEN**, contact Athletic Training room via the radio or phone.
3. If the training room is **CLOSED**, follow guidelines below:
  - a. If you are unsure whether to transport the athlete due to his/her injury, call campus police (410) 617-5911 on the nearest Emergency Blue Light phone or by cell phone.
  - b. Explain the situation clearly.
  - c. Give directions to the victim's location.
  - d. **DO NOT** hang up the phone until Campus Police hangs up first.
  - e. Designate someone to meet the ambulance and direct EMS personnel to the injured athlete.
  - f. Notify the Athletic Training Staff as soon as possible.
  - g. Do not allow the team to huddle around the injured athlete.

## **III. MILD INJURY**

Examples: Ankle sprain able to walk on, scrape

1. Apply basic first aid.
  - a. Ice for sprains and strains (muscle pull).
  - b. Clean wounds properly and cover with sterile dressing.
2. Have injured athlete report to the athletic training room for further evaluation and treatment.

### **FITNESS & AQUATIC CENTER (FAC):**

Teams practicing at the FAC should follow the FAC's Emergency Action Plan. A copy of this EAP can be obtained from the Athletic Training room. Coaches should notify the Athletic Training room after resolving any emergency incident.

## **OFF-CAMPUS**

### **General Protocol:**

1. Coaches of teams practicing/competing off campus **MUST HAVE A CELL PHONE.**
2. Teams must sign out AED from athletic training room.
3. Have the following numbers readily available:
  - a. Campus Police: (410) 617-5911
  - b. Ambulance: 911
  - c. Director of Sports Medicine:  
Joe Artuso (410) 617-1426 Cell: (410) 365-7123
  - d. Assistant Athletic Trainers:  
Steve Austin (410) 617-5276 Cell: (443) 375-1512  
Pam Sommerhauser (410) 617-1425 Cell: (443) 375-0323  
Kate Hill (410) 617-1463 Cell: (443) 398-0170
  - e. Student Health Center: (410) 617-5055

### **I. LIFE-THREATENING INJURY**

Example: Unconscious, No pulse, No Breathing, Head/Neck injury, Anaphylaxis (bee sting allergy), Severe Fracture/Dislocation, Heat-related illness, Seizure.

1. Stay Calm. Call EMS (911).
2. Explain the situation clearly.
3. Give directions to the injured athlete's location.
4. **DO NOT** hang up the phone until EMS hangs up first.
5. The coaching staff, serving as the primary responder, has a duty to administer CPR/AED, if needed, until EMS arrives (Follow Red Cross training).
6. Designate someone to meet and direct EMS personnel to the injured athlete.
7. Keep injured athlete calm and comfortable.
8. Do not move the injured athlete unless the area is unsafe. Do not allow the team to huddle around the injured athlete. One or two people are sufficient to comfort and monitor the injured athlete.
9. Notify the Athletic Training Staff as soon as possible.

**\*\* If you are by yourself, follow your American Red Cross Training \*\***

### **II. SERIOUS NON LIFE-THREATENING INJURY**

Examples: Laceration, Disabling knee or ankle injury

1. Keep the injured athlete calm and comfortable.
2. If you are unsure whether to transport the athlete due to his/her injury, call EMS (911).
3. Explain the situation clearly.
4. Give directions to the victim's location.
5. **DO NOT** hang up the phone until EMS hangs up first.
6. Designate someone to meet the ambulance and direct EMS personnel to the injured athlete.
7. Do not allow the team to huddle around the injured athlete.
8. Notify the Athletic Training Staff as soon as possible.

### **III. MILD INJURY**

Examples: Ankle sprain able to walk on, scrape

1. Apply basic first aid.
  - a. Ice for sprains and strains (muscle pull).
  - b. Clean wounds properly and cover with sterile dressing.
2. Have injured athlete report to the athletic training room for further evaluation and treatment.

## OFF CAMPUS: Crew Team

### General Protocol:

1. **Have a cell phone and the AED assigned to your team.**
2. Have the following numbers readily available:
  - a. Ambulance: 911
  - b. Director of Sports Medicine:  
Joe Artuso (410) 617-1426 Cell: (410) 365-7123
  - c. Assistant Athletic Trainers:  
Steve Austin (410) 617-5276 Cell: (443) 375-1512  
Pam Sommerhauser (410) 617-1425 Cell: (443) 375-0323  
Kate Hill (410) 617-1463 Cell: (443) 398-0170
3. If an injury occurs, follow the guidelines below:

#### **I. LIFE-THREATENING INJURY**

Examples: Unconscious, No pulse, No Breathing, Head/Neck injury, Anaphylaxis (bee sting allergy), Severe Fracture/Dislocation, Heat-related illness, Seizure.

1. Stay Calm. Call EMS (911). Bring them to shore. **DO NOT USE AED IN THE BOAT!**
2. Explain the situation clearly.
3. Give directions to the injured athlete's location.
4. **DO NOT** hang up the phone until EMS hangs up first.
5. The coaching staff, serving as the primary responder, has a duty to administer CPR/AED, if needed, until EMS arrives (Follow Red Cross training).
6. Designate someone to meet and direct EMS personnel to the injured athlete.
7. Keep injured athlete calm and comfortable.
8. Do not move the injured athlete unless the area is unsafe. Do not allow the team to huddle around the injured athlete. One or two people are sufficient to comfort and monitor the injured athlete.
9. Notify the Athletic Training Staff as soon as possible.

**\*\* If you are by yourself, follow your American Red Cross Training \*\***

#### **II. SERIOUS NON-LIFE-THREATENING INJURY**

Examples: Laceration, Disabling knee or ankle injury

1. Keep the injured athlete calm and comfortable.
2. If you are unsure whether to transport the athlete due to his/her injury, call EMS (911).
3. Explain the situation clearly.
4. Give directions to the victim's location.
5. **DO NOT** hang up the phone until EMS hangs up first.
6. Designate someone to meet the ambulance and direct EMS personnel to the injured athlete.
7. Do not allow the team to huddle around the injured athlete.
8. Notify the Athletic Training Staff as soon as possible.

### **III. MILD INJURY**

Examples: Ankle sprain able to walk on, scrape

1. Apply basic first aid.
  - a. Ice for sprains and strains (muscle pull).
  - b. Clean wounds properly and cover with sterile dressing.
2. Have injured athlete report to the athletic training room for further evaluation and treatment.

## **OFF CAMPUS: X-Country Team**

**\*\* Due to the unusual practice styles of these sports, it is likely that the coach may not be in direct contact with the athletes throughout the entire practice. It is our recommendation that you follow these procedures and pass this information on to your athletes in case an injury occurs. If the coach is present during any injury, he/she should follow the general EAP for OFF-CAMPUS practices/competition. \*\***

### **I. LIFE-THREATENING INJURY**

Examples: Unconscious, No pulse, No Breathing, Head/Neck injury, Anaphylaxis (bee sting allergy), Severe fracture/dislocation, Heat related illness, Seizure.

1. Stay Calm. Call EMS (911), you will have to find the closest phone to your location (it may be someone's house nearby).
2. Explain the situation clearly.
3. Give directions to the injured athlete's location.
4. **DO NOT** hang up the phone until EMS hangs up first.
5. Keep the injured athlete calm and comfortable until EMS arrives (If you know CPR and it is needed, you may provide it to your level of training).
6. Once at the hospital, contact your coach (410-617-2076)
7. The coach should then contact the Athletic Training Staff.

### **II. SERIOUS NON-LIFE-THREATENING INJURY**

Examples: Laceration, Disabling knee or ankle injury

1. Keep the injured athlete calm and comfortable.
2. If you are unsure whether to transport the athlete due to his/her injury, call 911 from the nearest phone (it may be someone's house nearby).
3. Explain the situation clearly.
4. Give directions to the athlete's location.
5. **DO NOT** hang up the phone until EMS hangs up first.
6. Return to the injured athlete and keep him/her calm and comfortable.
7. Notify the coach as soon as possible.
8. The coach should notify the Athletic Training staff. The coach is responsible for meeting the athlete and transporting them back to the Athletic Training room for further evaluation.

### **III. MILD INJURY**

Examples: Ankle Sprain able to walk on, abrasion

1. Notify the coach.
2. Have the athlete report to the Athletic Training room for further evaluation.

## **OFF CAMPUS: Golf**

### **General Protocol:**

1. **Make sure that you and/or your golfers have a cell phone.**
2. Get the phone number of the club house and save it.
3. If an injury occurs follow the guidelines below:

#### **I. LIFE-THREATENING INJURY**

Examples: Unconscious, No pulse, No Breathing, Head/Neck injury, Anaphylaxis (bee sting allergy), Severe Fracture/Dislocation, Heat-related illness, Seizure.

1. Stay calm and contact the club house.
2. Explain the situation and where you are on the course.
3. Tell them to call 911 (they will guide EMS to the scene).
4. The coaching staff, serving as the primary responder, has a duty to administer AED (if available) and CPR, if needed, until EMS arrives (Follow Red Cross training).
5. Keep the injured athlete calm and comfortable.
6. Do not move the injured athlete unless the area is unsafe.
7. Do not allow the team to huddle around the injured athlete. One or two people are sufficient to comfort and monitor the injured athlete.
8. Notify the Athletic Training Staff as soon as possible.

#### **II. SERIOUS NON-LIFE-THREATENING**

Examples: Laceration, Disabling knee or ankle injury

1. Keep the injured athlete calm and comfortable.
2. Call the club house to inform them of the situation.
3. If you are unsure whether to transport the athlete due to his/her injury, call EMS (911).
4. Explain the situation clearly.
5. Give directions to the victim's location.
6. **DO NOT** hang up the phone until EMS hangs up first.
7. Do not allow the team to huddle around the injured athlete.
8. Notify the Athletic Training Staff as soon as possible.

#### **III. MILD INJURY**

Examples: Ankle sprain able to walk on, scrape

1. Apply basic first aid.
  - a. Ice for sprains and strains (muscle pull).
  - b. Clean wounds properly and cover with sterile dressing.
2. Have injured athlete report to the athletic training room for further evaluation and treatment.

## OFF CAMPUS: Women's Track

### GENERAL PROTOCOL:

1. Coaches **MUST HAVE A CELL PHONE**.
2. Have the following numbers readily available:
  - a. Ambulance: 911
  - b. Director of Sports Medicine:  
Joe Artuso: (410) 617-1426      Cell: (410) 365-7123
  - c. Assistant Athletic Trainers:  
Steve Austin      (410) 617-5276      Cell: (443) 375-1512  
Pam Sommerhauser      (410) 617-1425      Cell: (443) 375-0323  
Kate Hill      (410) 617-1463      Cell: (443) 398-0170
3. **AED Location:** In the equipment shed, white box stationed on wall.
4. If an injury occurs, follow the guidelines below:

#### **I. LIFE-THREATENING INJURY**

Examples: Unconscious, No pulse, No Breathing, Head/Neck injury, Anaphylaxis (bee sting allergy), Severe fracture/dislocation, Heat related illness, Seizure.

1. Stay Calm. Call EMS (911). Get the AED.
2. Explain the situation to EMS clearly.
3. Give directions to the injured athlete's location.
4. **DO NOT** hang up the phone until EMS hangs up first.
5. The coaching staff, serving as the primary responder, has a duty to administer CPR/AED, if needed, until EMS arrives (Follow Red Cross training).
6. Designate someone to meet and direct EMS personnel to the injured athlete.
7. Keep the injured athlete calm and comfortable until EMS arrives.
8. Do not move the injured athlete unless the area is unsafe. Do not allow the team to huddle around the injured athlete. One or two people are sufficient to comfort and monitor the injured athlete.
9. Notify the Athletic Training Staff as soon as possible.

**\*\* If you are by yourself, follow your American Red Cross Training \*\***

#### **II. SERIOUS NON-LIFE-THREATENING INJURY**

Examples: Laceration, Disabling knee or ankle injury.

1. Keep the injured athlete calm and comfortable.
2. If you are unsure whether to transport the athlete due to his/her injury, call 911.
3. Explain the situation clearly.
4. Give directions to the athlete's location.
5. **DO NOT** hang up the phone until EMS hangs up first.
6. Return to the injured athlete and keep him/her calm and comfortable.
7. Notify the coach as soon as possible.
8. The coach should notify the Athletic Training staff. The coach is responsible for meeting the athlete and transporting them back to the Athletic Training room for further evaluation.

### **III. MILD INJURY**

Examples: Ankle Sprain able to walk on, abrasion

1. Apply basic first aid.
  - a. Ice for sprains and strains (muscle pull).
  - b. Clean wounds properly and cover with sterile dressing.
2. Have the injured athlete report to the athletic training room for further evaluation and treatment.

**EMERGENCY ACTION PLAN**  
**RIDLEY ATHLETIC COMPLEX**  
2221 West Cold Spring Lane  
Baltimore, MD 21209

It is important for all Athletics Department personnel to know and understand the following protocol for responding to an emergency at the Ridley Athletic Complex. The purpose of this document is to prepare all staff in their general understanding of their specific roles during any type of medical emergency when a certified athletic trainer is either present (on-site) or not present (not on-site but in the athletic training room, or not on campus at all) during a practice, individual workout, conditioning session, or competition. This EAP has specific protocols for teams that practice/compete when the athletic training is **OPEN** and when the athletic training room is **CLOSED**. **It is important that all coaches read the following sections carefully!!**

1.) Have the following numbers readily available:

a. Campus Police: (410) 617-5911 (Emergency Only!!)

b. Ambulance: 911

c. Director of Sports Medicine:

Joe Artuso (410) 617-1426 Cell: (410) 365-7123

d. Assistant Athletic Trainers:

Steve Austin (410) 617-5276 Cell: (443) 375-1512

Pam Sommerhauser (410) 617-1425 Cell: (443) 375-0323

Kate Hill (410) 617-1463 Cell: (443) 398-0170

e. Student Health Center: (410) 617-5055

2.) Between the hours of 8am and 4pm if an ambulance is dispatched, it may arrive before Campus Police. Athletics staff must be prepared to unlock the Greenspring gate and direct EMS to the 911 Ambulance Rally Point at the South Garage Entrance.

3.) AED and Emergency Blue Light Phone Locations:

**Athletic Training Room:** AED located outside the main entrance

**Weight Room:** AED located in hallway outside the main entrance

**North Tunnel Entrance to Field (Home team entrance):** AED located next to emergency phone.

**South Garage Entrance:** AED located next to emergency phone.

**Emergency Phone #79:** Under grandstands, beside room 115 (Wall Phone)

**Emergency Phone #80:** South Tunnel Entrance to field, Under Grandstands (Wall Phone)

**Emergency Phone #81:** North Tunnel Entrance to field, Under Grandstands (Wall Phone)

**Emergency Phone #82:** North Wall outside of grandstands near rollup door, (Wall Phone)

**Emergency Phone #83:** Outside 3<sup>rd</sup> Floor Midsection Entrance to concourse (Wall Phone)

**Emergency Phone #84:** Sean Lugano Field, far end, Blue Light Phone w/PTZ camera

**Emergency Phone #85?:** South Garage Entrance next to AED box (Wall Phone)

4.) **ATHLETIC TRAINING ROOM OPEN-ATHLETIC TRAINER ON-SITE:**

**PRACTICE COVERAGE:**

1. Stay Calm.

2. Summon the athletic trainer to the injured athlete.

3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.

4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon campus police and an ambulance if necessary.
6. Campus Police will assist the athletic trainer with crowd control and providing access to the injured athlete and an exit for the ambulance off the field.

**GAME COVERAGE:** (In addition to athletic training coverage, all home games for soccer and lacrosse will have an ALS ambulance unit, doctor, campus police, and event staff present and on-site).

1. Stay Calm.
2. Summon the athletic trainer to the injured athlete.
3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon the doctor and ambulance if necessary.
6. Campus Police and Event Staff will assist the medical personnel with crowd control and providing access to the injured athlete and an exit for the ambulance off the field.

**5.) ATHLETIC TRAINING ROOM OPEN-ATHLETIC TRAINER NOT ON-SITE:  
PRACTICE COVERAGE:**

- a. **Teams practicing/competing must have a cell phone with them at all times.**
- b. If an injury occurs, follow the guidelines below:

1. Stay Calm.
2. Summon the athletic trainer by cell phone.
3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon campus police and an ambulance if necessary.
6. Campus Police will assist the athletic trainer with crowd control and providing access to the injured athlete and an exit for the ambulance off the field.

**GAME COVERAGE:** (Home games for soccer and lacrosse will have an ALS ambulance unit, doctor, Campus Police, and event staff present and on-site).

\*In the event there is no ambulance, doctor, campus police, or event staff present, teams must follow the EAP for **Practice and Game Coverage-Training Room Closed-No Athletic Trainer On-Site.**

- a. **Teams practicing/competing must have a cell phone with them at all times.**
- b. If an injury occurs, follow the guidelines below:

1. Stay Calm.
2. Summon the athletic trainer by cell phone.
3. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
4. The athletic trainer, serving as the primary responder, will provide the initial assessment and determine the specific needs of the injured athlete.
5. The athletic trainer will summon the doctor and ambulance if necessary.
6. Campus Police and Event Staff will assist the medical personnel with crowd control and providing access to the injured athlete and an exit for the ambulance off the field.

**6.) PRACTICE AND GAME COVERAGE: TRAINING ROOM CLOSED-ATHLETIC TRAINER NOT ON-SITE:**

- a. **Teams practicing/competing must have a cell phone with them if the athletic training room is closed and there is no athletic trainer on-site.**
- b. If an injury occurs, follow the guidelines below:

**I. LIFE-THREATENING INJURY**

Examples: Unconscious, No pulse, No Breathing, Head/Neck injury, Anaphylaxis (bee sting allergy), Severe Fracture/Dislocation, Heat-related illness, Seizure.

1. Stay Calm. Call Campus Police (410-617-5911) on the nearest Emergency Blue Light phone or by cell phone. Explain the situation clearly.
2. Ask for an ambulance to be dispatched to the 911 Ambulance Rally Point at the South Garage Entrance at the Ridley Athletic Complex
3. Give directions to the injured athletes' location
4. **DO NOT** hang up the phone until Campus Police hangs up first.
5. The coaching staff, serving as the primary responder, has a duty to administer CPR/AED, if needed, until EMS arrives (Follow ARC training).
6. Designate someone to unlock the Greenspring entrance gate.
7. Designate someone to meet ambulance and Campus Police and direct them to the 911 Ambulance Rally Point.
8. Direct ambulance and Campus Police to the injured athlete.
9. Keep injured athlete calm and comfortable. Do not allow the team to huddle around the injured athlete.
10. Notify the Athletic Training Staff as soon as possible.

**\*\* If you are by yourself, follow your American Red Cross Training \*\***

**II. SERIOUS NON-LIFE-THREATENING INJURY**

Examples: Laceration, Disabling knee or ankle injury

1. Keep the injured athlete calm and comfortable.
2. If the training room is **CLOSED**, follow the guidelines below:
  - a. If you are unsure whether to transport the athlete due to his/her injury, call Campus Police at (410) 617-5911 on the nearest Emergency Blue Light phone or by cell phone.
  - b. Explain the situation clearly.
  - c. Give directions to the victim's location.
  - d. **DO NOT** hang up the phone until Campus Police hangs up first.
  - e. Designate someone to meet campus police and direct them to the injured athlete.
  - f. Do not allow the team to huddle around the injured athlete.
  - g. Notify the Athletic Training Staff as soon as possible.

**III. MILD INJURY**

Examples: Ankle sprain able to walk on, scrape

1. Apply basic first aid.
  - a. Ice for sprains and strains (muscle pull).
  - b. Clean wounds properly and cover with sterile dressing.

2. Have injured athlete report to the athletic training room for further evaluation and treatment.

## **Directions to Healthcare Facilities**

### **1. Union Memorial Hospital- (410) 554-2000**

#### **From Loyola:**

Go SOUTH on Charles Street.  
Bear LEFT onto St. Paul Street  
Turn LEFT onto East University Parkway. Union is on your RIGHT

#### **From Ridley Athletic Complex:**

Turn RIGHT out of complex onto West Cold Spring Lane  
Turn RIGHT onto Falls Road  
Turn LEFT onto West 40<sup>th</sup> Street  
Bear RIGHT onto University Pkwy, Go approximately 1 mile  
Union will be on your RIGHT

#### **From Track Facility:**

Turn RIGHT out of facility onto EAST 33<sup>rd</sup> Street towards Ednor Rd.  
Make a U-TURN at Ednor Rd back onto 33<sup>rd</sup> St heading WEST.  
Turn RIGHT onto Calvert St., Union is on your RIGHT.

#### **From M & T Bank Stadium:**

Go NORTH on Russell St. towards W Hamburg St.  
Merge onto Martin Luther King Jr. Blvd  
Turn SLIGHT LEFT onto N Howard St.  
Turn RIGHT onto US-1/North Ave.  
Turn LEFT onto N Calvert St. Follow N Calvert St. Union is on your RIGHT.

### **2. St. Joseph's Medical Center- (410) 337-1000**

#### **From Loyola:**

Go NORTH on Charles Street  
Turn RIGHT at Stevenson Lane.  
Turn LEFT at Osler Drive (2nd light). St. Joe's is on your RIGHT.

#### **From Ridley Athletic Complex:**

Turn RIGHT out of complex onto West Cold Spring Lane  
Turn LEFT onto N. Charles Street  
Turn RIGHT at Stevenson Lane.  
Turn LEFT at Osler Drive (2nd light). St. Joe's is on your RIGHT.

### **3. Greater Baltimore Medical Center (GBMC)- (410) 828-2000**

#### **From Loyola:**

Go NORTH on Charles Street. GBMC is on your RIGHT.

#### **From Ridley Athletic Complex:**

Turn RIGHT out of complex onto West Cold Spring Lane  
Turn LEFT onto N. Charles Street. GBMC is on your RIGHT.

**4. Sinai Hospital- Level II Shock Trauma- (410) 601-9000**

**From Loyola:**

Go NORTH on Charles Street.

Turn LEFT onto Northern Parkway. Sinai is on the LEFT (past the I-83 overpass).

**From Ridley Athletic Complex:**

Turn LEFT out of complex onto West Cold Spring Lane

Turn RIGHT onto Greenspring Ave.

Turn LEFT onto Northern Parkway. Sinai is on the LEFT.

**5. Good Samaritan Hospital- (410) 532-8000**

**From Loyola:**

Go EAST on Cold Spring Lane

Turn LEFT onto Loch Raven Blvd.

Continue on Loch Raven (3/4 mile). Hospital is on your RIGHT

**From Ridley Athletic Complex:**

Turn RIGHT out of complex onto West Cold Spring Lane.

Stay on Cold Spring Lane past Loyola

West Cold Spring Lane turns into East Cold Spring Lane

Turn LEFT onto Loch Raven Blvd.

Continue on Loch Raven (3/4 mile). Hospital is on your RIGHT

**6. Mercy Medical Center- (410) 332-9000**

**From Loyola:**

Go SOUTH on N. Charles St.

Turn SLIGHT LEFT onto St. Paul St.

Stay STRAIGHT on St. Paul St (3.5 miles). Mercy is on your LEFT

**From M&T Bank Stadium:**

Go NORTH on Russell St. towards W Hamburg St.

Merge onto Martin Luther King Jr. Blvd

Turn RIGHT onto W Mulberry St

Turn RIGHT onto St. Paul Pl. Mercy is on your LEFT

**7. University of Maryland Shock Trauma Center- Level I Shock Trauma- (410) 328-2359**

**From Loyola:**

Go SOUTH on N Charles St

Turn SLIGHT LEFT onto St. Paul St

Turn RIGHT onto North Ave/US-1 South

Turn LEFT onto N Howard St

Turn RIGHT onto Martin Luther King Jr. Blvd

Turn LEFT onto W Baltimore St

Turn RIGHT onto S Greene St. Hospital is on your RIGHT

**From Ridley Athletic Complex:**

Turn RIGHT out of complex onto West Cold Spring Lane.

Get on I-83 SOUTH

Bear RIGHT onto Lombard St. Go approx. 3 miles

University of Maryland Medical Center is on your RIGHT

**From M&T Bank Stadium:**

Go NORTH on Russell St. towards W Hamburg St.

Merge onto Martin Luther King Jr. Blvd

Turn RIGHT onto W Baltimore St

Turn RIGHT onto S Greene St. Hospital is on your RIGHT.