

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

FOOTBALL GAME FIELD-RHEA STADIUM

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** Next to Athletic Trainer's medkit on sideline
- **Fixed location:** N/A

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

**RHEA STADIUM
209 E. 9TH ST
RUSSELLVILLE, KY 42276**

DIRECTIONS: Turn on South Summer Street by the stadium. Turn right into the gravel parking lot. Continue straight until you've reached a paved area, follow and pull into the stadium gates.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

SOFTBALL FIELD

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** On the golf cart with the Athletic Trainer.
- **Fixed location:** Inside Middle School Gym doors facing the baseball field.

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

**RUSSELLVILLE HIGH SCHOOL
1101 W. 9TH ST
RUSSELLVILLE, KY 42276**

DIRECTIONS: Turn onto Herndon Rd which is right next to the high school. Continue on the road until you see the parking lot that goes in between the Softball and Baseball Fields.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

BASEBALL FIELD

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** On the golf cart with the Athletic Trainer
- **Fixed location:** Inside Middle School Gym doors facing the baseball field.

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

RUSSELLVILLE HIGH SCHOOL

1101 W. 9TH ST.

RUSSELLVILLE, KY 42276

DIRECTIONS: Turn into the high school and make an immediate left to go behind the high school and middle school. The fence will be open in left field.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

SOCCER FIELD/TRACK&FIELD

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** On the golf cart with the Athletic Trainer
- **Fixed location:** Inside Middle School Gym doors facing the baseball field.

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

**RUSSELLVILLE HIGH SCHOOL
1101 W. 9TH ST.
RUSSELLVILLE, KY 42276**

DIRECTIONS: Turn onto Herndon Rd next to the high school and turn right into the parking lot in between the softball and baseball fields. Continue straight past the athletic facility and tennis courts. There will be a gate to just past the facility.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

FOOTBALL PRACTICE FIELD

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** N/A
- **Fixed location:** Inside the Middle School Gym doors facing the baseball field.

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

RUSSELLVILLE HIGH SCHOOL

1101 W. 9TH ST.

RUSSELLVILLE, KY 42276

DIRECTIONS: Turn onto Herndon Rd next to the high school and turn right into the parking lot between the softball and baseball fields. Continue past the softball fields and immediately turn left into the smaller parking lot.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

INDOOR FACILITY/FOOTBALL PRACTICE

FIELD

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** N/A
- **Fixed location:** Inside the Middle School Gym doors facing the baseball field.

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

RUSSELLVILLE HIGH SCHOOL

1101 W. 9TH ST.

RUSSELLVILLE, KY 42276

DIRECTIONS: Turn onto Herndon Rd by the high school. Continue into the parking lot in between the softball and baseball fields until you see a metal building on the left.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

BASKETBALL/VOLLEYBALL GYM-HS

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** N/A
- **Fixed location:** To the left of the main entrance of the gym.

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

RUSSELLVILLE HIGH SCHOOL

1101 W. 9TH ST.

RUSSELLVILLE, KY 42276

DIRECTIONS: Turn into the main entrance of the high school. Continue to loop around until you're in the front of the high school

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE MIDDLE SCHOOL

BASKETBALL GYM-MS

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** N/A
- **Fixed location:** Opposite wall of the gym doors

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

RUSSELLVILLE MIDDLE SCHOOL

1101 W. 9TH ST.

RUSSELLVILLE, KY 42276

DIRECTIONS: Turn onto Herndon Rd by the high school. Continue into the parking lot between softball and baseball fields and make an immediate, sharp right onto an access road until in front of the Middle School Gym.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.

EMERGENCY ACTION PLAN

RUSSELLVILLE HIGH SCHOOL

TENNIS COURT

PHONE LOCATIONS:

- **Cell Phone:** Athletic Trainer, Coach and School Administrator

AED LOCATIONS:

- **Portable AED:** On golf cart with Athletic Trainer.
- **Fixed location:** Inside Middle School Gym doors facing baseball field.

ACTIVATING EMERGENCY MEDICAL SYSTEM:

- Designated coach/administrator contact 911
- Must be prepared to give dispatcher the following information:
 1. Address of emergency (See below) and the telephone number of the phone you are calling from.
 2. Current condition of the athlete or spectator (type of injury, conscious or unconscious, etc.).
 3. Other information as requested (**DO NOT HANG UP PHONE UNTIL TOLD TO DO SO BY DISPATCHER**).

ADDRESS and DIRECTIONS for EMERGENCY SERVICES:

RUSSELLVILLE HIGH SCHOOL

1101 W. 9TH ST.

RUSSELLVILLE, KY 42276

DIRECTIONS: Turn onto Herndon Rd by the high school. Continue into the parking lot in between softball and baseball fields and the tennis courts will be on the right behind the baseball field.

- A designated person or school official should make his/her way to unlock and open any gates or doors to allow full access for EMTs and escort the emergency responders to the injured person's location.
- Personnel should provide appropriate emergency care until the EMTs arrive. Assist with emergency care as needed. **All persons not involved in the emergency should stay back, not only to respect the injured person's privacy, but to also allow emergency personnel, athletic trainer, etc. to work accordingly.**
- Athletic staff: Please provide EMTs with athlete's insurance information and medical history.
- A parent, coach, or school administrator should accompany an athlete during EMS transportation.
- The athletic trainer, coach or school administrator shall contact athlete's parent if not present at event.



RUSSELLVILLE HIGH SCHOOL EMERGENCY ACTION PLAN

Russellville High school has a written emergency action plan that should be followed in the event of a medical emergency. All coaches, administrators and applicable parties should be familiar with this document and their role and responsibility in an emergency. Any question should be directed to the Athletic Director, Ryan Davenport or High School Principal Rex Booth.

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

Situations when 911 should be called automatically are:

- An athlete or any person is not breathing
- An athlete or any person has lost consciousness
- If it is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped

CHAIN OF COMMAND

Athletic Trainer – Heather Lindenberg

Administrator – Rex Booth

Athletic Director – Ryan Davenport

Assistant Administrators – Carlos Quarles

Student Resource Officer –

Head Coach - Specific for Sport

Assistant Coach - Specific for Sport

Other Athletes

The highest person in the chain of command who is present at the scene will be the designated person in charge. 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 the EMS arrives. Once it has been decided that EMS should be called, the following protocol should be followed:



RUSSELLVILLE HIGH SCHOOL EMERGENCY ACTION PLAN

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 front office 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 pay phone, **MAKE SURE SOMEONE PRESENT AT THE EVENT, PRACTICE OR CONTEST HAS A WORKING CELL PHONE FOR EMERGENCIES**) EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at each school are located in the main office, classrooms or coach's office.
4. The leader will send runners between where the athlete is located and venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency Contact information can be found on individual athletes' physical which coaches should have with them at all times.** If a parent is not present, the physical form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to **The Medical Center in Bowling Green, KY**, unless the parent requests otherwise.
7. In the event you are by yourself with a student athlete that needs EMS call 911 if you deem necessary and stay on the line with 911 operator or continue aid until EMS arrives.

Russellville High School is located at: 1101 W 9th St., Russellville, KY 42276

-Rhea Stadium (Football): 209 E. 9th St., Russellville, KY

-Baseball Field: Turn into the high school and drive past the buildings and you'll see the baseball field.

-Softball Field: Turn onto Herndon Rd, which is next to the high school. Follow the road until you see the parking lot with the softball field on the left.

-Football Practice Field: Behind the softball field.

-Indoor Facility: Turn onto Herndon Rd, which is next to the high school. Follow the road until you see the parking lot with the softball field on the left and baseball field on the right. Continue past the fields and you'll see a metal building on your left.

-Tennis Courts: Across from the indoor facility.

-Soccer/Track&Field: Behind the indoor facility.

RUSSELLVILLE HIGH SCHOOL CAMPUS AED UNIT LOCATIONS

1. Inside Main Gym doors to the right
2. Adjacent to the Middle School Gym entrance.

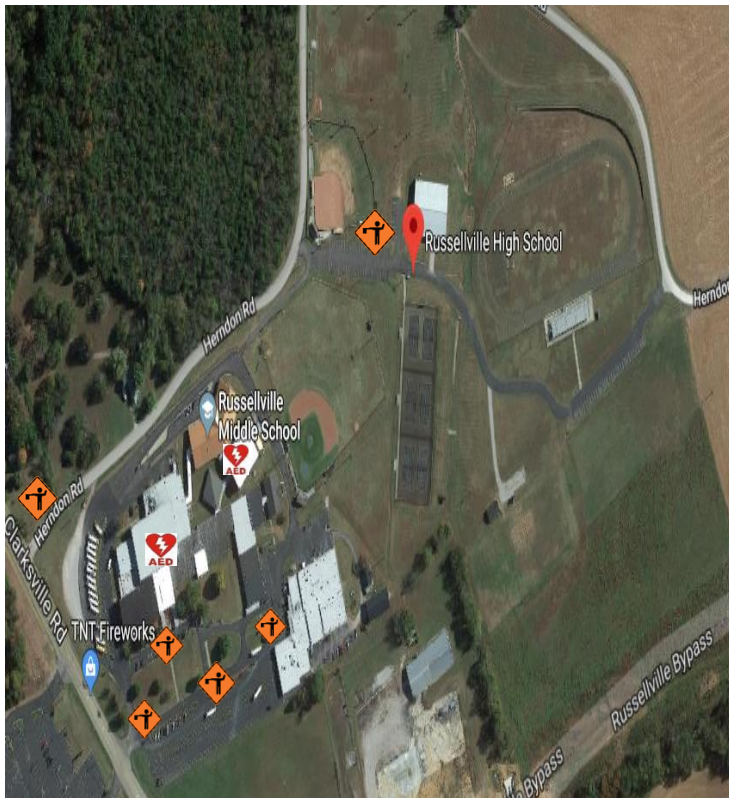
RUSSELLVILLE PORTABLE AED LOCATIONS

Portable AED will travel with football. Athletic Trainer carries one during soccer, softball/baseball and track&field. If Athletic Trainer isn't present, portable will be with the coach of the specific sport.



Russellville High School
 1101 W. 9th St.
 Russellville, KY 42276

Rhea Stadium
 209 E. 9th St.
 Russellville, KY 42276



Instructions For EMS

Identify yourself: "This is..."

Report location: "I am located at..., We will send someone to flag EMS down if possible."

Explain what is going on: "We have an individual in distress (provide specifics if possible, cardiac, broken leg, unconscious, heat illness, etc.)

Describe the scene: "We have started CPR, etc. (be concise, EMS will assess the situation when they arrive)

Provide a phone number to call back: "(270) XXX-XXXX"

DO NOT hang up until the emergency dispatcher does.

Football Field Events: Flaggers should be sent to the entrance of the parking lot off of 7th St. and the Main Gate to the football field.

Gymnasium Events: Flaggers should be sent in front of the circle drive and main entrance of the high school.

Softball Events: Flaggers should be sent to Herndon Rd. off of Clarksville Rd.

Baseball Events: Flaggers should be sent to the main entrance into the high school and where the parking splits into the circle and the rest of the parking lot.

Tennis Events/Football Practice Field/Indoor Facility/Soccer/Track&Field: Flaggers should be sent to Herndon Rd. off of Clarksville Rd. and the parking lot between the softball and baseball fields.



= AED Location



= Flagger Position