

Katy Youth Football Emergency Plan

Prior To The Season

Athletic Director

- Copies of the emergency plan were distributed to coaches and athletic trainers.
- The emergency plan was reviewed with coaches step-by-step.
- The emergency plan was reviewed with the athletic trainers.
- Medical kits were distributed to each sport coach.
- Coaches were instructed to keep their medical kits stocked.
- Coaches were instructed to keep a copy of the emergency card in the medical kit.
- EMS was contacted and provided with field schedules and keys to locked areas.
- A meeting was arranged with the athletic trainer and head of EMS.
- Reviewed the HIPPA law and Right to Privacy Act.
- Reviewed insurance coverage and procedures with the head coach.
- Informed the head coach and athletic trainer that physician permission may be required prior to participation.

Head Coach

- Checked the practice area for potential hazards and safety concerns.
- Communicated safety concerns to the VP of Field Operations and/or generated a work order to take corrective actions.
- Made certain there was access for an emergency vehicle.
- Made certain they had keys to any gated or locked areas.
- Designated someone to stay with an injured athlete should an injury occur.
- Designated someone to activate the emergency medical system.
- Designated someone to be responsible for the medical kit.
- Designated someone to access the emergency plan and phone numbers from the medical kit.
- Detailed to parents and players that if an athletic trainer were not present, the head coach or their designee would be the leader in an emergency situation.

When an Emergency Happens

- The head coach and/or athletic trainer saw the injured athlete.
- The head coach and/or athletic trainer asked the injured athlete or coach to detail how the injury occurred and how they were feeling.
- The person designated to activate the emergency medical system or call 911 did so.
- The person designated to stay with the injured athlete did so.
- Someone went to meet and provide access to the area with EMS.
- Someone contacted the parent or emergency contact person.

Developing an Emergency Action Plan

Author: NCSS Information Team

Preparation is the key to responding to unexpected emergencies. While people talk about emergency action plans, it is imperative to get it in writing. You may think you've got everything covered in your head, but the best way to cover all the bases is to put it in print.

Every program and facility should have an Emergency Action Plan. This is the only way to be ready for potential emergencies. Although emergencies can occur anywhere, certain types of emergencies, such as specific natural disasters, are more likely in some locations than others. Emergencies not only include injuries, but illnesses such as heart attack, seizure, or stroke.

An Emergency Action Plan should include all relevant categories and emergencies. This plan should outline the responsibility of everyone that may be involved, and should cover the following areas:

Layout of the facility

Plan where EMS personnel will enter and exit the field. Have a designated place for all keys that open gates or doors to the playing service so that emergency services can come in or students may be evacuated. Decide on the location of rescue and first aid equipment and always have a working phone nearby with emergency telephone numbers posted.

Equipment

Make sure that your first aid kits are fully stocked and you have access to emergency equipment such as flashlights, fire extinguisher, etc. Also, make sure to have physical forms and medical release forms for your athletes easily accessible.

Support Personnel (within the facility)

Evaluate which support personnel will be with you at the practice or game. This could include coaches, athletic trainers, athletic officials, facility administrators, management personnel, teachers, school nurse/physician, athletic director, clerical personnel and maintenance personnel.

External Support Personnel

Provide posted telephone numbers for EMS personnel, police, fire, hazardous materials (Hazmat) team, Poison Control Center, hospitals, power and gas companies and health department. Staff Responsibilities Assign each staff member a duty. There should be a person(s) to provide care, a person(s) to control bystanders and supervise other athletes, a person(s) to meet EMS personnel, and a person(s) to transport the injured athlete when appropriate.

Communication

Make sure it is clear how and when to call 911 or the local emergency number. Create a chain of command within your facility support personnel. Make sure there is a person to contact the injured student's family or guardian, and a person to deal with the media.

Follow-up

Decide who will be responsible for completing the appropriate documentation (accident and incident report, etc.) and refilling your first aid kits. Put together a team to evaluate the effectiveness of the Emergency Action Plan and conduct a staff debriefing.

It is vital to have strategies and procedures in place prior to a crisis. By developing an Emergency Action Plan, you will be prepared to handle emergency situations at your practices or games.

Safety Checklist: For the Coach

Author: NCSS Information Team

Emergency Planning is an integral part of every sports program that outlines the responsibilities all those involved in the care of an athlete including all facility staff, coaches and players' parents. Each of these components should be included to ensure the safety of youth athletes.

- Have emergency contact information on each player.
- Have signed medical release forms on file for each player.
- Have an accessible, working phone is at practice and at games to ensure that emergency personnel can be contacted quickly in case of an emergency.
- Have a first aid kit present at all practices and games.
- Provide water or sports drinks available for the athletes.
- Give numerous breaks to prevent dehydration.
- Examine playing fields, courts and other surfaces before practice and games for potentially dangerous obstacles such as holes, loose tiles, buckled wood, wet spots and sharp objects.
- Routinely check player's safety equipment before practice to make sure it is put on correctly and that nothing is cracked or missing pieces. If equipment is damaged, the athlete should not use it.
- Properly store unused equipment away from the playing field so that no one trips over it while playing.
- Ensure that youth athletes are aware of any unsafe playing conditions and report them to you.

Author: NCSS Information Team

Every coach should be prepared to handle emergency situations during practice or at games. It is essential that coaches have at least one fully stocked first aid kit on hand whenever athletes are playing. The National Center for Sports Safety has compiled a list of items that should be included in every coach's first aid kit.

<ul style="list-style-type: none">• Non-powdered Barrier Gloves• Resuscitation mask/face shield• Instant Ice Cold Pack• Elastic Fabric Flexible Bandages- standard size• Strip Bandages (Band-Aids)• Triangular Bandage for sling• 2" x 2" Sterile Gauze Pads• 2" King Roller Gauze	<ul style="list-style-type: none">• 3" x 3" Sterile Gauze Pads• Telfa Non Stick Pads• Large Patch Bandage• Eye Patch Kit (Eye Patch and Clear Tape)• Adhesive Tape• Alcohol Swabs• Disinfectant Pads• Iodine-Povidone Prep. Pads• Insect Sting Swabs	<ul style="list-style-type: none">• Antiseptic Pads• Hydrocortisone Cream• Q-tip Swabs• Sun Block (30) SPF• Insect Repellant• Splint• Tape Cutter• Scissors
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