EMERGENCY MEDICAL PROCEDURES
The Athletic Training Department has complete authority over allowing an athlete to participate in intercollegiate athletics. We work under the direct supervision of our Team Physician(s). The athlete must be a full-time student at the University of Texas at Dallas and must be cleared by our department prior to participation. Should any injury occur, we reserve the right to hold an athlete from participation if we feel it is in the best interest of the student-athlete?

Medical Coverage Personnel Responsibilities
The total emergency medical procedure should be thought out, planned, and practiced prior to athletic practice or competition. The chain of command is vital and open coordination and communication within this chain is essential.

Medical Coverage Chain of Command:
The athletic training staff will always act as primary care givers at the site of injury or accident (when on-site) and would manage the situation according to the following rank:

1. Team Physician
2. Head Athletic Trainer
3. Assistant Athletic Trainer

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:
1. Head Coach
2. Assistant Coach
3. Graduate Assistant Coach
4. Student Manager
5. Fellow Student-Athlete

The welfare of the injured athlete is always first and foremost, therefore immediate care in some form is vital and by no means should care wait to be undertaken until a certified athletic trainer arrives on the scene. Proceed as judgment dictates until help arrives.

If a severe medical emergency occurs while a certified athletic trainer is not present, immediately call 911 to activate the emergency medical system, and then call the head athletic trainer/staff athletic trainer of your sport to notify him/her of the situation.
Emergency Medical Care Responsibilities

1. Provide immediate direct medical care during practices and games to any injured UTD athlete and activate the emergency action plan if catastrophic incident occurs.
2. Assist with scene management during an emergency medical event including coordinating with EMS, fire, and police as appropriate.
3. Direction of EMS to scene.
4. Make return to play decisions for UTD injured athletes based upon physician orders and/or current standards of practice.
5. Serve as a liaison between visiting certified athletic trainers and UTD’s medical resources.
6. Serve as a medical care provider to visiting teams traveling without a certified athletic trainer including return to play decisions.
7. Make referral decision concerning injured athletes.
8. Communicate with other healthcare organizations providing direct care to the injured athlete.

Support Personnel

There are many roles needing to be filled during an emergency involving an injured athlete. Support personnel such as administrators, coaches, and officials/referees will have the following responsibilities during this type of incident:

1. Athletics Director
   - Notifies or is notified by the head athletic trainer of a catastrophic injury.
   - Coordinates the notification of parents/guardians if notification has not been made. Notification responsibilities may be delegated to head coach of sport, head athletic trainer, counseling center, or student services.
   - Notifies University President.
   - Notifies or delegates notification of legal counsel concerning catastrophic injury.
   - Notifies senior athletic staff as appropriate.
   - Notifies NCAA faculty representative.
   - In event that the catastrophic incident is non-athletic, the athletics director notifies the head coach of the sport.

2. Associate Athletic Director(s)/Senior Women’s Administrator (SWA)
   - Enacts any catastrophic injury procedures for the university
   - Notifies legal council
   - Notifies other assistant athletic directors and compliance officer
   - Notifies university spokesperson
   - Notifies Dean of Student Affairs
   - Coordinates media plan with sports information director, athletics director, head athletic trainer, head coach, and university spokesperson. No release of information can be made until parents/guardians have been notified.

3. Game Officials
   - Assist in keeping the area around the injured athlete clear of individuals not directly involved in the injury management process.
**External Support Personnel**

1. UTD Police Department (972-883-2222)
   - Crowd Control
   - Assist in transportation of minor injured athlete and/or family in special circumstances
   - Implement AED use for sudden cardiac arrest emergencies
2. Richardson Fire Department/EMS (972-744-5700 – non emergency)
   - Injured athlete care is transferred by EMS
   - Transportation

**Communication**

1. Who is directly in charge of handling, IMMEDIATELY, the medical emergency?
   - Check the chain of command…See above.
2. How can the person in charge obtain immediate knowledgeable assistance (manpower and supplies)?
   - Practice:
     1. By phone
     2. By cellular phone
     3. By pay phone
   - Game:
     At Home: Should have help in attendance – athletic training staff
     On Road: Home team’s person in charge

**Emergency Phone Numbers**

- Emergency: 911
- Ambulance Service /Richardson Fire Dept. (Non-Emergencies): 972-744-5700
- Baylor/Richardson Medical Center Emergency Room: 972-498-4777
- Baylor Regional Medical Center at Plano Emergency Room: 469-814-2000
- The Medical Center of Plano 972-596-8600

**Emergency Call Procedure**

What to say:
1. Identify yourself (name and affiliation with college)
2. Briefly explain situation (ie: unconscious athlete, breathing)
3. Explain purpose of call (ie: ambulance needed)
4. Explain location (address/landmarks)
5. Answer questions addressed to you
6. HANG UP LAST!!
Where am I? Nearest phone:
- 1. Activity Building (Basketball/Volleyball): Athletic Training Room
- 3. Various emergency call phones/centers located on campus.

**Emergency signals**

1. Arm held up with hand in a fist: Vacuum splints
2. Arms outstretched with palms up: Spine board
3. Hands sign of pyramid above head: Ambulance
4. Fingers in sign of a cross above head: Doctor
5. Both arms held up with both hands in a fist: AED
**Equipment**
1. **Immediate emergency supplies:**
   a. Vacuum or rigid splints – at area of most activities
   b. Spineboard – at area of most activities
   c. Cervical collars – in vacuum splint bags
   d. CPR masks – on individual athletic trainers
   e. BVM – in vacuum splint bags
   f. Fully stocked first aid kits – at area of activity
   g. Fully stocked fanny packs – at area of activity as needed by individual AT’s
   h. AED – at all events where an athletic trainer is in attendance
2. **Secondary emergency supplies:**
   a. Crutches / Knee Immobilizers
   b. Arm Sling
   c. Ice and ice bags
   d. Elastic wraps

**Transportation**
1. **How will the injured athlete be transported to the hospital in an emergency?**
   a. Ambulance – all of the time in an emergency with unstable athlete
      · Ambulance may be coordinated on site for special events/sports (regional tournaments, major
tournaments, etc)
      · When Ambulance is on site, there should be a designated location with rapid access to the site and
        a cleared route for entering/exiting the venue.
   b. Private Vehicle – if non-emergency and athlete is stable
2. **Who will go with the injured athlete?**
   a. Parent, teammate, or coach
   b. Representative of home team
   c. Nobody, just their referral and insurance information

**Follow-up**
1. Appropriate documentation must be completed (injury report, official university incident report, etc.)
2. Certified athletic trainer should check on the athlete at the hospital to see if further assistance is needed.
3. Athletic training staff should be debriefed
4. Emergency Action Plan will be reviewed
GENERAL EMERGENCY ACTION PLAN

This plan is designed to be implemented anytime an athlete is injured.

I. All injuries must be:
   A. Evaluated or consulted with a certified athletic trainer, who will make the decision on care and participation status until a physician can be consulted. Due to liability concerns the UTD team physician’s decision on participation will be final.
   B. Discussed between a certified athletic trainer and the head coach or designee (as allowed by HIPAA).
   C. Under advisement of the University of Texas at Dallas’ consulting Team Physician.

II. All injuries must be documented by:
   A. Completion of the appropriate injury report.
   B. Students going to a Physician other than the Emergency Room, or a UTD team/affiliated physician must have a medical referral from a certified athletic trainer.

III. Absence of a Certified Athletic Trainer:
   A. The athletic training staff will always act as primary consultants or care givers at the site of an athletic injury or accident (when on-site) and would manage the situation according to the chain of command.
   B. In the event that an athletic trainer is not on-site at the time of injury the following chain of command would be used:
      1. Head Coach
      2. Assistant Coach
      3. Graduate Assistant Coach
      4. Student Coach
      5. Student Manager
      6. Fellow Student Athlete
   C. The welfare of the injured athlete is always first and foremost, therefore immediate care in some form is vital and by no means should care wait to be undertaken until a certified athletic trainer arrives on the scene.
      Proceed as judgment dictates until help arrives.
   D. Request EMS as needed.
   E. Contact a certified athletic trainer for instructions.
   F. Assist athlete within your knowledge base.
   G. Document everything that happens.

IV. Protocols:
   A. Minor injuries: Grade 1 sprain and strains, superficial lacerations, nosebleeds, contusions, heat cramps, etc.
      1. Evaluate injury.
      2. Treat injuries appropriately. Use universal precautions for body fluid contact.
      3. Decision to be made on continued participation.
      4. Consultation with a certified athletic trainer as soon as feasible.
   B. Moderate injuries: Grade 2 and 3 sprains and strains, head injuries, heat exhaustion, deep lacerations, etc.
      1. Evaluate injury.
      2. Treat injuries appropriately. Use universal precautions for body fluid contact.
      3. Notify a certified athletic trainer as soon as possible.
4. Emergency room intervention should be considered.

C. Major injuries: Fractures (open or closed), dislocations, neck injuries, unconscious athlete, heat stroke, arterial lacerations, etc.
   1. Check ABC’s – Perform primary survey.
   2. Dial 911 and notify a certified athletic trainer immediately.
      **See emergency call procedure for dialing 911**
   3. Treat any life-threatening injuries.
   5. Treat injuries appropriately. Use universal precautions for body fluid contact.
   6. Have insurance and medical release forms available.

   1. Any athlete that is suspected of having a spinal injury should not be moved and should be managed as though a spinal injury exists.
   2. Assess ABC’s, neurological status, and level of consciousness
   3. The athlete should not be moved unless absolutely essential to maintain ABC’s.
   4. When moving a suspected spine injured athlete, the head and trunk should be moved as a unit. One accepted technique is to manually splint the head to the trunk with in-line stabilization.
   5. Activate EMS.

V. Miscellaneous
A. All providers of prehospital care should practice and be competent in the skills identified in these guidelines for implementation in an emergency situation.
B. What the coach needs to know:
   1. CPR
   2. Basic first aid
   3. AED use
   4. Emergency Call Procedures
   5. Emergency Action Plan
C. Do’s and Don’ts
   1. Do’s
      a. Take the situation into hand with confidence
      b. Stay calm
      c. Be prepared for the worst
      d. Stay within your knowledge base
   2. Don’t
      a. Straddle the athlete
      b. Step over the athlete
      c. Carry equipment over the athlete
      d. Run all the way to the athlete
      e. Panic at any time during care
• It is important that you are familiar with the procedures for using the emergency equipment. A team effort is needed to accomplish the care and transport of the injured athlete. Be patient when dealing with the athlete. Listen to the needs of the athlete and apply the care required for the injury.

• Documentation is an absolute must for the injured athlete. All injuries must be documented. If you are on an away trip, write the pertinent information down and record on the appropriate injury form when you get back to campus.

• If you have any questions about these procedures, please ask a member of the certified athletic training staff.
VENUE SPECIFIC EMERGENCY ACTION PLANS

I. BASEBALL

EMERGENCY PERSONNEL:
- Coaching Staff
- Certified Athletic Trainer on site for most practices and all competitions

EMERGENCY COMMUNICATION:
- Personal cell phone(s)
- UTD Police Department: (972)-883-2222
- Emergency: 911
- Fixed landline phones accessible during normal hours in the Athletic Training Room (972-883-4066), the Activity Building (AB) (972-883-2090).

EMERGENCY EQUIPMENT (for competition):
- Athletic Training Kit
- AED & CPR shield
- Vacuum splint bag, cervical collars, & Crutches
- Spine board (if available)
- Biohazard container/bag
- Towels
- Golf cart (if available)

ROLE OF FIRST RESPONDERS:
- Immediate care of the injured or ill student-athlete
- Emergency equipment retrieval
- Activation of Emergency Medical System (EMS):
  - Call 911 and provide:
    - Your name and phone number calling from
    - Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    - Directions to where you are (baseball field)
    - Hang up last!
  - Direction of EMS to scene:
    - Open appropriate gates near field, make sure pathways are cleared to field
    - Designate individual to “flag down” and direct EMS to the scene
    - Scene control: limit scene to first-aid providers and move bystanders away from the area (UTD coach, UTD police, administrator on-site can assist in this)
VENUE DIRECTIONS:

- Venue is located south of parking lot J. **On map below, venue is located at K7.**
- **From West Campbell Road into main campus**
  - Enter campus at University Parkway, and continue down to the circle drive.
  - Follow the circle drive around, and use access road off of it to go towards parking lot J.
  - Prior to entering parking lot J, there is an access drive on the left that runs along the west side of the softball/baseball fields that EMS may use to get down to the field.

VENUE CONCERNS:

- Note times of practice and competition compared to operating hours of the UTD Activity Building (AB) for landline use.
- Communication is very importance due to the inability of the Athletic Training Staff to cover all practices.
- If the medical emergency is going to require the ambulance to physically drive onto the field, it must enter via access gate at Lot U (right field line).
- Construction on campus. UTD Campus Police should assist in the direction of EMS to the field.
II. SOFTBALL

EMERGENCY PERSONNEL:
- Coaching Staff
- Certified Athletic Trainer on site for most practices and all competitions

EMERGENCY COMMUNICATION:
- Personal cell phone(s)
- UTD Police Department: (972)-883-2222
- Emergency: 911
- Fixed landline phones accessible during normal hours in the Athletic Training Room (972-883-4066), the Activity Building (AB) (972-883-2090).

EMERGENCY EQUIPMENT (for competition):
- Athletic Training Kit
- AED & CPR shield
- Vacuum splint bag, cervical collars, & Crutches
- Spine board (if available)
- Biohazard container/bag
- Towels
- Golf cart (if available)

ROLE OF FIRST RESPONDERS:
- Immediate care of the injured or ill student-athlete
- Emergency equipment retrieval
- Activation of Emergency Medical System (EMS):
  - Call 911 and provide:
    - Your name and phone number calling from
    - Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    - Directions to where you are (softball field)
    - Hang up last!
- Direction of EMS to scene:
  - Open appropriate gates near field, make sure pathways are cleared to field
  - Designate individual to “flag down” and direct EMS to the scene
  - Scene control: limit scene to first-aid providers and move bystanders away from the area (UTD coach, UTD police, administrator on-site can assist in this)
VENUE DIRECTIONS:

- Venue is located south of parking lot J. On map below, venue is located at J7.
- From West Campbell Road into main campus
  - Enter campus at University Parkway, and continue down to the circle drive.
  - Follow the circle drive around, and use access road off of it to go towards parking lot J.
  - Prior to entering parking lot J, there is an access drive on the left that runs along the west side of the softball field that EMS may use to get down to the field.
  - EMS may enter the field at the double-gate located at the north end of the dugout on the access drive.

VENUE CONCERNS:

- Note times of practice and competition compared to operating hours of the UTD Activity Building (AB) for landline use.
- Communication is very importance due to the inability of the Athletic Training Staff to cover all practices.
- Construction on campus. UTD Campus Police should assist in the direction of EMS to the field.
III. BASKETBALL/VOLLEYBALL

EMERGENCY PERSONNEL:
- Coaching Staff
- Certified Athletic Trainer on site (court or in athletic training room) for practices & competition

EMERGENCY COMMUNICATION:
- Athletic Training Room (AB1.406): 972-883-4066
- Personal cell phone(s)
- UTD Police Department: (972)-883-2222
- Emergency: 911
- During normal operation hours, there is an Activity Building employee located out the east doors of the gym with a walkie-talkie that can radio for assistance if needed.

EMERGENCY EQUIPMENT (will be located either in the ATR or courtside):
- Athletic Training Kit
- AED & CPR shield
- Vacuum splint bag, cervical collars, & Crutches
- Spine board
- Biohazard container/bag
- Towels
- Various first aid supplies (located on water cart during practice/competition)

ROLE OF FIRST RESPONDERS:
- Immediate care of the injured or ill student-athlete
- Emergency equipment retrieval
- Activation of Emergency Medical System (EMS):
  - Call 911 and provide:
    - Your name and phone number calling from
    - Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    - Directions to where you are (tell EMS where you will have someone meet them!)
      - UTD Activity Building on campus, main basketball court
      - EMS must enter through either:
        - The north entrance of the Activity Building, or
        - The south doors near the Athletic Training Room
  - Hang up last!
- Direction of EMS to scene:
  - Make sure appropriate doors are open and there is a clear path to the court
  - Designate individual to “flag down” and direct EMS to the scene
Scene control: limit scene to first-aid providers and move bystanders away from the area (UTD coach, UTD police, administrator on-site can assist in this)

VENUE DIRECTIONS:
- Venue in located in the Activity Building (AB) on campus, just north of parking lot J. **On map below it is located at H6-H7.**
- From Waterview Parkway:
  - Enter campus at Franklyn Jenifer Drive, continue heading east and follow signs until the Activity Building is reached.
  - There is a small pull-off area located at the north entrance of the building where EMS may use to park and enter the building. Basketball/Volleyball court will be located on the right upon entering.
- From West Campbell Road:
  - Enter campus at University Parkway, and continue down to the circle drive.
  - Follow the circle drive around, and use access road off of it to enter parking lot J.
  - Enter the building at the far south doors located just off the southwest corner of the building.
  - Come into the building and go right to the basketball/volleyball court.

VENUE CONCERNS:
- It is possible the construction may inhibit the south entrance to the building. If this occurs, EMS should enter through the north entrance of the building that faces Franklyn Jenifer Drive.
IV. SOCCER, TENNIS & CROSS-COUNTRY
EMERGENCY PERSONNEL:
- Coaching Staff
- Certified Athletic Trainer on site or in athletic training room for competition and/or practice

EMERGENCY COMMUNICATION:
- Personal cell phone(s)
- UTD Police Department: (972)-883-2222
- Emergency: 911
- Fixed land-line phones accessible during normal hours in the Athletic Training Room (972-883-4066), the Activity Building (AB) (972-883-2090)

EMERGENCY EQUIPMENT (for competition):
- Athletic Training Kit
- AED & CPR shield
- Vacuum splint bag, cervical collars, & Crutches
- Spine board (if available)
- Biohazard container/bag
- Towels
- Golf cart (if available)

ROLE OF FIRST RESPONDERS:
- Immediate care of the injured or ill student-athlete
- Emergency equipment retrieval
- Activation of Emergency Medical System (EMS):
  - Call 911 and provide:
    - Your name and phone number calling from
    - Nature of emergency (number of individuals injured, condition of injured individuals, type of injury, first-aid treatment provided)
    - Directions to where you are (specific field according to map below)
    - Hang up last!
- Direction of EMS to scene:
  - Open appropriate gates near field, make sure pathways are cleared to field
  - Designate individual to “flag down” and direct EMS to the scene
  - Scene control: limit scene to first-aid providers and move bystanders away from the area (UTD coach, UTD police, administrator on-site can assist in this)
VENUE DIRECTIONS:

- Venue is located at southwest of parking lot J. **On map below, venue is located at J5.**
- From West Campbell Road (Game/Match):
  - Enter campus at University Parkway and continue down to the circle drive.
  - Follow the circle drive around, and use access road off of it to enter parking lot J.
  - Continue to drive straight until you see UTD soccer game field or tennis courts.
  - For soccer, there is a small access gate to the field on northwest side of Game field (S1).
  - For tennis, there is a walkway adjacent to the east side of the soccer game field that will lead directly to the tennis courts.
- From Waterview Parkway:
  - Enter campus at Franklyn Jenifer Drive and head east following the signs to the fields/courts.

VENUE CONCERNS:

- Note times of practices and competitions compared to operating hours of the UTD Activity Building (AB) for landline use.
- Gates are locked at will have to be opened prior to the arrival of EMS.
- Construction on campus. UTD Campus Police should assist in the direction of EMS to the field/courts.