

Salem State University  
Athletic Training Services

## SSU Athletic Emergency Action Plan

### **General:**

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services and Campus Police in responding to emergency situations when they occur. It is important for the athletic department to have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communication, proper equipment and specific protocol for each sporting venue.

### **Emergency**

#### **Personnel: Certified Athletic Trainers & Coaches**

Certified athletic trainers (ATC's) provide leadership in the health care of the student-athlete including the emergency management of injuries/illnesses during intercollegiate athletic participation under the direction of the team physician. Head coaches are also required to be trained and maintain certification in basic first aid, CPR with AED and prevention of disease transmission (blood borne pathogens). These individuals' roles are to assist the ATC's in the event of a medical emergency.

### **Immediate**

#### **Care:**

There shall be at least one trained individual at all practices, competitive events, conditioning and skills sessions. The minimal training is first aid, CPR and blood borne pathogens. Appropriate emergency first aid steps must be taken in accordance with the level of certification that each trained member of the emergency care team has. The certified athletic training staff should be informed as soon as possible of any injury that occurs as a result of participating in intercollegiate athletics at Salem State University.

---

## **Activation of EMS (via Campus Police)**

---

One member of the emergency care team will be directed to utilize an emergency communication device to contact Campus Police who will then activate EMS.

1. stationary hard wired device- emergency yellow box/ orange tower **PUSH RED BUTTON**
2. cellular phone: **978-542-6111 DO Not dial 911**
3. on campus land telephone **X 6111**

#### **Provide the following information:**

- a. identify yourself and role in the emergency
- b. specific location
- c. name(s) and condition of individual(s)
- d. care being given

#### **The individual making the call must be familiar with the communication devices and there location**

If you are located at an off campus venue (i.e. golf), dial **911** (from a land line phone) or call the city of **Salem Police 978-744-1212** (from a cell phone).

## Directing EMS to the Scene

Campus Police take on the primary role of activating the EMS system (ambulance) and then directing the local rescue squad to the emergency scene. However, a member of the emergency care team may go to the appropriate location to assist Campus Police in directing EMS to the exact scene.

## Emergency Equipment

Appropriate emergency equipment will be on site or readily available for retrieval from the designated area at each athletic venue for all practices and competitions. All assigned emergency care personnel should be aware of the location and function of all emergency equipment. Supplies include:

- First aid supplies (medical bag) with breathing device (airway CPR shields)
- Blood Borne Pathogen Supplies (small spill kit bags with gloves, mask, alcohol solution etc)
- Vacuum Splints
- Crutches
- Spine board (with accessories)
- \* Automatic External Defibrillator (AED) (semi-automated portable unit kept with emergency equipment)

\* An AED is stationed in an alarmed cabinet: (Semi Automatic)

- a) in the lobby of the O'Keefe Sports Complex outside Rm 220 (Across from the gymnasium entrance)
- b) Inside Rockett Ice Arena behind the ticket office on the wall
- c) Inside Gassett Fitness Center in the lobby of the 1<sup>st</sup> and 2<sup>nd</sup> floors
- d) Inside the pool

---

## EAP in the event of Lighting



The following steps are modified from those recommended by the NCAA and the National Severe Storms Laboratory (NSSL) in the event of lightening or severe storm warning. A storm safety location (building) is also included in each EAP venue

1. A member of the emergency care team (ATC or coach) is designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic venue or event.
2. Monitoring should include obtaining a weather report prior to practice or competition. Be aware of “watches” and “warnings”. “Watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.
3. Be aware of how close lightning is occurring. If one sees lightening or hears thunder, the event should be stopped and individuals should be brought to a safety location. By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety. Ideally 30 minutes should pass following the last flash of lightning or clap of thunder before resuming athletic activity.

# ATHLETIC TRAINING SERVICES

## EMERGENCY ACTION PLAN

### Alumni Field O'Keefe Center Venue

(Women's Soccer, Field Hockey, Lacrosse, Softball, Men's Soccer, Lacrosse)

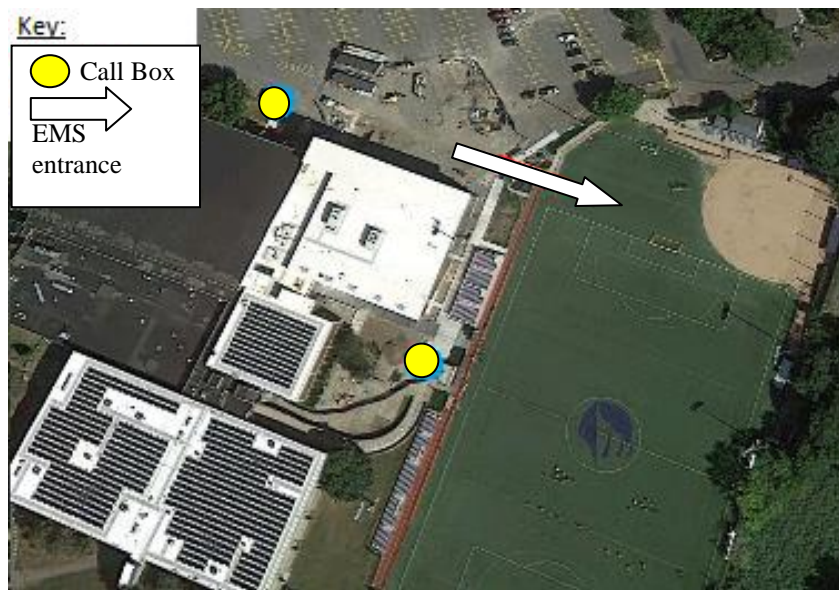
**Emergency Personnel:** Certified Athletic Trainers, Coaches

**Emergency Phones:** Orange tower behind Press Box. Press RED Button (connects to Campus Police)

Cell Phone: 978- 542- 6111 (DO NOT DIAL 911)

**Venue Directions:** Alumni Field is located at the far end of the O'Keefe Sports Complex (closest to Lussier St). Approach the field from the intersection of Canal St and Forrest Ave. Ambulance entrance is at the large black gate at the end of the field (closest to softball field) Look for athletic staff personnel for assistance.

#### EAP Alumni Field MAP



**Lightning Storm Safety Location:** In the event of severe weather, individuals should seek shelter inside The Gassett Recreation Center entrances inside the foyer and await further instructions from Emergency personnel.



# ATHLETIC TRAINING SERVICES

## EMERGENCY ACTION PLAN

Towohig Gymnasium O'Keefe Center Venue  
(Women's Basketball, Volleyball, Men's Basketball)

**Emergency Personnel:** Certified Athletic Trainers, Coaches

**Emergency Phones:** Emergency Yellow Boxes (outside Multipurpose Rm 217/ on wall next to snack bar closest to rink)

**PUSH RED BUTTON** (Connects to Campus Police)




On Campus phone (inside athletic office)

Cell Phone: 978- 542- 6111 (DO NOT DIAL 911)

**Venue Directions:** Towohig Gymnasium is located inside the O'Keefe Center on the 2<sup>nd</sup> floor. Approach the building from Canal St and Forrest St. Enter building from the main Gassett Ctr entrance. Go to elevator to second floor. Take a right down hallway and another right before entrance to pool area. Gymnasium is on the left.

### EAP 2<sup>nd</sup> Floor O'Keefe Building

Key:

-  = AED
-  = Call Box
-  = Exit/  
Entrance EMS



O'Keefe Parking Lot- Main Entrance Gassett Fitness Ctr

# ATHLETIC TRAINING SERVICES

## EMERGENCY ACTION PLAN

Rockett Ice Arena O'Keefe Center Venue  
(Men's & Women's Ice Hockey, Men's & Women's Tennis)




**Emergency Personnel:** Certified Athletic Trainers, Coaches

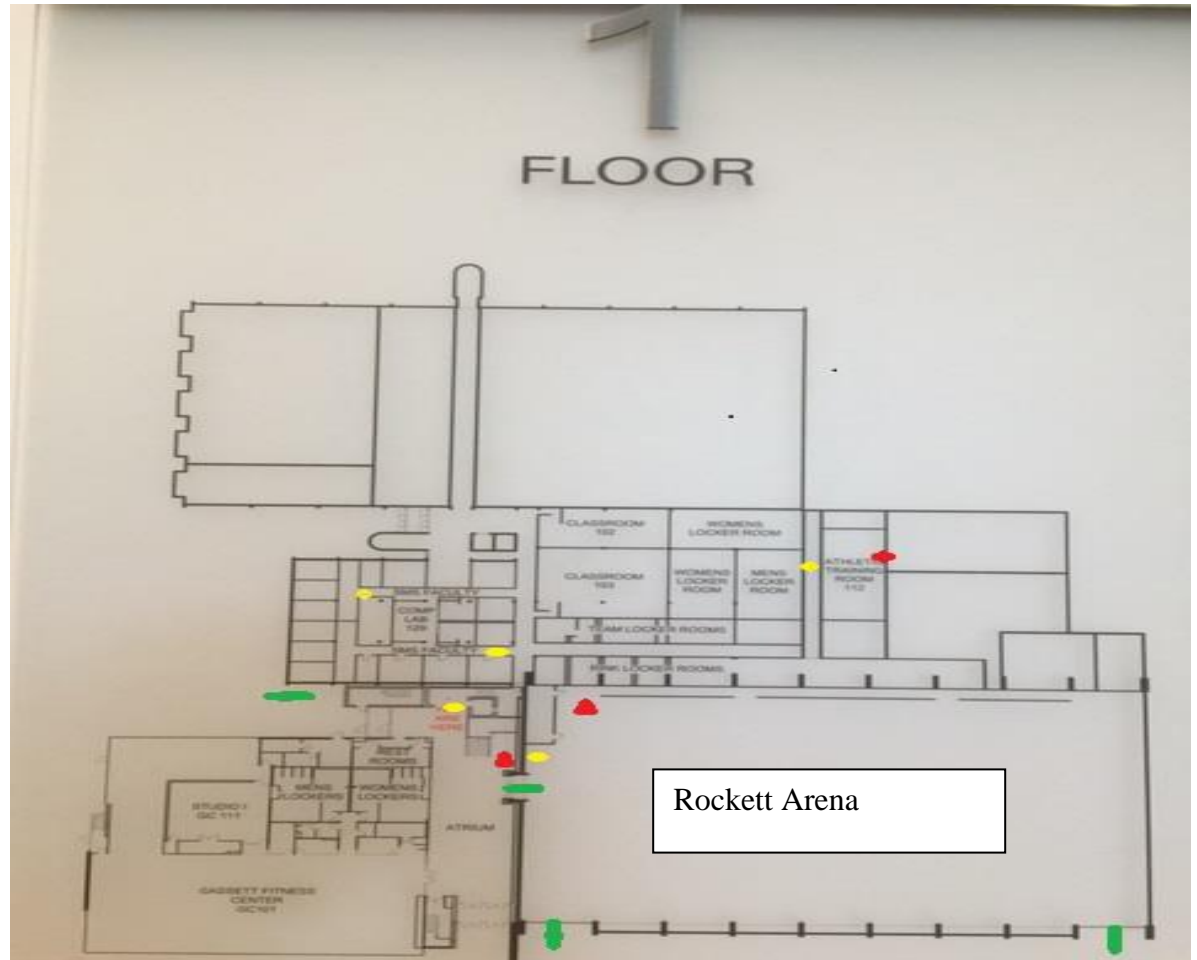
**Emergency Phones:** Emergency Yellow Box (on wall near ticket booth)  
**PUSH RED BUTTON** (Connects to Campus Police)  
Cell Phone: 978- 542- 6111 (DO NOT DIAL 911)

**Venue Directions:** Rockett Arena is part of the O'Keefe Sports Complex. Approach the building from the intersection of Canal St. and Forrest Ave. Ambulance entrance is a roll up door to the right of the main Gassett Fitness Ctr entrance.

### EAP First Floor O'Keefe Building

Key:

-  = AED
-  = Call Box
-  = Entrance/Exit EMS



O'Keefe Parking Lot- Gassett Fitness Ctr Entrance

# ATHLETIC TRAINING SERVICES

## EMERGENCY ACTION PLAN

### Central Campus Venue

(Baseball, Men's & Women's Tennis)

**Emergency Personnel:** Certified Athletic Trainers, Coaches

**Emergency Phones:** Emergency Call Boxes (silver towers on first and third base side/ tower in staff parking area near bathroom building)




**PUSH RED BUTTON** (Connects to Campus Police)

Cell Phone: 978- 542- 6111 (DO NOT DIAL 911)

**Venue Directions:** The baseball field and tennis court complex are located at Salem State's Central Campus. Approach the field/courts from Loring Ave (Rt 1A). Ambulance can pull up in parking lot next to tennis courts. For the baseball field either a golf cart will bring the injured individual down to parking lot or the ambulance can drive up the cart path (alongside the bike path) to the top of left field. Look for athletic personnel for assistance.

### EAP Central Campus

**Key:**

-  AED with ATC
-  Call Box
-  = Entrance/Exit EMS



**Lightning Storm Safety Location:** In the event of severe weather, individuals should seek shelter inside the press box, inside the tennis/bathroom building or Atlantic Residence Hall and await further instructions from Emergency Personnel.

