

The Altamont School Emergency Action Plan

&

Practice and Event Coverage

With athletic practice and competition, the first responder to an emergency situation is typically a member of the Sports medicine staff, most commonly a certified athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or administrator personnel. Certification and knowledge in cardio pulmonary resuscitation (CPR) as well as automated external defibrillator (AED), first aid, prevention of disease transmission, and knowledge of the emergency action plan is required for all athletic personnel associated with practices, competition, skills instructions, and conditioning.

In the event of an emergency situation, the following steps must be taken:

- Contact emergency medical system immediately; if there ever is *any doubt*, notify the EMS. If you are using a school landline phone, you must dial 9, then 911.
- Provide necessary and appropriate care to the individual
- Contact the parents/guardians of the student athlete to inform them of the situation at hand.
- Contact someone from the sports medicine staff and administration:
 - **Matt Kirkpatrick, Athletic Trainer** **C: (205) 529-4037** **O: (205) 445-1252**
 - **Stephen Mitchell, Athletic Director** **C: (205) 222-8648** **O: (205) 445-1224**
 - **Chris Durst, Head of School** **C: (404) 376-3685** **O: (205) 874-3501**
 - **J.P. Hemingway, Asst. Head of School** **C: (205) 212-4600** **O: (205) 445-1216**
- If parents cannot make it to the venue in time or are not on campus, someone from the coaching staff or administrative team must accompany the student athlete to the hospital (if proper supervision is available for the remainder of the practice or event).

Emergency Action Plan

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers, student athletic trainers, coaches, managers, and, possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head athletic trainer. There are four basic roles within the emergency team.

1. Evaluation and immediate care

- a. The first and most important role is of the injured athletes' care.
- b. Acute care in an emergency situation should be provided by the most qualified individual on the scene. The on-site person with the highest medical credentials should be the one in charge. This person will typically be the Certified Athletic Trainer. That person at The Altamont School is Matt Kirkpatrick.

2. Equipment retrieval

- a. Student athletic trainers, managers, and coaches are good choices for this role.
- b. This person needs to be familiar with types and location of the specific equipment needed.
- c. AED locations
 - i. Front office
 - ii. Hallway between the CKC (Fine Arts center) and the main gym
 - iii. Downstairs hallway, on the wall to the right of the cafeteria doors
 - iv. Track Shack
 - v. Outside the visiting locker room in north hallway next Patton gym
 - vi. Weight room on the wall next to the elevator
 - vii. Athletic Training Room
 1. This AED will move to Comer field during the spring season and will be placed in the storage shed next to the school.

3. Activate EMS

- a. When emergency transportation is not already present at an athletic event.
- b. This should be done as soon as the situation is deemed an emergency or life-threatening event. Time is the most critical factor under emergency conditions. Activation of the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event and the fastest route to the injury site.

Information that must be provided to the EMS dispatcher:

- Name of caller
 - **The Altamont School**
 - **4801 Altamont Road, Birmingham AL 35222**
 - **Comer/Lily Field (Softball, Baseball, Soccer fields)**
 - **1220 50th St S, Birmingham, AL 35222**
 - Address where the call is being made
 - The field or gym the emergency is on
 - # of Student Athletes involved
 - Presence of Medical personnel on site at the time
 - Emergency care being provided
 - Land line or cell number from which you are calling
 - Exact directions to the emergency scene
 - Condition of the Student Athlete
 - Any additional information requested by the dispatcher
 - Be the last to hang up
4. **Meet the EMS personnel as they arrive on site**
- a. This person should have keys to any locked gates or doors that may slow the arrival of medical personnel.
 - b. If the emergency is at the school contact the guard station (205-337-9947) to have the guard on duty direct the EMS where to go and open any gates or locked doors.

Emergency situation with NO Certified Athletic Trainer on site:

The head coach of the involved sport will evaluate the situation, determine if the situation is deemed as an emergency, and active the emergency action plan.

The head coach will assign the following duties to the available staff (coaches, administrators, student athletic trainers, and parents if needed) at the site at the time of emergency.

- Activation of EMS (**Call 9911 from landline**)
- Emergency equipment retrieval Contact parents/guardians of involved athlete
 - AED locations
 - Front office
 - Hallway between the CKC (Fine Arts center) and the main gym
 - Downstairs hallway, on the wall to the right of the cafeteria doors
 - Track Shack
 - Outside the visiting locker room in north hallway next Patton gym
 - Weight room on the wall next to the elevator
- Provide the necessary and appropriate care following your AED/CPR certification guidelines
- Contact guard station (if emergency is at the school): (**Call 337-9947**)
- Direction of EMS to the scene
- Opening appropriate gates and doors
- “Flag down” EMS and direct them to the scene
- Scene control; limit the scene to first aid providers, and coaches and administrators of The Altamont School
- Contact the appropriate administrator about the emergency
 - **Matt Kirkpatrick, Athletic Trainer** C: (205) 529-4037 O: (205) 445-1252
 - **Stephen Mitchell, Athletic Director** C: (205) 222-8648 O: (205) 445-1224
 - **Chris Durst, Head of School** C: (404) 376-3685 O: (205) 874-3501
 - **J.P. Hemingway, Asst. Head of School** C: (205) 212-4600 O: (205) 445-1216

Information that must be provided to the EMS dispatcher:

- Address & Name of caller
 - **The Altamont School**
 - **4801 Altamont Road, Birmingham AL 35222**
 - **Comer/Lily Field (Softball, Baseball, Soccer fields)**
 - **1220 50th St S, Birmingham, AL 35222**
- The field or gym you are in
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- # of Student Athletes involved
- Emergency care being provided
- Exact directions to the emergency scene
- Any additional information requested by the dispatcher
- Be the last to hang up

Emergency situation with a Certified Athletic Trainer on site:

The Athletic Trainer will evaluate and provide immediate care to the injured or ill student-athlete and activate the emergency plan.

The Certified Athletic Trainer on site will assign the following duties to the available staff (coaches, administrators, student athletic trainers, and parents if needed) at the site at the time of emergency:

- Activation of EMS: **(Call 9911 from landline)**
- Emergency equipment retrieval
 - AED locations
 - Front office
 - Hallway between the CKC (Fine Arts center) and the main gym
 - Downstairs hallway, on the wall to the right of the cafeteria doors
 - Track Shack
 - Outside the visiting locker room in north hallway next Patton gym
 - Weight room on the wall next to the elevator
 - Athletic Training Room
 - This AED will move to Comer field during the spring season and will be placed in the storage shed next to the school.
- Contact parents/guardians of involved athlete
- Contact guard station (if emergency is at the school): call **(205) 337-9947**
- Directions of EMS to the scene
- Opening appropriate gates and doors
- “Flag down” EMS and direct them to the scene
- Scene control; limit the scene to first aid providers, coaches, and administrators of The Altamont School

Information that must be provided to the EMS dispatcher:

- Address
 - **The Altamont School**
 - **4801 Altamont Road, Birmingham AL 35222**
 - **Comer/Lily field (Softball, Baseball, Soccer fields)**
 - **1220 50th St S, Birmingham, AL 35222**
- The field or gym you are in
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- Name of Caller
- # of Student Athletes involved
- Emergency care being provided
- Exact directions to the emergency scene
- Be the last to hang up

Lightning/Inclement Weather

- Detecting Lightning
 - If inclement weather is forecasted or sighted in the area, the on-site athletic trainer (ATC) or appointed weather watcher will use both or either the NOAA weather app lightning detector and/or the Flash-to-Bang method to monitor for lightning strikes.
 - NOAA weather app will send updates to the ATC mobile phone when lightning is present in the area. If NOAA weather app is not available, the on-site ATC will use the Flash-to-Bang method.
 - Flash-to-Bang method
 - Observer begins counting when a lightning (flash) is sighted. Counting is stopped when the associated thunder (bang) is heard. The number counted will be divided by 5 to determine the distance of the lightning flash (in miles).
 - The on-site ATC may appoint another faculty member to be the Weather Watcher
 - In the situation where no ATC is present the head coach will be responsible for all inclement weather procedures
- Activity Suspension
 - Participation will be suspended, and participants will go to their car or designated safe shelter according to the following criteria:
 - Once the lightning is within 8 miles
 - Flash-to-bang count of 40
 - It will be deemed safe to resume activity 30 minutes after the last lightning strike. The ATC or appointed weather watcher will determine when participants may safely return to the field.
 - During this time everyone must remain in the appropriate safe shelter.
- Safe Shelters
 - The on-site ATC or previously appointed weather watcher shall have the authority to remove participants from athletic venues or activates when lightning may be a threat to Student Athlete or spectator safety. If lightning is in the immediate are, the on-site ATC or previously appointed weather watcher will notify the head coach as to the status of inclement weather and of need to take shelter.
 - Safe shelter for baseball, soccer, and softball at Lily field
 - School building kitchen – enter by the restroom door
 - Safe shelter for Tennis
 - Bathrooms
 - Storage room
 - Safe shelter for school track and field:
 - Track shack – room at the top of the stairs to the right
 - If no safe shelter is within reasonable distance, then proceed to other safe areas:
 - Safe Shelters
 - Enclosed building, fully enclosed metal vehicles with windows up
 - Unsafe Shelters:

- Open fields, dugouts, golf carts, metal objects, individual tall trees, light poles.
- Avoid being the highest object in an open field.

Expectations for The Altamont School Coaching Staff:

1. All injuries should be reported to the ATC immediately or by activity period the following morning.
2. An ATC will provide injury information regarding status of injury, practice/game status, rehabilitation progress, and return to play guidelines as needed in a timely manner. The ATC will seek the advice of the treating physician when developing the injury information.
3. Coaches are to provide immediate first-aid care at games/practices where there is no ATC on site.
4. Coaches should be familiar with the conditions/illnesses of his/her athletes in case of an emergency or if special care/consideration should be give to the student athlete.
5. Coaches are to provide an up-to-date roster and ensure that every athlete has current AHSAA eligibility forms on file in Dragonfly.
6. Coaches should keep emergency contact information easily accessible at all practices and/or games, both home and away.
7. Coaches are to provide a schedule for each team prior to the beginning of the season and notify the sports medicine staff of any changes to the schedule in a timely manner.
8. Coaches are to utilize the ATC for treatment and rehabilitation.
9. Complete the Injury/Accident report form located in faculty work room and online. Turn in copies as listed on the form.

Practice and Event Coverage Guidelines

- The Altamont School athletic training room will be open during the school year for morning treatment during activity period, Monday-Friday. It is the head coaches' responsibility to notify the sports medicine staff if an unscheduled treatment session is needed. All rehabilitation is to be done in the morning treatment session.
- The Altamont School athletic training room will be open during the school year for afternoon coverage (non-event days) from 3:20 – 4:30 Monday – Friday.
- ALL home Varsity athletic events on campus at The Altamont School will be covered by a certified athletic trainer.
- ***In the event of an emergency situation while a certified athletic trainer is not on campus, the head coach from the involved sports is to activate the emergency action plan.***

Contact Numbers

The Altamont School	(205) 879-2006	
Chris Durst, Head of School	C: (404) 376-3685	O: (205) 874-3501
Stephen Mitchell, Athletic Director	C: (205) 222-8648	O: (205) 445-1224
Matt Kirkpatrick, Head Athletic Trainer	C: (205) 529-4037	O: (205) 445-1252
Amber McKowen, Director of Finance	C: (205) 790-1700	O: (205) 445-1250
Guard Station at Altamont	(205) 337-9947	
J.P. Hemingway, Assistant Head of School	C: (205) 212-4600	O: (205) 445-1216

Venue Specific EAP – Patton Gym

In the event of an emergency situation, the following steps must be taken:

- Contact emergency medical system immediately; if there ever is *any doubt*, notify the EMS. If you are using a school landline phone, you must dial 9, then 911.
- Send someone or go retrieve the nearest AED
 - AED locations in order of closest proximity
 1. The locker room hallway (south hallway) across from the elevator
 2. The hallway between the CKC (Fine Arts Center) and Patton Gym – hanging on the right wall
- Provide necessary and appropriate care to the individual
- Contact the parents/guardians of the student athlete to inform them of the situation at hand.
- Contact someone from the sports medicine staff and administration:
 - **Matt Kirkpatrick, Athletic Trainer** C: (205) 529-4037 O: (205) 445-1252
 - **Stephen Mitchell, Athletic Director** C: (205) 222-8648 O: (205) 445-1224
 - **Chris Durst, Head of School** C: (404) 376-3685 O: (205) 874-3501
 - **J.P. Hemingway, Asst. Head of School** C: (205) 212-4600 O: (205) 445-1216
 - **Guard Station at Altamont** (205) 337-9947

Information that must be provided to the EMS dispatcher:

- Address
 - **The Altamont School**
 - **4801 Altamont Road, Birmingham AL 35222**
- Name of Caller
- Tell them you are in Patton Gym
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- # of Student Athletes involved
- Emergency care being provided
- Unlock and open the front door to the building by the gym and the gym doors
- Send someone to flag down the EMS at the door
- Clear a pathway for EMS before arrival
- Be the last to hang up
- If parents cannot make it to the venue in time or are not on campus, someone from the coaching staff or administrative team must accompany the student athlete to the hospital (if proper supervision is available for the remainder of the practice or event).

Venue Specific EAP – Small gym

In the event of an emergency situation, the following steps must be taken:

- Contact emergency medical system immediately; if there ever is *any doubt*, notify the EMS. If you are using a school landline phone, you must dial 9, then 911.
- Send someone or go retrieve the nearest AED
 - AED locations in order of closest proximity
 1. The hallway between the CKC (Fine Arts Center) and Patton Gym – hanging on the right wall
 2. The downstairs hallway, just outside the cafeteria – to the right of the doors – hanging on the wall
- Provide necessary and appropriate care to the individual
- Contact the parents/guardians of the student athlete to inform them of the situation at hand.
- Contact someone from the sports medicine staff and administration:
 - **Matt Kirkpatrick, Athletic Trainer** C: (205) 529-4037 O: (205) 445-1252
 - **Stephen Mitchell, Athletic Director** C: (205) 222-8648 O: (205) 445-1224
 - **Chris Durst, Head of School** C: (404) 376-3685 O: (205) 874-3501
 - **J.P. Hemingway, Asst. Head of School** C: (205) 212-4600 O: (205) 445-1216
 - **Guard Station at Altamont** (205) 337-9947

Information that must be provided to the EMS dispatcher:

- Address
 - **The Altamont School**
 - **4801 Altamont Road, Birmingham AL 35222**
- Name of Caller
- Tell them you are in the small gym
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- # of Student Athletes involved
- Emergency care being provided
- Unlock and open the front door to the building by the gym and the gym doors
- Send someone to flag down the EMS at the door
- Clear a pathway for EMS before arrival
- Be the last to hang up
- If parents cannot make it to the venue in time or are not on campus, someone from the coaching staff or administrative team must accompany the student athlete to the hospital (if proper supervision is available for the remainder of the practice or event).

Venue Specific EAP – School Field

In the event of an emergency situation, the following steps must be taken:

- Contact emergency medical system immediately; if there ever is *any doubt*, notify the EMS. If you are using a school landline phone, you must dial 9, then 911.
- Send someone or go retrieve the nearest AED
 - AED locations in order of closest proximity
 1. Track Shack
 2. The downstairs hallway to the right of the cafeteria – hanging on the wall
- Provide necessary and appropriate care to the individual
- Contact the parents/guardians of the student athlete to inform them of the situation at hand.
- Contact someone from the sports medicine staff and administration:
 - **Matt Kirkpatrick, Athletic Trainer** C: (205) 529-4037 O: (205) 445-1252
 - **Stephen Mitchell, Athletic Director** C: (205) 222-8648 O: (205) 445-1224
 - **Chris Durst, Head of School** C: (404) 376-3685 O: (205) 874-3501
 - **J.P. Hemingway, Asst. Head of School** C: (205) 212-4600 O: (205) 445-1216
 - **Guard Station at Altamont** (205) 337-9947

Information that must be provided to the EMS dispatcher:

- Address
 - **The Altamont School**
 - **4801 Altamont Road, Birmingham AL 35222**
- Name of Caller
- Tell them you are on the school field behind the school
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- # of Student Athletes involved
- Emergency care being provided
- Send someone to flag down the EMS at the gate
- Clear a pathway for EMS before arrival
- Be the last to hang up
- If parents cannot make it to the venue in time or are not on campus, someone from the coaching staff or administrative team must accompany the student athlete to the hospital (if proper supervision is available for the remainder of the practice or event).
- Safe Shelters
 - Track shack – room at the top of the stairs to the right
 - If no safe shelter is within reasonable distance, then proceed to other safe areas:
 1. Safe Shelters
 - Enclosed building, fully enclosed metal vehicles with windows up
 2. Unsafe Shelters:
 - Open fields, dugouts, golf carts, metal objects, individual tall trees, light poles. Avoid being the highest object in an open field.

Venue Specific EAP – Tennis Court

In the event of an emergency situation, the following steps must be taken:

- Contact emergency medical system immediately; if there ever is *any doubt*, notify the EMS. If you are using a school landline phone, you must dial 9, then 911.
- Send someone or go retrieve the nearest AED
 - AED locations in order of closest proximity
 1. Tennis Shed
 2. Track Shak
- Provide necessary and appropriate care to the individual
- Contact the parents/guardians of the student athlete to inform them of the situation at hand.
- Contact someone from the sports medicine staff and administration:
 - **Matt Kirkpatrick, Athletic Trainer** C: (205) 529-4037 O: (205) 445-1252
 - **Stephen Mitchell, Athletic Director** C: (205) 222-8648 O: (205) 445-1224
 - **Chris Durst, Head of School** C: (404) 376-3685 O: (205) 874-3501
 - **J.P. Hemingway, Asst. Head of School** C: (205) 212-4600 O: (205) 445-1216
 - **Guard Station at Altamont** (205) 337-9947

Information that must be provided to the EMS dispatcher:

- Address
 - **4801 Altamont Road, Birmingham AL 35222**
- Name of Caller
- Tell them you are on the tennis courts behind the school past the school field
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- # of Student Athletes involved
- Emergency care being provided
- Send someone to flag down the EMS at the gate
- Clear a pathway for EMS before arrival
- Be the last to hang up
- If parents cannot make it to the venue in time or are not on campus, someone from the coaching staff or administrative team must accompany the student athlete to the hospital (if proper supervision is available for the remainder of the practice or event).
- Safe Shelters
 - Bathrooms • Storage room
 - Track shack – room at the top of the stairs to the right
 - If no safe shelter is within reasonable distance, then proceed to other safe areas:
 1. Safe Shelters
 - Enclosed building, fully enclosed metal vehicles with windows up
 2. Unsafe Shelters:
 - Open fields, dugouts, golf carts, metal objects, individual tall trees, light poles. Avoid being the highest object in an open field.

Venue Specific EAP – Lily Field

Soccer & Baseball

In the event of an emergency situation, the following steps must be taken:

- Contact emergency medical system immediately; if there ever is *any doubt*, notify the EMS. If you are using a school landline phone, you must dial 9, then 911.
- Send someone or go retrieve the nearest AED
 - AED locations in order of closest proximity
 1. Storage shed next to the building
- Provide necessary and appropriate care to the individual
- Contact the parents/guardians of the student athlete to inform them of the situation at hand.
- Contact someone from the sports medicine staff and administration:
 - **Matt Kirkpatrick, Athletic Trainer** C: (205) 529-4037 O: (205) 445-1252
 - **Stephen Mitchell, Athletic Director** C: (205) 222-8648 O: (205) 445-1224
 - **Chris Durst, Head of School** C: (404) 376-3685 O: (205) 874-3501
 - **J.P. Hemingway, Asst. Head of School** C: (205) 212-4600 O: (205) 445-1216

Information that must be provided to the EMS dispatcher:

- Address
 - **1220 50th Street South, Birmingham AL 35222**
- Name of Caller
- Tell them you are at the former Comer Elementary school field
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- # of Student Athletes involved
- Emergency care being provided
- Send someone to flag down the EMS at the gate
- Clear a pathway for EMS before arrival
- Be the last to hang up
- If parents cannot make it to the venue in time or are not on campus, someone from the coaching staff or administrative team must accompany the student athlete to the hospital (if proper supervision is available for the remainder of the practice or event).
- Safe Shelters
 - Safe shelter for baseball, soccer, and softball at Lily field
 1. School building kitchen – enter by the restroom door
 - If no safe shelter is within reasonable distance, then proceed to other safe areas:
 1. Safe Shelters
 - Enclosed building, fully enclosed metal vehicles with windows up
 2. Unsafe Shelters:
 - Open fields, dugouts, golf carts, metal objects, individual tall trees, light poles. Avoid being the highest object in an open field.

Venue Specific EAP – Weight Room

In the event of an emergency situation, the following steps must be taken:

- Contact emergency medical system immediately; if there ever is *any doubt*, notify the EMS. If you are using a school landline phone, you must dial 9, then 911.
- Send someone or go retrieve the nearest AED
 - AED locations in order of closest proximity
 1. The wall to the right of the elevator – hanging on the wall
 2. Downstairs, locker hallway across from the steps
- Provide necessary and appropriate care to the individual
- Contact the parents/guardians of the student athlete to inform them of the situation at hand.
- Contact someone from the sports medicine staff and administration:
 - **Matt Kirkpatrick, Athletic Trainer** C: (205) 529-4037 O: (205) 445-1252
 - **Stephen Mitchell, Athletic Director** C: (205) 222-8648 O: (205) 445-1224
 - **Chris Durst, Head of School** C: (404) 376-3685 O: (205) 874-3501
 - **J.P. Hemingway, Asst. Head of School** C: (205) 212-4600 O: (205) 445-1216
 - **Guard Station at Altamont** (205) 337-9947

Information that must be provided to the EMS dispatcher:

- Address
 - **The Altamont School**
 - **4801 Altamont Road, Birmingham AL 35222**
- Name of Caller
- **Tell them you are in Weight room and direct to the back of the building**
- Presence of Medical personnel on site at the time
- Land line or cell number from which you are calling
- Condition of the Student Athlete
- # of Student Athletes involved
- Emergency care being provided
- Unlock and open the back door to the building
- Send someone to flag down the EMS at the door
- Clear a pathway for EMS before arrival
- Be the last to hang up
- If parents cannot make it to the venue in time or are not on campus, someone from the coaching staff or administrative team must accompany the student athlete to the hospital (if proper supervision is available for the remainder of the practice or event).