

Le Moyne College Department of Intercollegiate Athletics

Emergency Action Plan

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Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant of emergency and/or life-threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, the athletic department and sports medicine team must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

Components of the Emergency Plan

These are the basic components of this plan:

1. emergency personnel
2. emergency communication
3. emergency equipment
4. roles of first responder
5. venue directions with map

Emergency Plan Personnel

With athletic team 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 other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning. Copies of training certificates and/or cards are maintained by the Assistant Athletic Director for Sports Performance.

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. The first and most important role is **establishing safety of the scene and immediate care of the athlete**. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. The second role, **EMS activation**, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating 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 or two-way radio. This person should also be familiar with the location and address of the sporting event. The third role, **emergency equipment retrieval** may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role. The fourth role of

the emergency team is that of **directing EMS to the scene**. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student employee, manager, coach, or security officer may be appropriate for this role.

Roles within the Emergency Team

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

Activating the EMS System

Making the Call:

- 911 (directly dial 911 on cell phone or any campus landline phone)
- notify campus security at (315) 445-4444, (x4444 only if on campus landline phone) or via two-way radio (Channel 1)

Providing Information:

- name, address, telephone number of caller
- nature of emergency/injury
- number of athletes
- condition of athlete(s)
- first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene ("soccer field behind athletic center")
- other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

Emergency Communication

Communication is the key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capability and should have open communication lines established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible. Coaches who will be practicing off-campus should always have a cellular phone, and if available, know the locations of any fixed phone lines. Coaches should also be familiar with the emergency routes and access points to each off-campus site they might be practicing at.

In some instances, EMS activation may be done by contacting Security directly using two-way radios. This role will predominantly fall on the attending Athletic Trainer, however a coach or administrator may be asked to assist in this task. Channel 5 ("Events 1") and 6 ("Events 2") are the primary operation channels for intercollegiate athletics. Channel 1 ("SEC RPTR 1") is the channel used to contact Security in the event of an emergency.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in

good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. Creating an equipment inspection log book for continued inspection is strongly recommended. It is recommended that a few members of the emergency team be trained and responsible for the care of the equipment.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise

Medical Emergency Transportation

Emphasis is placed at having an ambulance or EMS personnel on site at high risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. Ambulances may be coordinated on site for other special events/sports, such as multi-team tournaments, conference championships, or NCAA regionals. Consideration is given to the capabilities of transportation service available (i.e., Basic Life Support or Advanced Life Support) and the equipment and level of trained personnel on board the ambulance. In the event that an 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.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a true emergency and EMS should be contacted immediately. In order to provide the best possible care for Le Moyne Athletics, transportation to one of the utilized medical facilities is based upon the strengths and availability of each facility.

Medical Emergencies at Away or Off-Site Venues

In the event that a medical emergency arises while not on Le Moyne College premises, the sports medicine staff or coaching staff should still follow protocols as outlined under the Emergency Plan Personnel section. In the event that the medical emergency arises during an away intercollegiate athletics contest, the sports medicine personnel from the host institution will assume full responsibility for management of the situation. Members of the coaching staff shall assist only when requested to do so by the attending medical staff.

In the event that a medical emergency arises at an off-site venue with no medical personnel available, the coaching staff shall be responsible for providing the appropriate first aid and emergency care to the student-athlete, and shall be responsible for ensuring that all steps within the Emergency Action Plan are initiated. Head coaches should be aware of the Emergency Action Plan as well as the location of AEDs (if available) at any off site venue. If available, an AED should travel with the team to this site.

Catastrophic Incidents

A catastrophic injury is one that is so severe that the injured person is not expected to fully recover. The injured person may require multiple surgeries, long hospital or rehabilitative stays, and full-time nursing or assistive care. Examples of catastrophic incidents may include sudden cardiac death, death from unknown medical anomalies, suicide/homicide, spinal cord injury resulting in partial or complete paralysis, loss of paired organ, severe head injury, injuries resulting in severely diminished mental capacity or neurological injury resulting in an inability to perform daily functions, loss of speech, sight, hearing, or limb(s).

In the event of a catastrophic incident/injury, the Emergency Action Plan must be still be activated appropriately.

In general, the following procedures are to be followed in the event of a catastrophic incident;

- Activate the Emergency Action Plan. Ensure that Emergency medical assistance has been requested.
- Contact the Athletic Director or Assistant Athletic Director for Sports Medicine.
- Gather all pertinent facts regarding the incident accurately and expeditiously.
- Document all events, especially list witnesses and participants.
- Secure all available material or equipment involved, if possible.
- Only designated individuals are to speak on the incident. **NO ONE ELSE HAS CLEARANCE TO SPEAK ON THE INCIDENT.**
- Instruct student-athletes that they are not to speak to anyone regarding the incident.
- **NO STATEMENTS ARE TO BE MADE TO THE MEDIA EXCEPT AS APPROVED BY THE DIRECTOR OF ATHLETICS, PRESIDENT OF THE COLLEGE, OR OTHER AUTHORIZED INDIVIDUAL.**

Non-Medical Emergencies

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the Le Moyne College emergency action plan.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR/AED refresher training. Through development and implementation of the emergency plan, the athletic department helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Emergency Plan: Dick Rockwell Baseball Field

Emergency Personnel: Certified athletic trainer on site or on campus during practices and on site for all competitions.

Emergency Communication: Fixed telephone line in press box and emergency blue light across from main entrance to baseball field. All Certified Athletic Trainers carry cell phones. Coaches should have these numbers readily available. Coaches should also have cellular phone during practice times. Two-way radios will be on site with the Athletic Trainer.

Emergency Equipment: Supplies maintained in athletic training room (AED, splint kit) will be on site for all competitions and available in Athletic Training room located in Henninger Athletic Center during practice times.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus security at (315) 445-4444, or x4444.
 - c. Two-way radio via Channel 1
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates
 - b. designate individual to “flag down” EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Dick Rockwell Baseball field is located off of Springfield Road, with access to the field by entering the main gate off of Springfield Road turf or entering through the outfield gate. Note: The outfield gate is currently the only entrance for an emergency vehicle to drive onto the field. The main gate to the baseball field by the press box is now a pedestrian only gate. An emergency vehicle can back up to that gate and enter the field on foot. A member of the coaching/Security/Sports Medicine/event management staff will be present to flag down emergency personnel. Staff should open appropriate gates, and ensure unobstructed access (clear fans, sporting equipment, golf carts, etc.) to allow EMS onto field.



Emergency Plan: Turf Stadium

Emergency Personnel: Certified athletic trainer on site or on campus during practices and on-site for all competitions.

Emergency Communication: There is no fixed telephone line in press box. Emergency blue light is located across from main entrance to baseball field. All Certified Athletic Trainers carry cell phones. Coaches should have these numbers readily available. Coaches should also have cellular phone during practice times. Two-way radios will be on site with the Athletic Trainer.

Emergency Equipment: Supplies maintained in athletic training room (AED, splint kit) will be on site for all competitions and available in Athletic Training room located in Henninger Athletic Center during practice times.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus security at (315) 445-4444
 - c. Two-way radio via Channel 1
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates
 - b. designate individual to “flag down” EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The turf stadium is located off of Springfield Road, across from Springfield Garden Apartments. Use the main gate off of Springfield Road and use the field gate immediately on the left. A member of the coaching/Sports Medicine/Security/Event management staff will be at the gate to assist emergency personnel. Staff should open appropriate gates, and ensure unobstructed access (clear fans, sporting equipment, golf carts, etc.) to allow EMS onto field.



Emergency Plan: Softball Complex

Emergency Personnel: Certified athletic trainer on site or on campus during practices and on-site for all competitions.

Emergency Communication: Emergency blue light located at corner of field closest to steam plant. All Certified Athletic Trainers carry cell phones. Coaches should have these numbers readily available. Coaches should also have cellular phone during practice times. Two-way radios will be on site with the Athletic Trainer.

Emergency Equipment: Supplies maintained in athletic training room (AED, splint kit) will be on site for all competitions and available in Athletic Training room located in Henninger Athletic Center during practice times.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. notify campus security at (315) 445-4444
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - d. open appropriate gates
 - e. designate individual to “flag down” EMS and direct to scene
 - f. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The Softball Complex is located on the side of the Henninger Athletic Center off of Springfield Road. Turn into the physical plant entrance (Lot K) and follow access road, field will be located on right. A member of the coaching/Security/Sports Medicine/event management staff will be present to flag down emergency personnel. Staff should open appropriate gates, and ensure unobstructed access (clear fans, sporting equipment, golf carts, etc.) to allow EMS onto field.



Emergency Plan: Henninger Athletic Center/Events Center

Emergency Personnel: Certified athletic trainer on site or on campus during practices and on-site for all competitions.

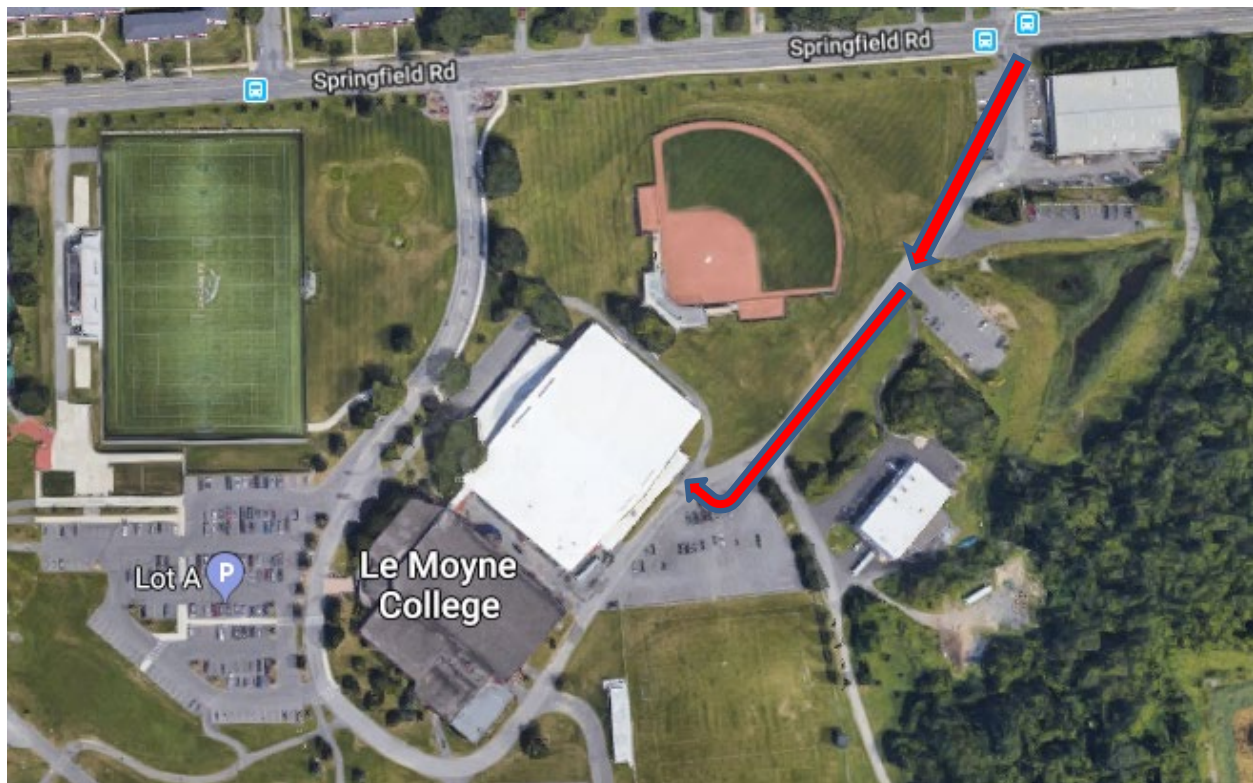
Emergency Communication: Fixed telephone line in various offices. Certified Athletic Trainer carries cellular telephone. Coaches should have these numbers readily available. Coaches should also have cellular phone during practice times. Two-way radios will be on site with the Athletic Trainer.

Emergency Equipment: Supplies maintained in athletic training room (AED, splint kit) will be on site for all competitions and available in Athletic Training room located in Henninger Athletic Center during practice times. AED also located in Athletic Center lobby (near vending machines).

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. notify campus security at (315) 445-4444
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - c. open appropriate doors
 - d. designate individual to “flag down” EMS and direct to scene
 - e. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The Henninger Athletic Center is located off of Springfield Road. Turn into the physical plant entrance (Lot K). Follow access road to first entrance of Henninger Athletic Center on right. A member of the coaching/Sports Medicine/Security/event management staff will be present to flag down emergency personnel. Staff should open appropriate doors, and ensure unobstructed access (clear fans, sporting equipment, golf carts, etc.) to allow EMS into the facility.



Emergency Plan: Recreation Center/Rev. Vincent J. Ryan, SJ Pool

Emergency Personnel: Certified Athletic Trainer on site or on campus for intercollegiate sports practice and competitions. For other activities (ie: intramurals, pick-up basketball, etc.) please contact campus security at (315) 445-4444 or ext. 4444. The on duty building supervisor is responsible for activation of the emergency action plan if needed. Coaches may contact the Athletic Trainers via cell phone.

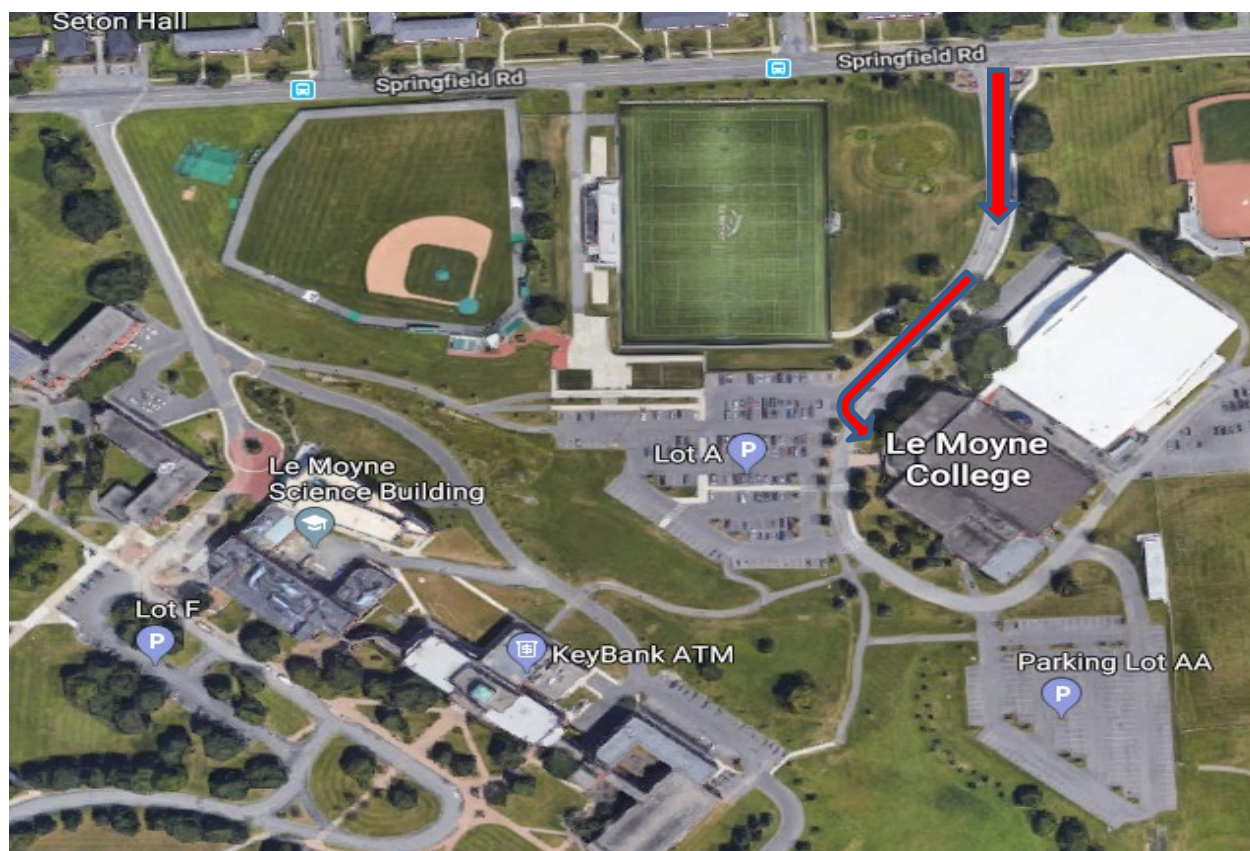
Emergency Communication: Fixed telephone line in various offices within the recreation center or the office in the pool. Coaches should also have cellular phone during practice times. Two-way radios will be on site with the Athletic Trainer.

Emergency Equipment: Supplies maintained in athletic training room (AED, splint kit) located in Henninger Athletic Center and will be available during all varsity sports practices and competitions. There is an AED located in the lobby of the recreation center.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. notify campus security at (315) 445-4444
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - c. open appropriate doors
 - d. designate individual to “flag down” EMS and direct to scene
 - e. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The Recreation Center is located off of Springfield Road. Turn into the main entrance of Thomas J Niland Jr. athletic complex (Lot A). Follow road to main entrance of recreation center. A member of the athletic training/ coaching staff will be present to flag down emergency personnel. Staff should open appropriate doors, and ensure unobstructed access (clear fans, sporting equipment, golf carts, etc.) to allow EMS into the facility.



Emergency Plan: Practice Field/Club Sports Field

Emergency Personnel: Certified Athletic Trainer on site or on campus during practices and on-site for all competitions for ICA only.

Emergency Communication: Emergency Blue Light located near steam plant access road. Certified Athletic Trainer carries cellular telephone. Coaches should have these numbers readily available. Coaches should also have cellular phone during practice times. Two-way radios will be on site with the Athletic Trainer.

Emergency Equipment: Supplies maintained in athletic training room (AED, splint kit) will be on site for all competitions and available in Athletic Training room located in Henninger Athletic Center during practice times. AED is also located in the Athletic Center lobby (ticket booth near vending). Coverage applies to ICA events only.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. notify campus security at (315) 445-4444
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - c. open appropriate gates
 - d. designate individual to “flag down” EMS and direct to scene
 - e. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The Practice field/Club Sport field is located behind the Henninger Athletic Center off of Springfield Road. Turn into the physical plant entrance (Lot K) and follow access road. A member of the Sports Medicine/coaching /Security staff will be present to flag down emergency personnel and direct EMS personnel to appropriate location. Staff should open appropriate doors, and ensure unobstructed access (clear fans, sporting equipment, golf carts, etc.) to allow EMS into the facility.



Emergency Plan: Club Sports Field (Back Fields)/Le Moyne Woods

Emergency Personnel: A Certified Athletic Trainer contracted from a local physical therapy clinic may be on-site for all club-sport competitions. If there is no health care provider during a club sport event please contact campus security at (315) 445-4444 or ext. 4444. Certified Athletic Trainers will be available if an intercollegiate team is utilizing this field for practices.

Emergency Communication: Fixed phone line located at “Y” in access road near steam plant. Cell phones should be readily available.

Emergency Equipment: Supplies maintained in athletic training room (AED, splint kit) located in Henninger Athletic Center and are available during intercollegiate practices. Emergency equipment may not be readily available during a club sporting event.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. notify campus security at (315) 445-4444
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - c. open appropriate gates
 - d. designate individual to “flag down” EMS and direct to scene
 - e. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The Intramural/ Club fields and access to the wooded trails are located behind the Henninger Athletic Center off of Springfield Road. Turn into the physical plant entrance (Lot K), follow access road and bare left at the “Y”, go through gate. The Club field will be on right behind Soccer/ Lacrosse practice field. A member of the coaching/Security staff will be present to flag down emergency personnel. Staff should open appropriate doors, and ensure unobstructed access (clear fans, sporting equipment, golf carts, etc.) to allow EMS into the facility.



