



Dartmouth College Sports Medicine Policies and Procedures Manual

Section: **Emergency Action Plan**
Subsection: **Responsible Personnel**

The following Emergency Action Plan (EAP) has been developed to provide proper emergency management in the event of a severe injury or illness to an athlete, coach, official, or spectator at a Dartmouth College athletic venue. This plan is intended to provide guidelines for management of emergencies and should be adapted to each situation. The EAP should be reviewed and rehearsed by the Dartmouth College Sports Medicine staff, coaching staff, Dartmouth College Athletic Department (DCAD) Administrators and Event Managers, and Dartmouth College Department of Safety and Security (DOSS) staff.

RESPONSIBLE PERSONNEL AND QUALIFICATIONS:

Responsible personnel include the Sports Medicine staff, coaching staff, and DCAD Event Managers, all of which are recommended by the NCAA to maintain current training in automatic external defibrillation, cardiopulmonary resuscitation, first aid, and the prevention of disease transmission. When an athletic trainer is not present, a member of the coaching staff or the event manager will assume the role of First Responder in the event of an emergency. The role of the First Responder includes:

1. Immediate care of injured/ill student-athlete:
 - A. If present, certified athletic trainer will activate EAP.
 - B. When an athletic trainer is not present, a member of the coaching staff or administrator is responsible for activating the EAP.
 - C. Never move injured student-athlete, stabilize and keep calm.
2. Activation of EMS, in the following order:
 - A. Call 911: Be prepared to provide the following information to the 911 operator:
 - i. Your name and phone # calling from
 - ii. Specific location/address (venue specific)
 - iii. Condition of injured individual: age, consciousness, breathing, types of injuries, body part injured
 - iv. First aid/treatment being provided
 - v. Answer any questions the operator asks you, and stay on the line until the operator has hung up
 - B. Call DOSS: 603-646-4000 (DOSS will be automatically notified if 911 is called from an on-campus landline phone, 6-4000)
 - C. Direction of EMS Personnel to scene:
 - i. Unlock and open appropriate gates/doors
 - ii. Designate responsible individuals to “flag down” EMS and direct to scene
 - iii. Scene control: limit to responsible personnel and move bystanders from area
 - D. Davis Athletic Training Room: 603-646-2472 (M-F 9-Noon, 1-6 PM)
 - E. Dartmouth Emergency Medical Services (EMS), weekends only



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First Responder Roles, Con't:

3. Additional weekend coverage: Dartmouth EMS
 - i. Student-run non-transport Basic Life Support (BLS) squad, licensed by the state of New Hampshire
 - ii. Provide on-call BLS coverage for Dartmouth College campus on weekends
 - iii. Crew includes: Two licensed EMTs and one trained assistant
 - iv. BLS equipment: airway management, oxygen administration, trauma dressings, and BLS drugs including epinephrine for anaphylaxis.
 - v. Certifications include: EMT-B, EMT-I, EMT-Paramedic, Wilderness First Aid, Wilderness EMT, CPR & First Aid

EMERGENCY CERTIFICATION EDUCATION

Dartmouth EMS is responsible for teaching American Heart Association CPR/AED to DCAD coaches and event managers. They will also teach Healthcare Provider BLS classes to the Sports Medicine staff and lifeguards.



Section: **Emergency Action Plan**
Subsection: **Communication**

EMERGENCY COMMUNICATION:

Responsible personnel should be familiar with the method of communication that is most readily available to them and its location at each venue in the event of an emergency. Types of emergency communication include:

1. Cell Phones
2. Landline phones within buildings.
3. Landline phone at Blackman/Chase Field Radio Tower: this phone is a Hanover extension, not a campus number. You must dial the full seven-digit number to dial from this phone. For emergencies, just dial 9-1-1. The call back number is 603-643-5397.
4. Blue light and emergency phones in these locations:
 - A. Burnham Field gates (new 2009)
 - B. Corey Ford Rugby Clubhouse front door
 - C. Davis Varsity House by security gate
 - D. Floren Varsity House front door
 - E. Leverone Field House front and back door
 - F. Red Rolfe Field gates (new 2009)
 - G. Scully Fahey Field gates
 - H. Thompson Arena walkway, by front door
5. Two-Way Radios (carried by DOSS and DCAD Event Managers)
 - A. When applicable, DCAD Event Managers will activate the EAP by contacting DOSS with their radio and requesting dispatch of Hanover Fire Department
 - B. Hanover Fire Department monitors the scanner for radio calls



Section: **Emergency Action Plan**
Subsection: **Transport**

TRANSPORT:

1. **Emergency Transport:** The Hanover Police Department services all the varsity athletic venues with the exception of the Sachem Athletic Field Complex which is in the Lebanon District.
 - A. Hanover Fire Department 603-643-2222 46 Lyme Rd, Hanover, NH
 - B. Lebanon Public Safety Dept. 603-448-1212 36 Poverty Ln, Lebanon, NH

2. **Emergency Facility:** All trauma and non-trauma emergency cases will be transported to the emergency department at Dartmouth-Hitchcock Medical Center (DHMC).
 - A. DHMC Main Line 603-650-5000 One Medical Center Drive
Lebanon, NH

3. **Non-Emergency Transport and Facilities:** Dartmouth College DOSS will transport non-urgent injury/illness to the following locations:
 - A. Davis Varsity House 603-646-2472 1 Crosby Street
Athletic Training Room
 - B. Dartmouth College Health 603-646-9400 Dick's House, 5 Rope Ferry Rd
Service
 - C. DHMC Emergency Dept or 603-650-5000 One Medical Center Drive
Main Entrance Lebanon, NH

DOSS will transport members of visiting teams with non-emergency illnesses/injuries that occur while on campus. These student-athletes must be accompanied by a school representative during transport.

All student-athletes transported by Hanover Fire Department or Lebanon Public Safety Department must be accompanied by a school representative. The school representative may choose to ride in the ambulance or provide their own transportation to DHMC.



Section: **Emergency Action Plan**
Subsection: **Emergency Equipment**

EMERGENCY SUPPLY BAGS:

Emergency supply bags and splint bags are maintained by the Sports Medicine Department and are located in the following athletic training rooms:

- Emergency Supply Bags: Davis Varsity House, Leverone Field House, Thompson Arena (downstairs)
- Splint Bags: Boss Tennis Center, Corey Ford Rugby Clubhouse, Davis Varsity House, Floren Varsity House, Thompson Arena (downstairs)

AUTOMATED EXTERNAL DEFIBRILLATORS:

Automated External Defibrillators (AED's) are located in:

- Alumni Gym
 - Main entrance, monitor desk
 - Coed hallway to pool deck
 - Community Fitness Center
- Berry Sports Center – main lobby, across from Leede Arena
- Boss Tennis Center – main entrance foyer
- Corey Ford Rugby Clubhouse – main level, kitchen hallway
- Floren Varsity House – main entrance
- Hanover Country Club – clubhouse main entrance
- Leverone Field House – outside men's restroom
- Rowing Boathouse – main entrance
- Sailing Facility – portable unit in main building
- Thompson Arena – mezzanine level, south wall

In addition to the fixed AED Units, the Sports Medicine Department shares 3 portable units for on sight use during practices/competitions and all DOSS vehicles on patrol have an AED unit.

BIOHAZARD CLEAN-UP:

1. Athletic training rooms all have an Emergency Response Pack for the absorption and disposal of small amounts of potentially harmful blood and body fluids.
2. In the event of a significant spill of biohazard material (blood, vomit, body fluids, etc.) contact the following:
 - A. FO&M dispatch – request for custodian 603-646-2288
Monday – Friday 7:30 AM to 4:30 PM
 - B. DOSS 603-646-4000
After hours, weekends, and holidays



EMERGENCY EVENT DOCUMENTATION:

Emergency management of severe injury or illness must be properly documented.

1. If a Dartmouth College student-athlete is injured and a Sports Medicine staff member performs the assessment and treatment, they are responsible for completing an electronic injury report.
2. If DOSS is dispatched for treatment or transport of an injured or ill individual and a Sports Medicine staff member is not present they will complete an incident report.
3. DOSS will complete the incident report for all non-Dartmouth student-athlete incidents. This includes, visiting team members and staff, spectators, and officials.

When a Sports Medicine staff member is not present during an incident, they should be notified immediately in the following order until verbal contact is made:

1. Athletic Trainer responsible for team coverage
2. Jeff Frechette, Head Athletic Trainer Office 603-646-1284
Cell 603-384-5859
3. Jack Turco, Director of Health Services Office 603-650-1423
Pager 603-650-8500/2630
4. Brian Austin, Senior Associate AD Office 603-646-2871
Cell 603-359-4212

INCLEMENT WEATHER RECOMMENDATIONS:

Please refer to the Inclement Weather Policy for recommendations on heat illness, environmental cold injury, and lightning.



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Emergency Action Plan
Venue Address Reference

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|----------------------------|---|
| Alumni Gym | 16 East Wheelock Street (main building entrance) 2 Crosby Street (parking lot building entrance) |
| Berry Sports Center | 6 South Park Street (east building entrance) |
| Boss Tennis Center | 6 Summer Court (off South Park Street), northeast corner of parking lot |
| Burnham Field | 5 Summer Court (off South Park Street), southeast corner of parking lot is stone road to field access |
| Chase Astro turf Field | 5 Summer Court (off South Park Street), southeast corner of parking lot is stone road to field access |
| Corey Ford Rugby Clubhouse | 9 Reservoir Road |
| Davis Varsity House | 1 Crosby Street |
| Floren Varsity House | 2 Crosby Street |
| Leverone Field House | 26 South Park Street |
| Memorial Field | 1 Crosby Street, field entrance at northeast corner by Floren Varsity House |
| Red Rolfe Field | 2 Crosby Street (spectators) 26 South Park Street, center field entrance |
| Rowing Boathouse | 8 Boathouse Drive |
| Sachem Fields | Gould Road |
| Scully Fahey Field | 10 Summer Court (off South Park Street), east end of parking lot |
| Thompson Arena | 4 Summer Court (off South Park Street), access road is between Thompson and Boss |



Section: **Emergency Action Plan**
Subsection: **Directions to Hospital**

DARTMOUTH HITCHCOCK MEDICAL CENTER

One Medical Center Drive, Lebanon, NH
Main phone line: 603-650-5000

Go South on South Park Street
Take slight left (straight) on Lebanon Street (State Route 120)
Take RIGHT onto Medical Center Drive
Follow signs to Emergency Department