



**BENILDE ST. MARGARET'S  
EMERGENCY ACTION PLAN  
2024-2025**

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# Introduction

Benilde St. Margaret's has a written emergency action plan in place which will be followed in the event of a medical emergency. 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 victim. The development and implementation of an emergency action plan will help to ensure that the best care will be provided.

As emergencies may occur at any time during any activity, the sports medicine team must be prepared. All coaches and athletics staff must be familiar with this document and their role, should an emergency occur. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants and spectators. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate medical personnel, and continuing education in the area of emergency medicine and planning.

A medical emergency is the need for further care and/or transfer to a medical center by emergency medical services (EMS). Coordination between the athletic trainer, coaches, game officials, administrators, and EMS is critical in providing effective care in the event of an emergency. This document is intended to delineate roles of various personnel should an emergency occur. This emergency action plan (EAP) should be reviewed annually prior to each athletic season.

Examples of medical emergencies include but are not limited to:

- Suspected brain injury (see concussion protocol)
- Athlete has lost consciousness
- Athlete is not breathing
- Suspected spinal injury to the neck or back
- Fractures and/or dislocations
- Severe heat exhaustion or heat stroke
- Uncontrollable bleeding
- Cardiopulmonary emergency

**THIS EAP IS TO BE REVIEWED AND REHEARSED ANNUALLY BY ALL ATHLETIC TRAINERS, TEAM PHYSICIANS, AND ATHLETIC DEPARTMENT PERSONNEL SUCH AS COACHES, ADs, AND ANY OTHERS WHO MAY BE IN THE ROLE OF FIRST RESPONDER**

# Emergency Personnel and First Responders

First responders may be members of the medical staff such as the athletic trainer and physician, or they may be a coach, AD, or other trained individual. During an emergency, bystanders may also be utilized to perform duties such as activating emergency medical services (EMS), directing EMS to the scene, or retrieving equipment.

An athletic trainer will be present at the following home athletic events:

- Football (JV and Varsity)
  - A team physician will also be present for home varsity football games
- Soccer (Varsity)
- Volleyball (Varsity)
- Basketball (Soph, JV and Varsity)
- Wrestling (JV and Varsity)
- Track and Field/ XC.
- Hockey (JV and Varsity)
- Lacrosse (JV and Varsity)
- Baseball (Varsity)
- Softball (Varsity)

Ideally the athletic trainer will be available for all after-school practices. There are times however when the athletic trainer may not be present due to other duties. All coaches and athletics staff should be trained in emergency care in case they are needed to take charge in activating EMS during an emergency situation. Coaches for events that are not covered by the athletic trainer should especially be familiar with this EAP. Any questions about the EAP may be directed to the athletic trainer.

There are four actions within the emergency response:

## **1. Establish scene safety and immediate care of the athlete:**

This should be provided by the most qualified individual on the medical team.

## **2. Activation of Emergency Medical Services:**

This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.

## **3. Equipment Retrieval:**

May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Athletic training students, managers, and coaches may be good choices for this role.

## **4. Direction of EMS to the Scene:**

One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates or doors.

## Important Contacts List

Off Campus Contacts	Phone Number	Description
<b>TRIA Orthopedic Center</b> 8100 Northland Drive	(952) 831-8742	Preferred Orthopedic Clinic
<b>Park Nicollet Methodist Hospital</b> 6500 Excelsior Boulevard	(952) 993-3123	Preferred Hospital
<b>Fairview Southdale Hospital</b> 6401 France Avenue S	(952) 924-5000	Hospital
<b>Children's Hospital of Minnesota</b> 2525 Chicago Avenue	(612) 813-6000	Hospital
<b>Hennepin County Medical Center</b> 701 Park Avenue	(612) 873-3000	Level 1 Trauma Hospital
<b>North Memorial Health Hospital</b> 3300 Oakdale Avenue N	(763) 250-5200	Level 1 Trauma Center
<b>St. Louis Park Police Department</b> 3015 Raleigh Avenue	(952) 924-2600	Law Enforcement
<b>St. Louis Park Fire Station 2</b> 2262 Louisiana Avenue S	(952) 924-2597	Fire/Rescue
<b>Poison Control Center</b>	(800) 222-1222	
<b>Hennepin County Mobile Crisis Team</b>	(612) 348-2233	Mental Health Resource

On Campus Contacts	Office Phone	Cell Phone
<b>Rick Johns</b> Athletic Director	952-15-4346	(651) 706-3730
<b>Judy Koski</b> Administrative Assistant	952-767-0645	
<b>Beth Zook</b> Athletic Trainer		(952) 484- 0715
<b>McKayla Schmitt</b> Team Physician	<b>Contact through AT</b>	
<b>Main Office</b>	(952) 927-4176	
<b>Stacy Zitzloff</b> School Nurse	(952) 767-9347	

**In An Emergency Call 9 – 1 – 1**

# Emergency Equipment

Emergency equipment will vary based on event site. Equipment should be easily accessible to event personnel. Personnel should be familiar with the function and operation of each type of emergency equipment. Use of emergency equipment should be rehearsed by emergency personnel. The equipment should be checked on a regular basis to ensure good working condition.

Sudden cardiac emergencies are the leading cause of death in sports. The use of an automated external defibrillator (AED) has been shown to significantly increase the chance of survival during any cardiac event. Early AED intervention, between 3-5 minutes from the onset of the cardiac event, is key to increase the survival rate of a sudden cardiac emergency. TRIA athletic trainers are trained and certified in the use of AEDs and it is strongly encouraged that coaches, administrators, and other staff maintain AED certification. Anyone can use an AED by following the prompts given by the device, but it is advised that AEDs are used by or under the guidance of a trained individual to reduce risk to the patient and the caregiver.

Emergency Equipment that should be available but may vary based on event site:

- Phones (cellular and know location and accessibility of nearest land line)
- Automated External Defibrillators (AED) + Pads
- Helmet removal device (Football, Lacrosse, and Hockey): Depending on the helmet manufacturer this could be a power drill, screwdriver, shears or trainers' angel, etc.
- Athletic Trainer's medical kit: this will include various types of tape, shears, blood control supplies, slings, and splints.
- Vacuum splint
- Water and ice

# Campus Athletic Venue Information

Venue	EMS Route #1	EMS Route #2	Primary AED	Secondary AED
<b>Varsity Stadium</b> 2501 Highway 100 South	Highway 100 South exit on Barry Street take second left into parking lot. The stadium is located at the east end of the lot.		Sideline	Concessions stand
<b>Practice Field</b> 2501 Highway 100 South	Highway 100 South exit onto Barry Street take second left into parking lot, entrance to the field is located to the east.		Sideline	Concessions stand
<b>Haben Center Gymnasium</b> 2501 Highway 100 South	Highway 100 South exit onto Barry Street take the second left into parking lot.		Front door of Haben Center	Athletic Training Room
<b>Auxiliary Gymnasium</b> 2501 Highway 100 South	Highway 100 South exit onto Barry Street take second left into parking lot.		Main door of BSM, outside attendance office	Front door of Haben Center
<b>Practice Field/Track</b> 2501 Highway 100 South	Highway 100 South frontage road turn right onto Parkwood Road then go straight on gravel road until you reach the gates of the track.		Sidelines	Front Door of Haben Center
<b>Softball Field</b> 2501 Highway 100 South	Highway 100 South frontage road turn right onto Parkwood Road then another right into the parking lot. Field is located to the east.		Sidelines	Front Door of Haben Center
<b>Baseball Field</b> 2501 Highway 100 South	Highway 100 South exit onto Barry Street take first left into parking lot, entrance to the field is located to the east.		Sidelines	Front door of Haben Center

# Campus Athletic Venue Information

Venue	EMS Route #1	EMS Route #2	Primary AED	Secondary AED
<b>Aquila Park</b> 3110 Xylon Avenue South	From Rhode Island Avenue South turn right on to Minnetonka Boulevard. Follow Xylon Avenue South to Aquila Park.		Sideline	
<b>St. Louis Park Recreation Center</b> 3700 Monterey Drive	From Highway 100 North take West 36 <sup>th</sup> Street exit, turn right onto West 36 <sup>th</sup> Street, the Recreation Center is on the right.	Highway 100 South take exit toward County Road 25 East, merge onto MN 7 East. Take right onto Beltline Boulevard.	Sideline of rink	Front door of Recreation Center
<b>Bassett Creek Dog Park</b> 5621 32 <sup>nd</sup> Avenue North	From Xenia Avenue North take right onto 32 <sup>nd</sup> Avenue North. Take left into park entrance.		Finish line with medical staff	
<b>St. Louis Park Middle School</b> 2025 Texas Avenue South	US 169 North exit onto Cedar Lake Road. Take a left onto Texas Avenue South, the middle school is on the right.	From West 14 <sup>th</sup> Street take a left onto Texas Avenue South, school is on the right.	Front door of middle school	
<b>Weight Room</b> 2501 Highway 100 South	Highway 100 South exit onto Barry Street take the second left into parking lot.		Front door of Haben Center	Athletic Training Room





# Benilde St. Margaret's

## Emergency Action Plan

### **VARSITY STADIUM**

### Football, Soccer, Lacrosse



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the Benilde St. Margaret's Varsity Stadium. The venue is located at: 2501 Highway 100 S, St. Louis Park. The field can be accessed from south end of the field off of Barry Street from Highway 100. If possible, there will be someone waiting to escort the crew onto the field.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
 

**The nearest AED is located on the home sideline or in the concessions stand.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a school representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**





# Benilde St. Margaret's

## Emergency Action Plan

### **PRACTICE FIELD**

### Football, Soccer, Lacrosse



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the Benilde St. Margaret's football practice field. The venue is located at: 2501 Highway 100 S, St. Louis Park. The field can be accessed from south end of the field off of Barry Street from Highway 100. If possible, there will be someone waiting to escort the crew onto the field.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
 

**The nearest AED is located on the sideline or in the concessions stand.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a school representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if possible.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**







**Benilde St. Margaret's**  
**Emergency Action Plan**  
**HABEN CENTER GYMNASIUM**  
**Basketball, Volleyball, Wrestling**



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)

**“An emergency exists at the Benilde St. Margaret's Haben Center Gymnasium. The venue is located at: 2501 Highway 100 S, St. Louis Park. Enter through the Haben Center doors and go straight into the gymnasium. If possible, there will be someone waiting to escort the crew into the building.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.  
**The nearest AED is located across from the gym doors or in athletic training room.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a school representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if possible.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**





# Benilde St. Margaret's

## Emergency Action Plan

### AUXILLARY GYMNASIUM

#### Basketball, Volleyball, Dance



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the Benilde St. Margaret's Auxiliary Gymnasium. The venue is located at: 2501 Highway 100 S, St. Louis Park. Enter the main front doors go down the hallway, the gym is on the right. If possible, there will be someone waiting to escort the crew into the building.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
- The nearest AED is located across from the gym or in the lobby next to main office.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a school representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**







**Benilde St. Margaret's**  
**Emergency Action Plan**  
**PRACTICE FIELD/TRACK**  
**Soccer, Football, Lacrosse, Track, Cross Country**



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the Benilde St. Margaret's Track. The venue is located at: 2501 Highway 100 S, St. Louis Park. Access the track by taking the South Highway 100 frontage road and turning right onto Parkwood Road then another right into the parking lot, go straight down the gravel road. If possible, there will be someone waiting to escort the crew to the scene.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.  
**The nearest AED is located with athletic trainer or in school next to the main office.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a team representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**





# Benilde St. Margaret's

## Emergency Action Plan

### SOFTBALL FIELD

#### Softball



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

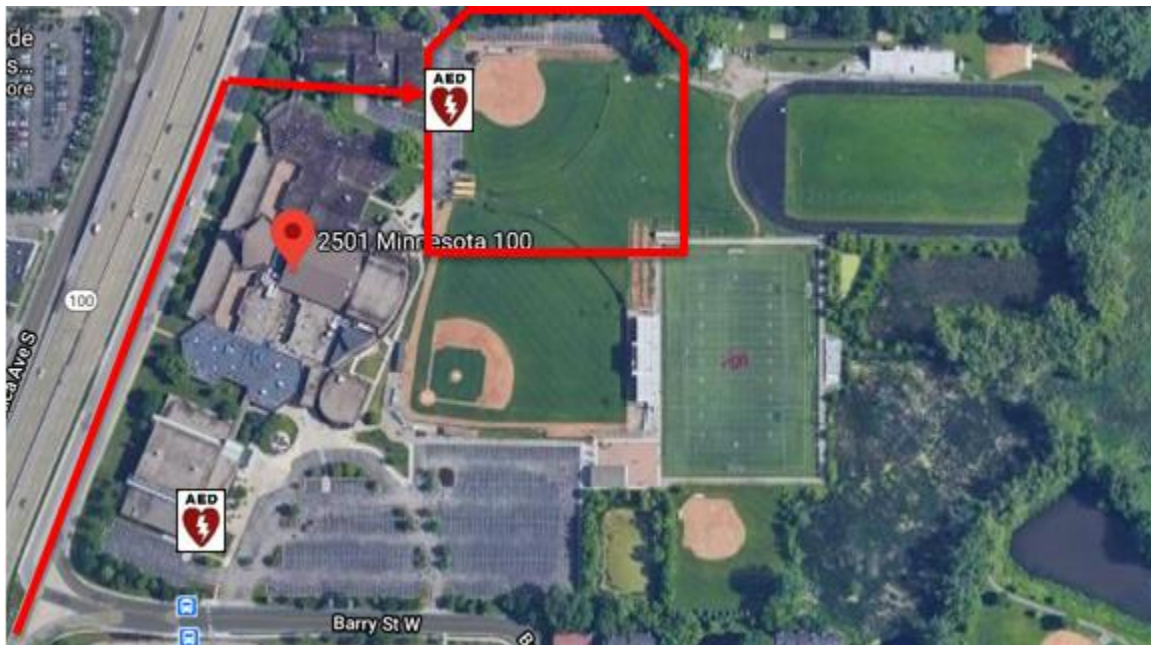
**“An emergency exists at the Benilde St. Margaret's Softball Field. The venue is located at: 2501 Highway 100 S, St. Louis Park. Access to the field by taking the South Highway 100 frontage road and turning right onto Parkwood Road then another right into the parking lot. If possible, there will be someone waiting to escort the crew to the scene.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
 

**The nearest AED is located with athletic trainer or in school next to the main office.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a team representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**





# Benilde St. Margaret's

## Emergency Action Plan

### BASEBALL FIELD

#### Baseball



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the Benilde St. Margaret's Baseball Field. The venue is located at: 2501 Highway 100 S, St. Louis Park. The field can be accessed from south end of the field off of Barry Street from Highway 100. If possible, there will be someone waiting to escort the crew onto the field.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
 

**The nearest AED is located on the sideline or in the front doors of Haben Center.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a team representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**







# Benilde St. Margaret's

## Emergency Action Plan

### AQUILA PARK

#### Tennis



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the Aquila Park Tennis Courts. The venue is located at: 3110 Xylon Ave. S, St Louis Park. Enter from the parking lot on West 32<sup>nd</sup> Street. If possible, there will be someone waiting to escort the crew onto the court.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a team representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**







**Benilde St. Margaret's**  
**Emergency Action Plan**  
**ST. LOUIS PARK RECREATION CENTER**  
**Hockey**



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at St. Louis Park Recreation Center. The venue is located at: 3700 Monterey Dr., St. Louis Park. We are on the \_\_\_\_\_ rink. To access the rinks enter the main parking lot. If possible, there will be someone waiting to escort the crew to the scene.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
- The nearest AED is located on sidelines or in the main doors of the Rec Center.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a team representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**





**Benilde St. Margaret's**  
**Emergency Action Plan**  
**BASSETT CREEK DOG PARK**  
**Cross Country**



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at Bassett Creek Dog Park. The venue is located at: 5621 32<sup>nd</sup> Ave. N, Crystal. We are located at \_\_\_\_\_ mile of race, near \_\_\_\_\_. If possible, there will be someone waiting to escort the crew to the scene.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.  
**The nearest AED is located at the finish line with medical personnel.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a team representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**





**Benilde St. Margaret's**  
**Emergency Action Plan**  
**ST. LOUIS PARK MIDDLE SCHOOL**  
**Swimming**



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the St. Louis Park Middle School. The venue is located at: 2025 Texas Ave. S, Minneapolis. Park in the main lot off of Texas Avenue. If possible, there will be someone waiting to escort the crew into the building.”**

1. ALLOW THE DISPATCHER TO HANG UP FIRST.
2. Send someone to meet the ambulance if possible.
3. Begin emergency care as needed.
- The nearest AED is located inside the main doors of the middle school.**
4. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a team representative should accompany them to the emergency room.
5. Provide the EMS crew with a copy of the athlete's emergency information if available.
6. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**







# Benilde St. Margaret's

## Emergency Action Plan

### WEIGHT ROOM

#### All Sports



1. Dial 911. Athletic trainer and coaches should have cell phone on site.
2. Identify yourself. State your name and the telephone number you're calling from.
3. Tell dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (level of consciousness, breathing, etc.)
  - e. Status of current medical assistance (CPR trained/first aid trained)
  - f. Location of injured or ill athlete:

**“An emergency exists at the Benilde St. Margaret's Weight Room. The venue is located at: 2501 Highway 100 S, St. Louis Park. Enter through the Haben Center doors and go straight into the gym, the weight room is located to the left of the gym. If possible, there will be someone waiting to escort the crew into the building.”**

4. ALLOW THE DISPATCHER TO HANG UP FIRST.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed.
 

**The nearest AED is located in the ATR and in the front door of Haben Center.**
7. If the injured student-athlete is taken by ambulance to the hospital, the athlete's parent or a school representative should accompany them to the emergency room.
8. Provide the EMS crew with a copy of the athlete's emergency information if available.
9. After calling 911, contact the Athletic Trainer, emergency contact and school AD.

**Medical Staff: Beth Zook, ATC**

**Cell Phone Number: (952) 484-0715**





**Benilde St. Margaret's**  
**Emergency Action Plan**  
**IRREGULAR PRACTICE**  
**All Sports**



Emergency Management Protocol when Athletic Trainer is **NOT** Present

**ACTIVITIES IN WHICH AN ATHLETIC TRAINER IS NOT PRESENT:** Activities not covered by the athletic trainer, out-of-season activities, weight training /conditioning, captain's practice, individual workouts, non-Benilde St. Margaret's sponsored events, etc.

**Emergency Personnel:**

1. Coach(es)
2. Team Captains
3. Adult Supervisors

**In the event of an EMERGENCY:**

1. Immediately assess the injury severity. If an emergency is suspected activate EMS.
2. CALL 9-1-1 or instruct another individual to CALL 9-1-1 **FIRST**. Do **NOT** wait for the athletic trainer to evaluate. Call the athletic trainer as soon as possible after calling 9-1-1.
3. Retrieve or send another individual to retrieve the AED or other emergency equipment.
4. Initiate first aid treatment and emergency care within scope of training. If assistance is needed, signal others to assist with first aid and emergency care.
5. When possible, send another individual to meet the ambulance and direct them to the scene.
6. Inform the Athletic Trainer, Athletic Director and coach as soon as possible after the incident.

**In the event of a NON-EMERGENCY injury:** Emergency personnel will assess the injury severity. If it is determine that EMS is not required, a coach will call the Athletic Trainer, available by cell phone or in the Benilde St. Margaret's Athletic Training Facility.

# Emergency Action Plan

**Event name:** \_\_\_\_\_

Venue name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Dial 911. **Use your cell phone or nearest land line.**
2. Identify yourself. State your name and the phone number you're calling from.
3. Tell Dispatcher:
  - a. Time of injury or illness
  - b. History and/or mechanism of injury or illness if known
  - c. Suspected injury or illness
  - d. Athlete's present condition (Level of consciousness, breathing, etc)
  - e. Current medical assistance being provided
  - f. Location of injured or ill athlete

**“I need an ambulance to respond to (*venue name*) at (*street address, city, state*)./1The (*Gym, field, rink*) can be accessed via (*door#, side of building, front doors, etc*)./1Someone will remain at the scene until medical assistance arrives./1If possible, there will be someone waiting to direct the ambulance to the correct location.”**

4. Allow the dispatcher to hang up first.
5. Send someone to meet the ambulance if possible.
6. Begin emergency care as needed if trained personnel are available.  
**The AED is located** \_\_\_\_\_
7. If an injured athlete is taken by ambulance to hospital, a parent or team representative should accompany them.
8. Contact the athlete's emergency contact AS SOON AS POSSIBLE.



# Environmental Considerations

## HEAT

Extreme cases of heat illness include exertional heat exhaustion and heat stroke. This is most likely to occur in hot and humid environments, although it may still occur with intense physical activity at a cooler temperature, and can occur in both indoor and outdoor settings. Exertional heat stroke (EHS) is the most dangerous heat illness, and occurs when the body is not able to cool itself and core temperature exceeds 105 degrees F, leading to failure of organ systems in the body. If a severe heat illness such as EHS is suspected, rapid cooling should begin with ice and full body submersion if possible, and EMS activated.

### Symptoms:

- Altered level of consciousness
- Confusion
- Irritability and aggressive behavior
- Seizures
- Collapse
- Profuse sweating
- No sweating in extreme cases

### Prevention:

- Identify risk factors such as previous heat illness
- Athletes should acclimatize to the heat for at least a 7-14 day period
- Identify athletes experiencing illnesses, as they are more susceptible to heat injury
- Maintain hydration at practice and
- Refuel with nutrient-dense foods and rehydrate between sessions
- Athletes should get a full night of sleep
- Proper rest breaks
- Athletes should not take any supplements that cause dehydration
- If weather is too hot, practice time should be moved to early morning or evening

## COLD

Extreme cases of cold injury include hypothermia and frost bite. These conditions are most likely to occur in cold, wet, windy environments, or with a combination of those conditions. Hypothermia occurs when the body's core temperature begins to drop below 98.6 degrees F, and in the most severe cases will drop below 90 degrees F.

### Symptoms:

- Impaired motor control of body
- Altered level of consciousness
- Uncontrollable shivering
- Cold/ blue extremities
- Comatose
- Frostbite- dry, waxy skin that will become cold and hard
- Painful sensation

Prevention:

- Identify risk factors such as athletes with a history of cold injury
- Athletes should maintain proper hydration and eat a balanced diet
- Modify activity times based on weather
- Layers of clothing should be warm; and internal layer that allows evaporation, a middle layer for insulation, and an outer layer that is wind and water-proof
- Allow breaks to rewarm
- Equipment such as heaters and hot packs should be available

## SEVERE WEATHER

Thunderstorms and lightning are a common occurrence in Minnesota, and because of that fact we must be aware of the daily weather forecast and potential changes that may occur. The athletic trainer will stay updated on weather reports via mobile applications and alerts, and coaches or other officials should be as well in the event the athletic trainer is not present.

An alert will be given by the person monitoring the weather when lightning is within 15 miles of the venue. Lightning can strike as far as 10 miles ahead of or behind a storm, therefore safety procedures should be completed by the time lightning is 10 miles from the venue. If thunder can be heard from the venue, lightning has become a risk and safety procedures should begin immediately. “If you can hear it, clear it.”

Remember that no outdoor area is safe from lightning. If someone is injured by lightning, immediately activate EMS, begin CPR, and apply AED, so long as it is safe to do so. Risk of lightning injury is higher when not in a safe location. Always move to a solid enclosed structure such as a building, or a car if no building is available.

Examples of **safe** shelters for each school venue:

- Solid, enclosed building
- Vehicles
- Team bus
- Locker rooms
- School buildings
- Nearest public building

A list of **unsafe** locations include but are not limited to:

- Park pavilions
- Bus shelters
- Sheds (metal and non-metal)
- Open areas
- Tents
- Under tall objects such as trees, poles, and towers
- Near bodies of water
- Indoors near plumbing or wiring



The following recommendations from the MSHSL should be followed to determine level of safety for sporting events held in hot and cold environments. This is broken into north and south regions of the state.

**The Twin Cities Metro is located in the southern region of the state as defined by the MSHSL:**

WBGT** Range (°F)	Practice Recommendation	All Sports Changes	Additional Football Changes
South < 77.1 North < 73.5	Normal Activities	Provide at least 3 separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.	
South 77.1 - 82 North 73.5 – 78.4	Caution for intense or prolonged exercise	Watch at-risk players carefully. Provide at least 3 separate rest breaks each hour with a minimum duration of 4 minutes each.	
South 82.1 - 85 North 78.5 – 81.4	Maximum practice time is 2 hours	Provide at least 4 separate rest breaks each hour with a minimum duration of 4 minutes each.	Players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts.
South 85.1 – 87.1 North 81.5 – 83.5	Maximum practice time is 1 hour	20 minutes of rest breaks distributed throughout the hour of practice.	No protective equipment may be worn during practice, and there may be no conditioning activities.
South >87.1 North >83.5	No outdoor workouts or non-air conditioned indoor workouts	Delay practice until a cooler WBGT level is reached.	

## AIR QUALITY

Air quality is rated by the Environmental Protection Authority (EPA) with an air quality index (AQI) ranging from 0-500 that reflects the five major air pollutants: ground-level ozone, particle pollution, carbon monoxide, sulfur dioxide, and nitrogen dioxide. The EPA has established national air quality standards for each pollutant to protect our health. The higher the AQI value, the greater the health concern. For example, an AQI value of 50 or less reflects good air quality with little effect on athlete health, while an AQI value over 300 is hazardous and can damage healthy lungs. An AQI value of 100 or less is considered acceptable for usual athlete activities. AQI values above 100 are considered unhealthy, at first for athletes and coaches with respiratory or cardiac conditions, and for everyone as AQI values increase.

### Recommendations for Air Quality Levels

- Any athlete or team personnel who develops cough, chest tightness, wheezing, or shortness of breath should not exercise outside when the air quality is bad.
- Athletes with asthma should move indoors for an AQI of 100 or above.
- Moving indoors when the AQI is above 150 is recommended.
- When the AQI is greater than 200, all outdoor activities should be moved indoors, postponed, or cancelled.

The following recommendations from the MSHSL should be followed to determine level of safety for sporting events during air quality alerts.

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health warnings of emergency conditions. The entire population is more likely to be affected.
Hazardous	301 to 500	Health alert: everyone may experience more serious health effects



# Signatures

Season/Year: \_\_\_\_\_

By signing this page, I confirm that I have read/reviewed the emergency protocols set forth in this EAP.

Sport	Venue(s)	Coach Signature	Printed Name	Date

\_\_\_\_\_

Athletic Director | Date

Sports Medicine Supervisor | Date

Athletic Trainer | Date