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Emergency Action Plan

The College of Saint Rose Department of Athletics emergency action plan has been developed to ensure that student-athletes will have the best possible medical care when an emergency situation occurs during intercollegiate-related activities.

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. A student-athlete's survival may hinge on how well-trained and prepared athletic healthcare providers are.

The College shall invest in "ownership" of the catastrophic and emergency action plans by involving the athletic administration, facilities staff, coaches, campus security and medical staff in training. The emergency and catastrophic action plans should be reviewed at least once a year with all athletic personnel, along with CPR/AED and first aid refresher training.

Through development and implementation of emergency and catastrophic action plans, The College of Saint Rose helps ensure that student-athletes will be provided with the best care possible when an emergency situation does arise.

EMERGENCY ACTION PLAN – MEDICAL ASSISTANCE

Sports Medicine Staff

Lisa Geiger, MS, ATC, CSCS    Georgia Knight, MS, ATC
Assistant A.D. for Sports Medicine    Assistant Athletic Trainer
office phone #    cell. phone #    office phone #    cell phone #
518-454-2009  516-315-0534   518-454-5134  802-793-9949

Dean Biancaniello, Jr, ATC    Emily Gulitti, ATC
Assistant Athletic Trainer    Assistant Athletic Trainer
office phone #    cell. phone #    office phone #    cell. phone #
518-454-5134  518-409-9814   518-454-5134   845-802-1344

*Coaches and support staff shall add these emergency contact #s to their cell phone contact list

Dr. Andrew Gerdeman, MD
Orthopedic Team Physician
Office phone #: (518) 489 - 2666

*SR Campus Security: 518-454-5187
*Albany Police: (518) 438-4000 (non emergency)
*Albany Fire: 518-447-7879

IN A TRUE EMERGENCY; CALL 9-1-1

Additional Saint Rose Resources:
Lori Anctil, VP and Director of Athletics    O: 518-454-5282    C: 518-894-0811
Karen Haag, Associate A.D. – SWA    O: 518-454-2064    C: 570-852-3125
Jessup Pierce, Associate AD-Complianc    O: 518-337-4918    C: 518-429-0306
Adrian Donnelly, Assistant AD-Communications    O: 518-458-5491    C: 518-369-1975
Jeff Knapp, Associate VP-HR    O: 518-458-5374
Components of the Emergency Action Plan

There are four basic components of this plan:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Managing a serious injury & Transportation

**Emergency Personnel**

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 but not limited to:

a. certified athletic trainers
b. physicians
c. emergency medical technicians
d. coaches
e. campus security personnel
f. other institutional personnel
g. and, possibly, bystanders

During intercollegiate athletics practice and competition in the traditional season, the first responder to an emergency situation is typically a member of the Sports Medicine staff. Additional first responders may include:

a. certified athletic trainer
b. team physician-as scheduled or available
c. coaches
d. site supervisor
e. campus security personnel

During the non-traditional season, intercollegiate athletics practice, individual training sessions, and fitness/weight lifting sessions, the Sports Medicine staff generally is not in attendance.

Therefore, the first responder to an emergency situation may include:

a. a head coach
b. an assistant coach
c. graduate assistant
d. site supervisor
e. strength and conditioning coach
f. campus security personnel
g. other institutional personnel

**NOTE:** The Department of Athletics does not recognize “captain’s practice” as official intercollegiate activity. Therefore, the Sports Medicine staff does not provide on-site coverage for these practices.
Certification in cardiopulmonary resuscitation (CPR), AED, first aid, is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

This policy is endorsed by both the NCAA and the NATA.

**First Aid, CPR and AED training**

Athletics personnel (coaches, game management staff, full-time athletic department employees) must complete and maintain current certification in CPR/AED and First Aid. The college will provide training sessions each year for those who need certification, to include instruction in:

**Ensure immediate access to 9-1-1**

EMS can be summoned at each site by cellular phone, or SR Campus SECURITY (518-454-5187) who will then contact local EMS. Please refer to the site specific Emergency Plans.

**Identification and location of AEDs for athletics activities**

One AED is located outside the main entrance into Nolan Gym, in a wall case. Four AEDs are either maintained on campus in the EAC sports medicine facility, Plumeri sports medicine facility or carried on-site to an athletic venue by a Sports Medicine staff member. An AED unit is located in a wall case at the Plumeri Sports Complex in the Team Room. The Sports Medicine staff will determine the location and access to the AED units at each of the athletic venues.

**AED information**

The Sports Medicine staff will respond in the event of cardiac arrest while on-site at an athletic facility. The device will be carried on the sports medicine medical vehicle when transported outside and on a cart when transported in the EAC.

The AED is turned on monthly and inspected by Sports Medicine staff to ensure that it is functioning properly. This will include a visual inspection, cleaning as necessary, and a check that all necessary supplies and accessories are readily accessible.

**Roles within the Emergency Team:**

1. Immediate care of the student-athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

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.

**Description of the four basic roles within the Emergency Team:**

The *first* and most important role is immediate care of the student-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, equipment retrieval, may be done by anyone on the Emergency Team who is familiar with the types and location of the specific equipment needed. Team managers, game management staff, work study staff and coaches are good choices for this role.

The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting venue. 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 Emergency Team. However, the person chosen for this fourth role 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 venue. After EMS has been activated, one member of the Emergency Team will direct EMS to the scene. This person will be responsible for meeting emergency medical personnel as they arrive at the site of the event. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel.

## Activating the EMS System

### Making the Call:
- The College of Saint Rose SECURITY: 518-454-5187
- 911 (off-campus, all emergency calls)
- Albany Fire Department: 518-447-7879 (off-campus, non-emergency)

### Providing Information:
- venue name (e.g., SR Events & Athletics Center, Plumeri Sports Complex turf field, etc)
- emergency venue address
- telephone number of caller
- number of athletes involved
- condition of athlete(s)
- type of first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene
- other information as requested by dispatcher

## Emergency Communication

Communication is the **KEY** to quick delivery of emergency care in athletic trauma situations. The Sports Medicine staff and, when summoned, Emergency Medical personnel must work together to provide the best possible care to injured athletes. 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, timely and direct contact and communication with the emergency medical system at the time of injury or illness is necessary.

### Recommended Guidelines for Appropriate Communications:

1) Access to a working telephone or other telecommunication devices, whether fixed or mobile, should be assured. A cellular phone is preferred, if available.
2) The communications system should be checked prior to each practice or competition to ensure devices are in proper working order.
3) A back-up communication plan should be in effect should there be failure of the primary communication system.
4) At any athletic venue, whether home or away, it is important to know the location of a working telephone.
5) Pre-arranged access to the emergency phone should be established if the phone is not easily accessible.
**Emergency Equipment**

1) All necessary emergency equipment should be at the site and quickly accessible.
2) Personnel should be familiar with the function and operation of each type of emergency equipment.
3) Equipment should be in good operating condition, and personnel must be trained in advance to use it properly.
4) Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel.
5) The emergency equipment available should be appropriate for the level of training for the emergency medical providers.

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.

**List of Emergency Equipment:**

- Automated External Defibrillator (AED)-(refer to following section for protocol)
- Medical kit
- Splint bag
- Spine board (currently available at SR swimming pool only)
- Biohazard supplies

All Emergency Equipment will be available in the Sports Medicine Room, if not present on-site.

**Each coach should have a venue-specific Emergency Action Plan with them for each practice and home contest venue used during the year.**
GUIDELINES for managing a SERIOUS ATHLETIC INJURY

1. Coaches, players or non-medical personnel should not touch, move or roll an injured player.
2. Coaches and/or players should not try to assist a player who is lying on the field (i.e. removing the helmet or chin strap, or attempting to assist breathing by elevating the waist)
3. Players should not pull an injured teammate or opponent from a pile-up.
4. Players, parents, and non-authorized personnel should be kept a significant distance away from the seriously injured player or players.
5. Once the Sports Medicine staff, team physicians and/or EMS staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.
6. A member of the coaching staff should make themselves available to help the Sports Medicine staff, if need be, during management of & response to a serious injury.
7. Remaining team coaches and players should go to and remain in the bench area once the Sports Medicine staff has been summoned and EMS is contacted to assist.
8. Adequate lines of vision between the Sports Medicine staff and EMS personnel should be established and maintained.

Transportation

Home contests and team practices held within the greater Capital District have access to ambulance/EMS emergency support. Ambulances may be coordinated on-site for special events/sports, such as major tournaments or NCAA regional or championship events. 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 by the 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. This is stated clearly in each venues emergency plan.

Emergency Situation:

1. The sports medicine staff on-site will identify and determine if an injury requires EMS intervention and will determine transport decisions.
2. In the event of an emergency and in the absence of a certified athletic trainer or other certified medical support staff on-site, the first responder shall contact a member of the sports medicine staff or call Campus Security for immediate assistance.
3. If it is deemed that the patient needs advanced medical care, the patient should be transported by ambulance where the necessary staff and equipment is available to deliver appropriate care.
4. Emergency care providers should refrain from transporting unstable patients in inappropriate vehicles.
5. If an athlete is being transported by ambulance, someone must accompany them ie parents, teammates, or someone from the coaching staff.
6. In the event of a neck injury and the athletic trainer must leave the venue to transported the patient, care must be taken to ensure that the activity area will continue to have proper medical supervision.
Management of Catastrophic Event

What is a catastrophic athletic event?
- **Sudden Death** or Disability/Quality of **Life Altering Injuries** of a Student-Athlete, Coach, or Staff Member.

Who makes up the Catastrophic Management Team (CMT)?
- Sports Medicine or ATC designee, Senior Admin. Staff, and Head Coach

What is the protocol for a catastrophic event?
- The following is a protocol to be put in to place in the event of a catastrophic event. The protocol will naturally fall into place after the individual has been handed over to the EMS personnel.
- Emergencies may occur during participation in home or away contests or practices, while being transported to venues, or during non-athletic activities.
- After medical care is rendered, the first call by head coach should be to a member of the Sports Medicine Staff. Coaches are expected to have emergency contact numbers (as outlined above) with them at all times.

What are the immediate actions for the CMT?
- Get all pertinent facts regarding the incident accurately and expeditiously.
- Contact family members with pertinent information, if not present.
  - **To get in touch with the parents:** contact numbers for the parents (home and work) can be found on the **Athletic Insurance Questionnaire** which will be in the medical kit or digitally in their email with every coach traveling without a member of the Sports Medicine Staff.
- Accurately document all events, list all participants and witnesses, and obtain all medical report(s).
- Secure any or all available materials/equipment involved, including equipment of student-athlete and game film.
- Only members of the CMT, or individuals they designate, are permitted to speak about the incident to family members, media, other staff members, student-athletes or coaches (if indicated and at the appropriate time)- **No one else has clearance to speak on the incident.**
- CMT needs to notify the team and team personnel with only minimal facts, try to discount any rumors.
  - Instruct student-athletes/staff that they are not to speak to anyone regarding the incident.

Who else is contacted? And by whom?
- Sports Medicine or ATC designee will make contact Team Physician, Counseling Center, Student Health Services, Insurance Company and NCAA Catastrophic Injury Service Insurance Carrier (800-245-2744).
  - Team Physician communicates with any local medical personnel hospital or medical facilities regarding medical facts of catastrophic incident.
  - The College’s Insurance Company and NCAA Catastrophic Injury Service Insurance should be contacted by member of the Sports Medicine Staff the day after the event.
- AVP will contact College President, Legal Counsel, and others as necessary (ie. FAR)
- AAD for Communication will contact University PR and media.
  - The Media will be notified by a Representative from the University Public Relations when all the facts are known and statement has been made by the CMT. All information deemed appropriate for release to the media will be determined by CMT.

**OTHER CONCERNS**

**Where will the patient be transported to?** Albany Medical Center Emergency Room- home event
**Who will accompany patient to hospital?** Representative of Department of Athletics (coaches or administrators as appropriate) unless parent/spouse is present
**How to deal with emotional/spiritual needs?** Refer to the SR Counseling Center regarding this area
Catastrophic Action Plan – CMT RESPONSIBILITIES

Student-athlete sustains an injury, and requires the use of a hospital

Obtain medical treatment immediately

Head Coach*

Certified AT

Student Health Center/ Counseling Center

Team Physician

Press

Information which must be obtained and given in telephone contact:

1. Name of student-athlete
2. Sport / Activity
3. Type of injury
4. Telephone number where you can be located
5. Name of attending physician
6. Name of hospital
7. Phone number of hospital

Emergency Contact Information which is found on Insurance Form in Medical Kit:

8. Parent’s name
9. Parent’s telephone number

Senior Administrative Staff:

Lori Anctil   (O) 518-454-5282
    (C) 518-894-0811
Karen Haag   (O) 518-454-2064
    (C) 570-852-3125

Sports Medicine Staff:
Office number 518-454-2009

Lisa Geiger, MS, ATC, CSCS
(C) 516-315-0534

Georgia Knight, ATC
(C) 802-793-9949

Dean Biancianiello, Jr, ATC
(C) 518-409-9814

Emily Gulitti, ATC
(C) 845-802-1344

Emergency: 9-1-1
SR Campus Security: 518-454-5187
Albany Police: (518) 438-4000 (non-emergency)
Albany Fire: 518-447-7879

AAD for Communications:
Adrian Donnelly  (O) 518-454-5491
    (C) 518-431-9429
Catastrophic Action Plan –COACH RESPONSIBILITIES

Student-athlete sustains an injury….

Does it require a hospital visit?

YES

Obtain medical treatment immediately

Head Coach*

Certified AT

Senior Admin. Staff

Athletic Communications

NO

Home

Away

Head Coach*

Head Coach & Host Athletic Trainer*

Head Coach*

Certified Athletic Trainer

*Proceed to call and/or leave messages until you actually speak to a Certified Athletic Trainer.

**IF death and/or serious injury/illness is involved, follow protocol! Do not speak to anyone else!**

**Information which must be obtained and given in telephone contact:**

1. Name of student-athlete
2. Sport / Activity
3. Type of injury
4. Telephone number where you can be located
5. Name of attending physician
6. Name of hospital
7. Phone number of hospital

**Emergency Contact Information which is found on Insurance Form in Medical Kit:**

8. Parent’s name
9. Parent’s telephone number

**Sports Medicine Staff:**
Office number 518-454-2009

Lisa Geiger, MS, ATC, CSCS
(C) 516-315-0534

Georgia Knight, ATC
(C) 802-793-9949

Dean Biancaniello, Jr, ATC
(C) 518-409-9814

Emily Gulitti, ATC
(C) 845-802-1344

**Emergency: 9-1-1**
SR Campus Security: 518-454-5187
Albany Police: (518) 438-4000 (non-emergency)
Albany Fire: 518-447-7879
LIGHTNING SAFETY
"If you can see it (lightning) flee it; if you can hear it (thunder), clear it."

Lightning can be life-threatening and should not be taken lightly. Athletics staff is encouraged to follow the guidelines as outlined. Confer with game officials should lightning be a concern at a game site.

Prevention of injury and education are the keys to lightning safety. Education begins with background information on lightning. Prevention guidelines and education should begin long before any intercollegiate athletics event or practice. The following steps are recommended by the NCAA and the National Severe Storms Laboratory to diminish the hazard of lightning:

1. Designate a chain of command as to who monitors threatening weather and who makes the decision to remove a team or individuals from an athletics site or event. An emergency plan should include planned instructions for participants as well as spectators.
   a. athletic trainer, if on-site, with the assistance of WeatherSentry (WxSentry)
   b. home game administrator
   c. official or referee-game
   d. head coach/assistant coach/graduate assistant

2. The site designee (sports medicine staff, facilities manager, and head coach) shall obtain a weather report each day before a practice or event. Be aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices.

3. Be aware of National Weather Service (NWS) thunderstorm watches and warnings as well as the signs of thunderstorms developing nearby.
   a. “WATCH” → means conditions are favorable for severe weather to develop in your area.
   b. “WARNING” → means that severe weather has been reported in the area and for everyone to take proper precautions.

4. In the event of severe weather when threatening lightning conditions are probably, at least one of the following two indicators of lightning location will be used as the recognized method of determining dangerous lightning situations: 1. Weather Sentry app with Lightning indicator; 2. Flash to Bang counting method: aware of how close lightning is occurring. The flash-to-bang method is the easiest and most convenient way to estimate lightning distance. Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring.

5. When the “flash/bang” count reaches 50 seconds (10 miles), the WxSentry alerts of 10 miles is delivered and/or a severe weather watch has been issued, all game/practice activities are to cease IMMEDIATELY. A Saint Rose certified athletic trainer will notify the following persons and ALL personnel are to evacuate to a safe structure or location:
   - The game official / umpire
   - Saint Rose game administrator / operations staff.
   - The Saint Rose head coach and/or his/her designee; and
   - The visiting team’s coach and/or athletic trainer (if applicable).

6. All staff should know where the closest available SAFE structure or location is to the playing area, and how long it takes to get to that safe structure or location.
   a. SAFE structure or location: any building normally occupied or frequently used by people, i.e.: a building with plumbing and/or electrical wiring that acts to electrically ground the structure.
   b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle. Do not touch the sides of the vehicle!

7. If unable to reach a safe shelter, AVOID:
   a. being the highest point in an open field
   b. being on or near water
c. shelter under or near trees, flagpole, or light poles

d. lying flat on the ground

e. small covered shelters are not safe from lightning (dugouts, rain shelters, golf shelters and picnic shelters)

8. Assume the lightning safe position (crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises.

9. Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.

Management protocol for lightning injuries

1. Activate EMS
2. Survey the scene
3. Assess breathing and pulse: An athlete that has been struck by lightning does not hold a charge and is safe to handle.
4. Early CPR and AED are the keys to survival
5. Stabilize C-spine
6. If conscious, finish primary evaluation (disability and expose)
7. While waiting for EMS, secondary evaluation and monitor vitals
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SECTION 2: Intercollegiate Athletics Venues

1) Events & Athletics Center (on campus):
   i) Nolan Gym
   ii) Fitness Center
   iii) Pool

2) Christian Plumeri Sports Complex (off campus)
   i) Sullivan field (lacrosse, soccer)
   ii) Bellizzi field (baseball)
   iii) Haker field (softball)
   iv) Gutheil Practice field

3) Non-college owned facilities
   i) Albany High School Pool (Swimming & Diving)
   ii) Pine Haven Course (Golf)

4) Map of Venues
Emergency Action Plan: On-campus facilities

Venue: **Events and Athletics Center: Nolan Gym**
For Point-to-Point Directions: 420 Western Avenue; Albany, NY; 12203

Emergency Personnel
Certified athletic trainer on site for competition (as scheduled); additional Sports Medicine staff may be accessible from athletic training room during practices.
*(non-traditional season- Sports Medicine staff as available).

Emergency Communication
- Cell phone
  - Security will have Radio communication when present at home athletic competitions

Emergency Equipment
Medical kit and supplies will be in gym during home contests. All other needed equipment is available in athletic training room: trauma kit and splint kit. AED is located outside the main entrance into Nolan Gym in a wall case. (Additional AED’s located in Athletic Training Room).

Roles of First Responders
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer, or trained medical personnel
   b. If injury occurs outside of athletic training room hours - **COACH IS FIRST RESPONDER**
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
   **CALL CAMPUS SECURITY** at 518-454-5187
   - Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested
4. Direction of EMS to scene
   a. Open appropriate doors
   b. Designate individual to go to Western Ave, the main entrance of EAC 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: EMS will enter the building from Western Ave. Proceed upstairs as Nolan Gym is on the second floor.

Venue Map: Campus map
Emergency Action Plan: On-campus facilities

Venue: **Events and Athletics Center: Fitness Center**
For Point-to-Point Directions: 420 Western Avenue; Albany, NY; 12203

**Emergency Personnel**
Certified athletic trainer on site for competition (as scheduled); additional Sports Medicine staff may be accessible from athletic training room during practices.
*(non-traditional season- Sports Medicine staff as available).*

**Emergency Communication**
- Cell phone
- Phone in the Fitness Center: 518-454-2014

**Emergency Equipment**
Medical kit and supplies will be in gym during home contests. All other needed equipment is available in athletic training room: trauma kit and splint kit. AED is located outside the main entrance into Nolan Gym in a wall case. (Additional AED’s located in Athletic Training Room).

**Roles of First Responders**
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer, or trained medical personnel
   b. If injury occurs outside of athletic training room hours—**COACH IS FIRST RESPONDER**
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
   **CALL CAMPUS SECURITY** at 518-454-5187
   - Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested
4. Direction of EMS to scene
   a. Open appropriate doors
   b. Designate individual to go to Western Ave, the main entrance of EAC 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:** EMS will enter the building from Western Ave. Proceed upstairs to the 3rd Floor, where the fitness center is located.

**Venue Map:** Campus map
Emergency Action Plan: On-campus facilities

Venue: Events and Athletic Center: Pool
For Point-to-Point Directions: 420 Western Avenue; Albany, NY; 12203

Emergency Personnel
Certified athletic trainer accessible from athletic training room (518-454-2009), Lifeguard on pool deck for all of The College of Saint Rose pool hours.

Emergency Communication
-Campus phone is located in the pool office: 518-458-5405

Emergency Equipment
Medical kit, supplies, and spine board will be on the pool deck. All other needed equipment is available in athletic training room: trauma kit, AED and splint kit.

Roles of First Responders
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer, lifeguard, or trained medical personnel
   b. If injury occurs outside of Athletic Training Room Hours-Lifeguard/Coach is first responder

2. Emergency equipment retrieval

3. Activation of emergency medical system (EMS)
   CALL CAMPUS SECURITY at 518-454-5187
   -Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested

4. Direction of EMS to scene
   a. Open appropriate doors
   b. Designate individual to go to Western Ave, the main entrance of EAC 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: EMS will enter the building from Western Ave. Take the first hallway on the left towards the pool at the end of the hallway.

Venue Map: Campus map
Outdoor Facilities: Plumeri Sports Complex

Emergency Action Plan: Outdoor Facilities

Venue: **Sullivan Turf Field: Lacrosse/ Soccer**
For Point-to-Point Directions: 20 Frisbee Avenue; Albany, NY; 12209

**Emergency Personnel**
Certified athletic trainer on site for practice and competition. Security personnel may also be on site.
*(non-traditional season-Sports Medicine staff as available).*

**Emergency Communication**
- Cellular telephone

**Emergency Equipment**
Medical kit, supplies and splint kit are available at the field; additional emergency equipment is accessible from Plumeri athletic training room: AED & splint kit.

**Roles of First Responders**
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer or trained medical personnel
   b. If injury occurs outside of athletic training room hours-**COACH IS FIRST RESPONDER**

2. Emergency equipment retrieval

3. Activation of emergency medical system (EMS)
   **CALL CAMPUS SECURITY** at 518-454-5187
   - Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested

4. Direction of EMS to scene
   a. Open appropriate gates
   b. Designate individual to go to Frisbee Ave 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:** EMS will enter the turf field through the double gates at the North side of the field.

**Venue Map:** ATTACHED

**Lightning Safety:** In the event of a severe-storm hazard, instruct players, coaches, umpires and spectators to leave the field and go to their cars.
Emergency Action Plan Outdoor Facilities

Venue: Bellizzi field: Baseball
For Point-to-Point Directions: 20 Frisbee Avenue; Albany, NY; 12209

Emergency Personnel
Certified athletic trainer on site for practice and competition. Security personnel may also be on site.
*(non-traditional season-Sports Medicine staff as available).

Emergency Communication
-Cellular telephone

Emergency Equipment
Medical kit, supplies and splint kit are available at the field; additional emergency equipment is accessible from Plumeri athletic training room: AED, trauma kit, splint kit.

Roles of First Responders
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer or trained medical personnel
   b. If injury occurs outside of athletic training room hours-COACH IS FIRST RESPONDER

2. Emergency equipment retrieval

3. Activation of emergency medical system (EMS)
   CALL CAMPUS SECURITY at 518-454-5187
      -Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested

4. Direction of EMS to scene
   a. Open appropriate gates
   b. Designate individual to go to Frisbee Ave 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: EMS will enter the baseball field through the double gates at the South side of the field.

Venue Map: ATTACHED

Lightning Safety: In the event of a severe-storm hazard, instruct players, coaches, umpires and spectators to leave the field and go to their cars.
Emergency Action Plan: Outdoor Facilities

Venue: Haker Field: **Softball**
For Point-to-Point Directions: 20 Frisbee Avenue; Albany, NY; 12209

**Emergency Personnel**
Certified athletic trainer on site for practice and competition. Security personnel may also be on site. *(non-traditional season-Sports Medicine staff as available).*

**Emergency Communication**
- Cellular telephone

**Emergency Equipment**
Medical kit, supplies and splint kit are available at the field; additional emergency equipment is accessible from Plumeri athletic training room: AED, trauma kit, splint kit.

**Roles of First Responders**
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer or trained medical personnel
   b. If injury occurs outside of athletic training room hours- **COACH IS FIRST RESPONDER**
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
   CALL CAMPUS SECURITY at 518-454-5187
   - Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested
4. Direction of EMS to scene
   a. Open appropriate gates
   b. Designate individual to go to McCarty Ave 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:** EMS will enter the complex through the gates on McCarty Ave. If ambulance needs to go on the field, EMS must enter double gates on the North side of the field.

**Venue Map:** ATTACHED

**Lightning Safety:** In the event of a severe-storm hazard, instruct players, coaches, umpires and spectators to leave the field and go to their cars.
Emergency Action Plan: Outdoor Facilities

Venue: Gutheil Practice field
For Point-to-Point Directions: 20 Frisbee Avenue; Albany, NY; 12209

Emergency Personnel
Sports Medicine staff as available accessible from Plumeri athletic training room and athletic training staff cell phones.

Emergency Communication
- Cellular telephone

Emergency Equipment
Medical kit, supplies and splint kit are available at the field; additional emergency equipment is accessible from Plumeri athletic training room: AED, trauma kit, splint kit.

Roles of First Responders
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer or trained medical personnel
   b. If injury occurs outside of athletic training room hours- COACH IS FIRST RESPONDER

2. Emergency equipment retrieval

3. Activation of emergency medical system (EMS)
   CALL CAMPUS SECURITY at 518-454-5187
   - Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested

4. Direction of EMS to scene
   a. Open appropriate gates
   b. Designate individual to go to McCarty Ave 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: EMS will enter the complex through the gates on McCarty Ave. If ambulance needs to go on the field, EMS must enter double gates on the South side of the field.

Venue Map: ATTACHED

Lightning Safety: In the event of a severe-storm hazard, instruct players, coaches, umpires and spectators to leave the field and go to their cars.
Non-College owned facilities

Emergency Action Plan:

Venue: Albany High School Pool

Activate the EAP:
- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:
Albany High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:
1) Check the scene
   a) Is it safe for you to help?
   b) What happened?
   c) How many victims are there?
   d) Can bystanders help?

2) Instruct coach or bystander to call 911
   - Provide the following information
     a) Who you are
     b) General information about the injury or situation
     c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions Albany High School Pool- 700 WASHINGTON AVENUE, ALBANY, NY 12203
     d) GPS COORDINATES: 42°40'0.56" N -73°46'57.65"
     e) *STAY ON THE PHONE, BE THE LAST TO HANG UP*

3) Perform emergency CPR/First Aid
   a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      i. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.

b) **Instruct coach or bystander to GET AED IN POOL OFFICE!!**

4) Designate coach or bystander to control crowd

5) Contact the Athletic Trainer for Albany High School if not present on scene

6) Meet ambulance and direct to appropriate site
   a) Open Appropriate Gates/Doors
   b) Designate an individual to "flag down" and direct to scene
   c) Control injury site, limit care providers etc.

7) Assist ATC and/or EMS with care as directed
   a) Retrieve Necessary Supplies/Equipment

8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance

9) Document event and debrief
Emergency Action Plan

Venue: Other off-campus practice and/or contests
And while in transit (general plan)

Emergency Personnel
Certified athletic trainer on site for competition, ambulance and EMS Personnel on site for competition as assigned. *Coaches will be the only emergency personnel on site for all practices at this location.

Emergency Communication
- Cellular telephone

Emergency Equipment
Medical kit and AED will travel with the coach if certified athletic trainer is not at the site.

Roles of First Responders
1. Immediate care of the injured or ill student-athlete
   a. Certified athletic trainer or trained medical personnel
   b. If injury occurs outside of athletic training room hours - COACH IS FIRST RESPONDER
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
   During competition:
   The host institution is responsible for providing first responder care to visiting teams.

CALL 911
- Provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
4. Direction of EMS to scene
   a. Designate individual to go to the street to "flag down" EMS and direct to scene
   b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions - BE SURE you know the address of the venue you are participating at.

Venue Map: DNA

Lightning Safety: In the event of a severe-storm hazard, instruct players, coaches, umpires and spectators to leave the event and go to their cars.
Emergency Action Plan Outdoor Facilities

Venue: Pine Haven Golf Course
For Point-to-Point Directions: 1151 Silver Road; Guilderland, NY; 12084

1. Minor Accidents- Described as small cuts, scrapes, bruises, etc.
   a. Treat accordingly using first aid kit
   b. Staff member treating should fill out accident report form with the Club Manager.

2. Serious Accidents- Described as back or neck injury, Heart attack, Stroke, broken bones, Severe bleeding, not breathing.
   a. Activate the emergency action plan.
   b. Trained Pinehaven Employee should monitor patient and treat (if appropriate) following First Aid/CPR protocol.
   c. Promptly Call 911
   d. After making phone call to 911, make sure Pinehaven Staff is prepared to direct emergency medical team to the most logical facility arrival point and the location of the patient.
      Facility Arrival and Departure Points:
      Main Parking Lot 1151 Silver Road
      Maintenance Facility 1253 Silver Road
      Access road near the snack shack Pine Ridge Road
   e. When EMS arrives Pinehaven Staff will hand rescue over to EMS.
   f. This accident must be recorded in accident log.

Responsibilities: Trained Pinehaven Country Club Employees should attend to the accident or injury up until the time paramedics take over.

Complete accident reports of all accidents, as well as collecting telephone numbers of next of kin who should be notified of emergency by a professional staff member.

Never administer any medication without written consent of a parent. This includes administration of aspirin, Tylenol, etc.

Location of First Aid Equipment:
   A. Medtronic/Lifepak Emergency Defibrillator-Hallway Outside Club Manager Office
   B. First Aid Kits- Pro Shop, Club Manager Office, Business Office
   C. Ice Packs and Gloves (included in first aid kit),

In the event of a serious injury notify:
Pinehaven Country Club Office- 456-7111 EXT 201
Scott Warren 456-7111 EXT 202 or 518-229-0649
Brian Pierotti 456-7111 Ext 205 or 518-727-0459

No statements or communications will be made to the media by any employee.
All inquiries should be directed to Club Manager.

Numbers to Know:
Emergency: 911
Club Manager:
Scott Warren, Club Manager: 518-229-0649 or 456-7111 ext 202
CHAIN OF COMMAND

Club Manager
↓
Golf Professional/Golf Course Superintendent
↓
Golf Shop Staff/Golf Course Maintenance Staff/Locker Room Attendants/Restaurant Management
↓
Bag Room Staff/ Range Staff/Wait Staff

Lightning Safety: In the event of a severe-storm hazard, instruct players, coaches, umpires and spectators to leave the field and go to their cars or the clubhouse.
Emergency Action Plan: Off-campus facilities

Venue: Albany High School Turf Field

Activate the EAP:
- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:
Albany High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:
1) Check the scene
   a. Is it safe for you to help?
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   c. How many victims are there?
   d. Can bystanders help?

2) Instruct coach or bystander to call 911
   - Provide the following information
     a) Who you are
     b) General information about the injury or situation
     c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions)
     d) GPS COORDINATES: 42°40'0.56" N -73°46'57.65"
     e) *STAY ON THE PHONE, BE THE LAST TO HANG UP*

3) Perform emergency CPR/First Aid
   a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
      i. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
      ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
   b. Instruct coach or bystander to GET AED IN PRESS BOX!!
4) Designate coach or bystander to control crowd

5) Contact the Athletic Trainer for Albany High School if not present on scene

6) Meet ambulance and direct to appropriate site
   a. Open Appropriate Gates/Doors
   b. Designate an individual to "flag down" and direct to scene
   c. Control injury site, limit care providers etc.

7) Assist ATC and/or EMS with care as directed
   a. Retrieve Necessary Supplies/Equipment

8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance

9) Document event and debrief
Plumeri Sports Complex Venue Map

1. Officials Parking
2. Media Workspace
3. Athletic Training Room
4. Officials Room (no showers)
5. Press Area
6. Spectator Seating
7. Tickets
8. Staff/VIP/Admin/Media Parking
9. Spectator Parking
10. Bus/Team Drop Off
11. Bus/Team Parking

*Overflow parking along Frisbie Avenue*

Albany High School