ATHLETIC TRAINING

EMERGENCY ACTION PLAN
2014-2015
**Directory of Medical Personnel**

**Lock Haven University Athletic Training Faculty**

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Head Athletic Trainer  
Office: 484-2229  
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Fax: 484-2220

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Eric Lippincott PT, LAT, ATC  
ATEP Program Director  
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Jody Russell PhD, LAT, ATC  
ATEP Clinical Coordinator  
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Steve Streator PhD, LAT, ATC  
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Yvette Ingram PhD, LAT, ATC  
Office: 484-2098  
Home: (570) 660-0738

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Josh Drouin PhD, LAT, ATC  
Office: 484-2703  
Home: (724) 992-8958

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Thomas Field House Athletic Training Room  
Himes Rehabilitation Center  
Fax: 484-3028  
484-2106

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**Lock Haven University Team Physician**

Dr. John Bailey  
699 Rural Avenue  
Suite 203  
Williamsport, PA 17701  
Office: 1-800-828-7824  
Fax: (570) 322-3656

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Glennon Health Services - Lock Haven University  
484-2276

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Lock Haven University Counseling Center  
484-2479

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Campus Police - Lock Haven University  
484-2278

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Lock Haven Emergency Medical Services  
911

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Lock Haven Hospital  
General: (570) 893-5000  
ER: (570) 893-5040

**Remember to dial "9" and “1” before the area code to access a local, outside line when calling from campus (example 9-911 or 9-1-570-320-1234)**
Dear Coaches and Athletics Administrators:

The athletic trainers and team physicians are here to provide medical services to the student athletes of Lock Haven University. We strive to provide the most complete and up-to-date services possible. In doing so, we attempt to help you field the best team possible and provide you with the best opportunity to achieve success. However our resources are limited in the way of staff, facilities, and finances. This Emergency Action Plan (EAP) has been developed to assist the athletic training staff and provide the coaches with a plan of action in case they find themselves faced with a medical emergency.

It is our responsibility as Athletic Trainers to provide medical coverage to the best of our abilities and follow the appropriate plan of action in case of an emergency. Your responsibilities as coaches are very similar. This document outlines the accepted plan of action in case of a medical emergency at Lock Haven University. You as a coach are involved in that process. At times you will find yourself on the practice field without an athletic trainer. Therefore, it is your responsibility to familiarize yourself with this document and prepare yourself for the unexpected. This document will provide you with information that will help you respond to just such a situation. It will also provide information and services provided by the athletic training staff of Lock Haven University that you may want to utilize in the future.

The Head Athletic Trainer will distribute this EAP to all coaches and athletics administrators at Lock Haven University. It is your responsibility to read it and prepare yourself to implement its contents. Additional copies will be made readily available and can be found in each of the LHU Athletic Training Rooms, or by contacting any one of the LHU Athletic Training Staff.

You should be aware that the administration of Lock Haven University has placed limitations on the hours during which the athletic training staff will work. This limitation arose from the ever-increasing demand for medical coverage caused primarily by the increased utilization of the non-traditional sport seasons and the continued competition for limited athletic facilities. I have included an outline of the medical coverage limitations for you to explore.

I want to thank you for your attention to this matter. I also encourage you to discuss this document with myself or the athletic trainer assigned to your team. Good luck with your season.

Sincerely,

Andrea Harmon MS, LAT, ATC
Head Athletic Trainer
Guidelines for the Medical Coverage of LHU Athletics

1. Varsity sports can practice whenever and wherever they feel will most benefit their student athletes and team, while following the rules and regulations of the NCAA.

2. The Athletic Trainers at this university will provide medical coverage of athletics according to the following guidelines:
   - Medical coverage will be provided to all in-season sports. However, this coverage will not be provided before 2:00 PM and will not extend beyond 8:00 PM on weekdays. This coverage will not be provided for before 8:00 AM and will not extend beyond 8:00 PM on weekends, unless worked out prior with the athletic trainer providing coverage. **These time constraints apply to all practices unless exceptions are agreed upon by the Head Athletic Trainer and the Athletics Administration prior to the practice date.** This time restriction on medical coverage excludes competitions, football, and wrestling because of the inherent risks.
   - Coverage of the non-traditional season will remain a responsibility of the assigned athletic trainer for the non-traditional season. Additional coverage will be offered and be readily available if the given sport is practicing in close proximity to an in-season sport with AT coverage.
   - Athletic Trainers will cover non-traditional season competitions when available to do so.
   - Athletic Training Students will not be used in the place of paid staff and therefore will not be assigned to cover such sports.

3. All coaches will be required to maintain a current CPR and First Aid certification. It is the responsibility of the Athletic Department to monitor the certification status of each member of the coaching staff.

4. Coaches who practice beyond the timeframe of medical coverage, or who are practicing without the direct coverage of an athletic trainer, should follow the policies and procedures outlined by the Lock Haven University Athletic Training Emergency Action Plan.
General Operating Procedures

Pre-participation Physical Examination

All student athletes who wish to participate for Lock Haven University athletics will be required to obtain a pre-participation physical examination at their own cost. This exam can and should be done in conjunction with the university's admissions exam. The athletics Pre-participation Physical Examination form is incorporated into the University’s standard entrance physical form, which is sent to each new student prior to his or her arrival on campus. These forms are also available to the incoming student athlete on the LHU athletics webpage.

Each head coach should forward a roster to the athletic training staff prior to the start of their respective season so our records can be checked and a list of those in need of a physical exam can be generated. Please do so in the form of a Microsoft Excel Spreadsheet. New or transfer student athletes should be clearly identified. The athletic training staff and/or team physician reserves the right to refuse a pre-participation physical and require a release by a specialist. This will be evaluated on a case-by-case basis and may result in an additional charge to the student athlete by the physician. Instances where such a refusal may occur include, but are not limited to, the following examples:

1. A student-athlete with a heart condition may require a release by a cardiologist
2. A student-athlete with an orthopedic problem may require a release by their orthopedic surgeon or our team physician.

Returning players will not be required to obtain a pre-participation physical examination prior to each season of competition. The athletic training staff will thoroughly screen all returning players. In doing so, each student-athlete will be asked to update their medical history. As a result of the updated medical history, the athletic training staff again may require the student-athlete to obtain an updated pre-participation physical examination. Most of these updated exams will be orthopedic in nature and will involve our team physician, but could include any specialist such as a cardiologist, neurologist, etc.

Team Physician

John Bailey, MD is our team physician. He is a board certified orthopedic surgeon whose primary office is located in Williamsport, PA. Our team physician has the ultimate word in deciding whether or not an athlete can participate. We are very proud of the working relationship we have with our team physician. We are confident that we are providing the best care available.

Dr. Bailey is available to our student athletes during the school year every Tuesday at the Susquehanna Health Clinic (610 High St.) in Lock Haven. Please see one of the certified athletic trainers to arrange for appointment. Dr. Bailey is also on-sight for all home wrestling and football contests.

Dr. Bailey does an outstanding job, and, if necessary, makes every attempt to see our student athletes in his office on very short notice. This becomes an issue when an athlete should not, or cannot wait until the regularly scheduled, weekly clinic to be seen. Please do not take it upon yourself to contact Dr. Bailey on behalf of a student athlete. Please allow the athletic training staff to correspond with his office. Over the years, we have been able to established very effective lines of communication with Dr. Bailey and his staff, and therefore will most likely result in more expeditious results.
Graduate Interns

Each year LHU recruits a number of Graduate Interns to help provide medical coverage for our athletes. These students are typically enrolled in the Graduate Athletic Training Program offered through East Stroudsburg University, or Lock Haven University. They may also be enrolled at a different University. These individuals are typically certified. In the rare instance that we have an intern that has yet to earn their certification, temporary certification is obtained and special arrangements are made for close supervision by one or more of our faculty athletic trainers.

Transportation

It is not the responsibility of the athletic trainers or athletic training students to give or arrange transportation of athletes to and from doctor’s appointments, X-rays, etc. There will be times when the athletic training student may accompany an athlete to the doctor's office or hospital. These instances will be left to the discretion of the athletic trainer and the athletic training student and usually involve an educational opportunity for the athletic training student. In those instances, the athletic training student may volunteer to provide transportation for the student athlete. The student athlete should accept such an offer at his or her own risk.

In some instances, arrangements for transportation can be made through Glennon Health Services for transportation to the Lock Haven Hospital. Please ask the athletic trainer working with your sport to assist in these arrangements.

Communications

The predominance of cell phones has made their usage our primary means of communication. Emergency call boxes and stationary phones are easily accessible from most locations.

The certified athletic training staff has a system of 2-way radios which are used periodically to assist in the coverage of certain sports. This system features 2 channels. The primary channel for use among the athletic training staff is Channel #1. You must make certain that the radios between which you hope to communicate are set on the same channel. They do not scan both channels.

9-911

Remember:

One must dial "9" to access an outside line when calling outside campus.

This applies to a call to the EMS. To reach EMS from a campus phone, one must dial "9-911".
General Emergency Procedure
With Certified Athletic Training Coverage

It is the responsibility and duty of all individuals involved in university athletics to be able to institute emergency procedures in the instance when a student-athlete is injured. When a Lock Haven University varsity athletic team has a scheduled in-season practice or competition, the athletic training staff should see that appropriate emergency equipment is made readily available and accessible and that emergency procedures be implemented and practiced to provide the best possible care for the injured individual.

When a student athlete is injured and deemed in need of emergency medical services, the following plan of action should be implemented.

A: A member of the LHU Athletic Training Staff shall call 911 to initiate Emergency Action Procedures from the nearest available phone. The caller shall inform the Emergency Medical System Operator of the emergency, the circumstances of the emergency, and that an ambulance needs to be dispatched to the appropriate location. The caller shall relay all appropriate information and not disconnect until the Emergency Medical System Operator has all the required information.

B: If a campus police officer is not already present, a member of the LHU Athletic Training Staff shall call Lock Haven University Law Enforcement (484-2278) and request that a campus police officer be dispatched to the site.

C: The caller shall then inform the on-site personnel that an ambulance has been dispatched and then position themselves to direct the ambulance to the location of the emergency.

D: The LHU Athletic Training Staff shall then assist the ambulance service staff in preparing the injured person for transport to the nearest emergency facility.

E: A member of the LHU Athletic Training Staff shall accompany the injured person to the nearest medical facility unless there are no other Athletic Training Education Program members available.

The traveling member of the Athletic Training Staff shall bring the following items:
1. Medical History Questionnaire
2. Athletic Insurance Information

It is the responsibility of the Athletic Training Staff to see that the injured person is appropriately managed and that the athlete and/or medical staff is/are returned to campus

A: If appropriate, call our team physician, Dr. Bailey, to initiate appropriate orthopedic procedures.

B: Ask the student athlete if he or she would like an athletic trainer to contact their parent(s) or a guardian. If the request is made, make every effort to contact the person or persons made reference to by the student athlete.

C: Make arrangements for the transportation of the LHU Athletic Training Staff and student athlete from the medical facility back to the field or home.
General Emergency Procedure
Without Certified Athletic Training Coverage

It is the responsibility and duty of all individuals involved in university athletics to be able to institute emergency procedures in the instance when a student-athlete is injured and no athletic trainer is readily available. When a Lock Haven University varsity athletic team practices without the on-site coverage of an athletic trainer, the coaching staff should see that appropriate emergency equipment is made readily available and accessible and that emergency procedures be implemented and practiced to provide the best possible care for an injured individual.

When a student athlete is injured and deemed in need of emergency medical services, the following plan of action should be implemented.

A: A coach, or designee, shall call 911 to initiate Emergency Action Procedures from the nearest available phone. The caller shall inform the Emergency Medical System Operator of the emergency, the circumstances of the emergency, and that an ambulance needs to be dispatched to the appropriate location. The caller shall relay all appropriate information, which should include caller's name, location of the injured athlete, the athlete's physical description such as age and gender, nature of the injury as you understand it, and a description of any treatments being administered to the patient. Do not disconnect until the Emergency Medical System Operator has all the required information and instructs you to disconnect.

B: If a campus police officer is not already present, the same individual shall then call Lock Haven University Law Enforcement (484-2278) and request that a campus police officer be dispatched to the site.

Please Note: The emergency call boxes will either connect you to the LHU Law Enforcement Dispatcher or the Clinton County Emergency Communication Center depending on the exact time of your call. An ambulance and LHU Law Enforcement Personnel will be summoned to your location regardless of the time of your call.

C: If the situation at hand is during the normal hours of operation of the athletic training room, please call the Himes Rehabilitation Center or the Thomas Field House Athletic Training Room and summon the assistance of an athletic trainer.

| Thomas Field House Athletic Training Room | 484-2115 |
| Himes Rehabilitation Center               | 484-2415 |

D: The caller shall then inform the on-site personnel that an ambulance has been dispatched and then position themselves to direct the ambulance to the location of the emergency.

E: The coach should ask the student athlete if he or she would like someone to contact his or her parents or a guardian. If the request is made, make every effort to contact the person or persons made reference to by the student athlete.

F: The coaches shall then assist the ambulance service staff in any manner possible.
G: Call one of the athletic trainers on staff at Lock Haven University and inform them of the circumstances.

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Yvette Ingram PhD, ATC  Office: 484-2098  Home: (570) 660-0738
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H: A coach or a designee shall accompany the injured person to the nearest medical facility.

I: It is the responsibility of the coach to make arrangements for the return of the student athlete to the field, locker room, or dormitory.
Lock Haven University
Site Specific Information

It is important to recognize the unique situation each practice or competition venue presents when faced with a medical emergency. Simple information such as phone locations, gate locations, and key locations can be extremely helpful when presented with a medical emergency where time is of the essence. The following pages will highlight LHU's most commonly used practice venues. It is the responsibility of individual medically responsible for that day's practice or competition, whether it be the LHU Athletic Training Staff or the coach, to investigate similar information when located at a sight not commonly used by LHU teams and therefore not included in this EAP.
Hubert Jack Stadium
Site Specific Information

Telephone Locations:
- Emergency Phone located on outside wall of the Tomlinson Center
- Tomlinson Center Equipment Room (484-2113)
- Tomlinson Center Athletic Training Room (484-2106)

AED Location:
- Wall along interior hallway of the Tomlinson Center
- Portable AED in Tomlinson Center Athletic Training Room

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations (may need key from Campus Police to access):
- Main gate to Hubert Jack Stadium Parking Lot
- Gate onto the Track

Preferred Route for EMS:
- Through main gate & parking lot off of Hill St. and through gate in front of Tomlinson Center

Backboard Location:
- Located in the Tomlinson Center Athletic Training Room

Splint Location:
- Located in the Tomlinson Center Athletic Training Room

ADDRESS:
Hubert Jack Stadium
Lusk Run Rd
Lock Haven PA 17745
Lawrence Field and
Track & Field Throwing Area
Site Specific Information

Telephone Locations:
- Emergency Phone located on outside wall of the Tomlinson Center
- Tomlinson Center Equipment Room (484-2113)
- Tomlinson Center Athletic Training Room (484-2106)
- Emergency Phone located on outside wall of the Field House Annex
- Emergency Phone on the Kiosk outside of Roger's Gymnasium
- Thomas Field House Athletic Training Room (484-2115)
- Himes Rehabilitation Center (484-2415)

AED Location:
- Wall along interior hallway of the Tomlinson Center
- Wall next to rest rooms on main floor in the Thomas Field House
- Portable AED in Tomlinson Center Athletic Training Room
- Portable AED in Thomas Field House Athletic Training Room

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations (may need key from Campus Police to access):
- Gate to service road behind Akeley Hall
- Main gate to Hubert Jack Stadium Parking Lot
- Gate onto the Track
- Gate between service road and the Track

Preferred Route for EMS:
- University Drive to the service road behind Akeley Hall
- If needed, through Hubert Jack Stadium...across the track...down the service road

Backboard Location:
- Located in the Tomlinson Center Athletic Training Room
- Located in the Thomas Field House Athletic Training Room

Splint Location:
- Located in the Tomlinson Center Athletic Training Room
- Located in the Thomas Field House Athletic Training Room
Charlotte Smith Field
Site Specific Information

Telephone Locations:
- Emergency Phone located on outside wall of the Field House Annex
- Emergency Phone on the Kiosk outside of Roger's Gymnasium
- Thomas Field House Athletic Training Room (484-2115)
- Himes Rehabilitation Center (484-2415)
- Coaches' Offices

AED Location:
- Wall next to rest rooms on main floor in the Thomas Field House
- Portable AED in Thomas Field House Athletic Training Room

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations (may need key from Campus Police to access):
- Gate to service road behind Akeley Hall

Preferred Route for EMS:
- University Drive to the service road behind Akeley Hall or to the Zimmerli Parking Lot

Backboard Location:
- Located in the Thomas Field House Athletic Training Room

Splint Location:
- Located in the Thomas Field House Athletic Training Room
Thomas Field House
Site Specific Information

Telephone Locations:
- Thomas Field House Athletic Training Room (484-2115)
- Coaches' Offices
- Emergency Phone located on outside wall of the Field House Annex
- Emergency Phone on the Kiosk outside of Roger's Gymnasium

AED Location:
- Wall next to rest rooms on main floor in the Thomas Field House
- Portable AED in Thomas Field House Athletic Training Room

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations:
- none

Preferred Route for EMS:
- University Drive to handicap ramp accessing the main floor of the Thomas Field House

Backboard Location:
- Located in the Thomas Field House Athletic Training Room

Splint Location:
- Located in the Thomas Field House Athletic Training Room
Zimmerli Gymnasium
Site Specific Information

Telephone Locations:
- Thomas Field House Athletic Training Room (484-2115)
- Coaches' Offices
- Emergency Phone located on outside wall of the Field House Annex
- Emergency Phone on the Kiosk outside of Roger's Gymnasium

AED Location:
- Wall next to rest rooms on main floor in the Thomas Field House

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations:
- none

Preferred Route for EMS:
- Behind Zimmerli…into the parking lot…up ramp to the rear of the gymnasium

Backboard Location:
- Located in the Thomas Field House Athletic Training Room

Splint Location:
- Located in the Thomas Field House Athletic Training Room
Zimmerli Pool
Site Specific Information

Telephone Locations:
- Zimmerli Pool Deck
- Thomas Field House Athletic Training Room (484-2115)
- Coaches’ Offices
- Emergency Phone located on outside wall of the Field House Annex
- Emergency Phone on the Kiosk outside of Roger's Gymnasium

AED Location:
- Wall on Pool Deck

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations:
- none

Preferred Route for EMS:
- 2nd Floor entrance to Zimmerli next to the Women's Locker Room…onto pool deck
- Behind Zimmerli…into the commuter parking lot…down ramp to pool mechanical room or rear of Men’s Locker Room

Backboard Location:
- Office just off the pool deck
- Located along the ice machine in the Thomas Field House Athletic Training Room

Splint Location:
- Located in the Thomas Field House Athletic Training Room
LHU Foundation Fields
Site Specific Information

Telephone Locations:
- Emergency Telephone on the back side of the 3rd Base Dugout
- 2 way radio or cellular phone from LHU Athletic Training or Coaching Staff

AED Location:
- In cabinet on rear of 3rd base dugout (need a key)
- Portable AED in Thomas Field House Athletic Training Room

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations:
- n/a

Preferred Route for EMS:
- To LHU Foundation Fields
- Specific Route on site is dependent upon location of the injured student athlete

Backboard Location:
- none

Splint Location:
- In cabinet on rear of 3rd base dugout (need a key)
East Campus
Site Specific Information

Telephone Locations:
  • 2 way radio or cellular phone from LHU Athletic Training or Coaching Staff

AED Location:
  • In cabinet on wall of front hallway

Key Locations:
  • LHU Athletic Training Staff
  • Coaching Staff
  • LHU Campus Police

Gate Locations:
  • n/a

Preferred Route for EMS:
  • Access to gymnasium via main entrance along West Main Street

Backboard Location:
  • EMS

Splint Location:
  • East Campus Athletic Training Room – to the right of the gymnasium entrance down hallway
Himes Rehabilitation Center
Site Specific Information

Telephone Locations:
- Phones throughout Rehabilitation Center
- 2 way radio or cellular phone from LHU Athletic Training or Coaching Staff

AED Location:
- Wall next to rest rooms on main floor in the Thomas Field House
- Portable AED in Graduate Intern Office

Key Locations:
- LHU Athletic Training Staff
- Coaching Staff
- LHU Campus Police

Gate Locations:
- none

Preferred Route for EMS:
- University Drive to handicap ramp…down series of ramps to main door of Himes Rehabilitation Center

Backboard Location:
- Located in the Thomas Field House Athletic Training Room

Splint Location:
- Located in the Thomas Field House Athletic Training Room
PSAC Contest Lightning Policy
2014-15

All PSAC contests will utilize the Telvent Weather Sentry System. Due to the significant risk and possibility of fatal injury from lightning strikes, it is imperative the Pennsylvania State Athletic Conference (PSAC) have a clear policy on how to deal with lightning in and around the areas of competition and/or events. This policy will help to clearly state the PSAC’s position on this issue and help to define roles of certain individuals during the decision making process. The athletic training and coaching / support staff’s primary responsibility is for the safety and concern of the participants.

Each PSAC Institution should be responsible for developing their own protocol to best fit their circumstances and locations, including announcements and evacuation plans for all athletic events, including practices and games.

For PSAC contests:
- The Host site will be responsible for notifying the Game Field Supervisor of weather alerts. Eight miles will be the standard distance for postponement for all PSAC contests.

For Off-campus / neutral venues:
- The team designated as the Host will be responsible for monitoring the weather and notifying the Game Field Supervisor of activity suspensions.
- For PSAC championships the Conference Office will arrange to make available to all attending AT’s weather alert information via text or email.

GENERAL POLICY: A member of the Athletic Training Staff will monitor the weather and make the decision to notify the Game Field Supervisor of dangerous situations and recommend the suspension of activity in the event of lightning.
- Suspension of Activity
  - Any reported lightning strike on Telvent Weather Sentry System within the 8 mile range regardless of the presence of visible lightning.
- Announcement of Suspension and Evacuation
  - Plans will be determined by each PSAC Institution
- Return To Play
  - Play will be resume after the Telvent Weather Sentry System sends an ‘All Clear’ message, which is 30 minutes following the last strike. The 30 minute time frame will immediately start over with each additional lightning strike.