Indiana University
South Bend

Emergency Action Plan

Last updated June 11, 2019
Emergency Action Plan for Medical Emergencies

The purpose of the EAP is to prepare the sports medicine staff, students, and athletic department staff in responding to and providing care in emergency situations. Emergency Procedures have been designed for IU South Bend athletic home practices and games. These procedures have been designed with the assumption that the certified athletic trainer will be on site when an emergency situation occurs. If an emergency occurs during a game or practice, the certified athletic trainer will be responsible for activation of the emergency procedure with the assistance of a coach.

During athletic practices and competitions, the FIRST RESPONDER to an emergency situation is typically a member of the athletic staff or certified athletic trainer. A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely, based on factors such as: certified athletic trainer availability, risk level of sport or activity, location, type of training or competition. The first responder may be any one of the personnel listed in the Medical Chain of Command below.

If an emergency occurs at a time when the certified athletic trainer is not on site, the coach or whoever else is listed in the medical chain of command is present at time of injury, is responsible for activating the emergency action plan. When the certified athletic trainer is not on site the first step is to evaluate the student-athlete:

1) If **not breathing** or **no pulse** activate EMS (call 911) immediately and retrieve the school’s defibrillator (located behind the front desk, through the health center door, it is mounted on the wall, also located on wall in athletic training room). Qualified coaches should begin rescue breathing / chest compressions, if necessary. Attempt to notify certified athletic trainer of situation (630-987-9687). Do not leave student-athlete alone unless absolutely necessary.

2) If other **serious medical condition** is present, activate EMS (call 911). Stay with patient and administer first aid. Attempt to notify certified athletic trainer of situation as soon as possible (630-987-9687). If the student-athlete is not breathing or has no pulse, the first step is sending someone to call 911. Qualified coaches should begin rescue breathing / chest compressions if necessary. Do not leave student-athlete alone unless absolutely necessary.

3) Call **campus police** (4239) and explain an emergency situation exists (when on campus including Memorial Park). Provide Police with as much information as possible so they can assist, provide crowd management if necessary, and help with opening doors/gates. There are also **red buttons** located around the facility that will automatically alert campus Police.

4) If student-athlete appears **not seriously injured**, attempt to notify the certified athletic trainer via cell phone (630-987-9687). Do not leave student-athlete alone unless absolutely necessary.

_Last updated June 11, 2019_
When the team travels to another school for a competition, it is the responsibility of the host school to activate their Emergency Action Plan. If they do not have an EAP, it is the responsibility of the certified athletic trainer or the coach in the absence of the certified athletic trainer, to become familiar with the address and location of where you are competing and of the nearest phone. Cell phones regularly fail indoors. Please use the closest landline or radio.

**Chain of Command for Emergency Medical Situations**

1. Team Physician (when onsite)
2. Certified Athletic Trainer
3. Campus Police
4. Athletic Director/Assistant Athletic Director/Event Manager
5. Coaches
6. Athletic Training Room Student Worker
7. SAC workers (CPR & First Aid Certified)
8. Team Managers/Student-athletes

In the case of a medical emergency, the certified athletic trainer will take charge of first aid when he or she arrives on the scene until EMS arrives.

**Roles of the Medical Chain of Command**

**Team Physician**

Provide medical/emergency care for student-athletes. Decide when a student-athlete can return to game. Refer student-athletes to hospital/specialist. Refer student-athletes for specific tests such as x-Rays, MRI, etc.

**Certified Athletic Trainers**

Provide medical/emergency care for student-athletes. Decide when a student-athlete can return to game (in some situations under advisement from the team physician). Refer student-athletes to team physician or hospital when appropriate. Supervise athletic training room student workers. Monitor environmental conditioning and communicate conditions to coaches and administration. Document injuries and illnesses in student-athletes medical record. Communicate student-athlete participation status to coaches and administration.

**Campus Police**

Assist in or activation of EMS and directing them where to go. Assist in managing the scene of injury/illness by controlling of crowd or game personnel. Help provide first aid/CPR to the injured student as needed and instructed by Team Physician and or Certified Athletic Trainer.

_Last updated June 11, 2019_
Athletic Directors/ Coaches/Event Managers
Assist sports medicine personnel in managing the scene of injury/illness by controlling crowd and game personnel. Be prepared to assist the medical personal in the activation, direction, and assistance of EMS personal. In the absence of sports medicine personal, provide first aid/CPR to injured/ill student-athletes and activate EAP. Notify certified athletic trainer of all injuries/illnesses. While at non IU South Bend hosted events, make participation decisions following the direction of the host school’s sports medicine personal. ****Coaches/Administrators should only make medical decisions regarding participation following injury/illness in the absence of professional medical staff.

Athletic Training Room Student Worker/SAC Worker/Athlete
Assist sports medicine personal in retrieval of any emergency equipment. Assist in or activate campus Police/EMS. Be prepared to assist medical personal and potentially provide first aid/CPR.

Emergency Telephone Numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Hospital</td>
<td>574-647-1000</td>
</tr>
<tr>
<td>St. Joseph Hospital</td>
<td>574-335-5000</td>
</tr>
<tr>
<td>University Health Center</td>
<td>574-520-5557</td>
</tr>
<tr>
<td>Campus Police</td>
<td>574-520-4239</td>
</tr>
<tr>
<td>Athletic Training Room</td>
<td>574-520-4283</td>
</tr>
</tbody>
</table>

Emergency Equipment:

- AED: One is located on the wall of the athletic training room right inside the door during practice and during events, it will be located with the certified athletic trainer. Other AED locations: northeast wall above drinking fountains 1st floor, hallway behind the SAC desk on the 2nd floor, across from Sub Connect on wall 2nd floor, on south elevator shaft 3rd floor.
- Splints/Cervical Collar: Located in the cabinet in the athletic training office. During events splints will be located on sidelines with athletic trainer.
- Spine Board: Located behind the door in the athletic training office.
- Crutches: Located behind the door in the athletic training office. During events crutches will be located on sidelines with athletic trainer.
- First Aid Supplies: Located on counter in athletic training room, in med kits supplied to each team, and SAC worker satchel and cabinet.

*Last updated June 11, 2019*


**General procedures when activating Emergency Medical Services (EMS)**

The St. Joseph County Emergency Number is **911. If possible, call Campus Police simultaneously (4239). If not possible, contact Campus Police after you are off the phone with 911 dispatch.**

When the dispatcher answers, he/she may ask for the following information:

*First stay calm*

1. **Your name and title.**
2. **Type of victim** (College student-athlete, age, gender)
3. **The amount of people involved**
4. **Type of injury involved** (Fracture, head/neck injury, difficulty breathing, sudden illness, heart problems, drug overdose, severe bleeding)
5. **The condition of the Student-athlete** (Conscious/Unconscious, quality of breathing, responsiveness, pulse or no pulse)
6. **The exact location of the student-athlete** (Be specific, Address, building number, street and city, name of park or area)
7. **Detailed directions** on how to get to the location of the injured person including the street and door numbers for the entry into the building.
8. **The phone number you are calling from.**

**Things to remember**

♦ Answer all of the dispatcher’s questions.
♦ Hang up only after the dispatcher hangs up.
♦ Send someone to the location where EMS was instructed to enter the building or site or send someone if you are unable.
♦ Send someone to meet the ambulance crew as they arrive and escort them to the injured student-athlete.
♦ The student-athlete’s parents should be located and informed immediately.
♦ Please have the Student-athletes Emergency Information with you and quickly accessible at all times.
Specific Site Addresses

1. IU South Bend Student Activities Center
   a. Located off of Mishawaka and 20th St
   b. Enter main parking lot on East side of school, entrance off of 20th St.
   Large IUSB letter on the front of Building.
Address of the SAC
941 20th Street
South Bend IN 46615

2. First Source Bank Performance Center (baseball indoor facilities)
   a. Located off of Lafayette and South Street
   b. Enter Parking lot off of South Street
Address of Four Winds Field
525 South Lafayette Blvd
South Bend IN 46601

3. Newton Park (baseball field)
   a. Located off of IN 4 and Old US 31 (Michigan Street)
   b. Enter parking lot off of Mangus Dr.
Address of Newton Park
801 North Michigan Street
Lakeville IN 46536

4. Finch Creek Fieldhouse Fieldhouse (baseball indoor facilities)
   a. Located off of Boden Road
   b. Enter parking lot off of Boden road
Address of Finch Creek Fieldhouse
16289 Boden Road
Noblesville IN 46060

5. Veterans Memorial Park (softball field)
   a. Located off of Northside Boulevard just past the Purdue Tech building
   b. Enter Park Parking lot and softball field is located west of park playground.
Address of Veterans Memorial Park
1621 Northside Blvd
South Bend IN 46615

6. RBI’s Unlimited (softball indoor facility)
   a. Located off of 6th street. Large Blue building
   b. Enter parking lot and enter through front door
Address of RBI’s Unlimited
2017 W. 6th Street
Mishawaka IN 46544

Last updated June 11, 2019
6. South Bend Country Club (Golf team practice and meet location)
a. Located off of Country Club Drive and Country Club Road
b. Enter Parking lot and look for Country Club Pro Shop

**Address of South Bend Country Club**
25800 Country Club Drive
South Bend IN 46619

7. South Bend Racquet Club (Tennis indoor facility)
a. Located off of Hickory Rd
b. Enter Parking lot and enter through front main entrance

**Address of South Bend Racquet Club**
4122 N Hickory Rd
Mishawaka IN 46545

8. Leeper Park Tennis Courts (Tennis outdoor facility)
a. Located off N Lafayette Blvd.
b. Enter Parking and enter through South side doors of building/court

**Address of Leeper Park**
837 N. Lafayette Blvd.
South Bend IN 46601

9. Adams High School Tennis Courts (Tennis outdoor facility)
a. Located off Wall Street (corner of Wall st. and S. Greenlawn ave.)
b. Enter Wall street and Courts are located East of the high school

**Address of Adams High School**
808 Twyckenham Dr.
South Bend IN 46615

10. IU South Bend Rec Field (Soccer practice field)
a. Located behind community building at housing
b. Enter housing parking lot (Titan Drive) off of Ironwood

**Address of Community Building**
1735 Titan Dr.
South Bend IN 46613

**Other building addresses:**
- Parking Garage 1850 Mishawaka Ave
- Wiekamp Hall 1800 Mishawaka Ave
- Administration Building 1700 Mishawaka Ave
- Education & Arts Building 1720 Ruskin Street
- Fine Arts 1717 Ruskin Street
- Schurz Library 1750 Hildreth Street
- Riverside Hall 1960 Northside Boulevard
- Northside Hall 1825 Northside Boulevard
- Purdue Tech 1733 Northside Boulevard
- River Crossing Apartments 1735 Titan Drive
- IU South Bend Campus Police 926 20th Street

_Last updated June 11, 2019_
IU South Bend Athletic Emergency Procedures for Athletic Facilities

A. First responder (usually medical staff if present) will assess the injured person.
B. Coach/athletic director/event manager or other staff will clear the area of all non-medical chain of command bystanders.
C. First responder will determine if injured is in need of EMS (doesn’t respond to verbal communication/unconscious/serious injury requiring transportation), and designate someone to call 911 and campus Police.
D. If no breathing or pulse first responder will start CPR and send for the AED.
E. Second responder will assist first responder with care and treatment of injured and also be available to retrieve any necessary medical equipment (AED/Splints etc).
F. Third responder (designated by first responder) will meet EMS/Campus Police at entry point of facility and guide them to the injured. Third responder needs to have access or keys to get to all elevators and doors.
G. If there is any concern for spinal injury the injured will not be moved unless necessary to maintain life or provide CPR.
H. If injury is not severe enough for EMS, once first responder has initially evaluated/treated the injured person, he/she may be moved to athletic training room or side location where better evaluation and treatment can take place.
I. First responder may need assistance from someone in the medical chain of command moving the injured. The injured will only be moved after it is determined to be safe to move them.
J. Continue to monitor the injured/ill if at any time the injured persons conditioned deteriorates, activate EMS.

Last updated June 11, 2019
IU South Bend Athletic Emergency Athletic Facilities

Emergency Information

Student Activities Center
A. Varsity Basketball Court
   • Nearest phone in Athletic Training Room 023 520-4283; Wall phone by racket ball court 520-5036
   • EMS Entrance East door off of SAC parking lot and maintenance elevator to the floor.
   • AED Location (practices) on wall in athletic training room. (events) on bleachers with athletic training supplies behind home bench.
   • Tornado Shelter Lower locker rooms located on east (varsity) and west (public) walls, athletic training room.

B. Racket Ball Courts
   • Nearest phone on wall 520-5036
   • Red Button located on wall by far court
   • EMS Entrance East door off of SAC parking lot and maintenance elevator to the lower level.
   • AED Location northeast wall above drinking fountain by varsity court
   • Tornado Shelter Lower locker rooms located on east (varsity) and west (public) walls, athletic training room.

C. Recreation area
   • Nearest phone on wall by elevator 520-5036
   • Red Button located in all locker rooms
   • EMS Entrance East door off of SAC parking lot and elevator by the front desk to the lower level.
   • AED Location behind front desk in hallway cabinet on West wall
   • Tornado Shelter Lower locker rooms located on east (varsity) and west (public) walls, athletic training room.

D. Weight Room
   • Nearest phone at front desk 520-4100
   • EMS Entrance East door off of SAC parking lot.
   • AED Location behind front desk in hallway cabinet on West wall
   • Tornado Shelter Lower locker rooms located on east (varsity) and west (public) walls, athletic training room.

E. Running Track
   • Nearest phone in east corner 520-5083
   • Red Button located in both corners on north wall
   • EMS Entrance East door off of SAC parking lot and elevator by the front desk to the upper level.
   • AED Location 3rd floor elevator shaft wall
   • Tornado Shelter Lower locker rooms located on east (varsity) and west (public) walls, athletic training room.

Last updated June 11, 2019
F. Café/Social room
   • Nearest phone across the café on the wall 520-5037
   • EMS Entrance East door off of SAC parking lot.
   • AED Location outside door towards gym on east wall
   • Tornado Shelter Lower locker rooms located on east (varsity) and west (public) walls, athletic training room.

G. Athletic Training Room
   • Phone located on desk 520-4283
   • Kara Werner-Sanders, certified athletic trainer, cell phone 630-987-9687
   • EMS Entrance East door off of SAC parking lot and maintenance elevator to the lower level.
   • AED Location (practices) on wall in athletic training room. (events) on bleachers with athletic training supplies behind home bench.
   • Tornado Shelter athletic training room.

**IU South Bend Athletic Emergency off Campus Athletic Facilities Emergency Information**

First Source Bank Performance Center (Baseball training facility)
   • Phone located at front desk 574-404-3636
   • EMS Entrance main entrance facing South Street off parking lot off South Street.
   • AED Location onsite with Baseball coach
   • Tornado Shelter back of facility and in storage area of facility where no windows are present.

Newton Park (Baseball/Soccer Field Blue Diamond/largest BB field on the map)
   • Phone located in main office 574-784-5644
   • EMS Entrance will be through gate off of 31
   • AED Location onsite with coach or athletic trainer
   • Tornado Shelter During event all will take shelter in Main office building
   • Storm Shelter During event and practices all will take shelter in vehicle

Finch Creek Fieldhouse (Baseball training facility)
   • Phone located in main office 317-214-7399
   • EMS Entrance will be East Front door
   • AED Location onsite with baseball coach or athletic trainer
   • Tornado/Storm Shelter all will take shelter in center of building (including storage areas, offices, restrooms, ect.)

*Last updated June 11, 2019*
RBI’s (Softball training facility)
- Phone located no landline present
- **EMS Entrance** main entrance located on north side of building off parking lot.
- **AED Location** main office on mantel, or with softball & baseball coach
- **Tornado Shelter** Office area located in the center of the building

Memorial Veterans Park (Softball Field)
- Phone located no landline present
- **EMS Entrance** Parking lot off of Riverside Drive
- **AED Location** onsite with Softball Coach
- **Tornado Shelter** During event and practices Purdue Tech building enter through door closest to field on the west side of the building (199G) and stay in that hallway
- **Storm Shelter** During event Purdue Tech building enter through door closest to field on the west side of the building (199G) during practices shelter should be taken in vehicles.

South Bend Country Club (Golf Course)
- Phone located in Pro shop, clubhouse, bag room **282-2527 ext 1**
- **EMS Entrance** The main club house entrance off Fillmore Road and Country Club Drive.
- **AED Location** Bag room inside the door on the west wall.
- **Tornado Shelter** Course siren will go off and course will be cleared and all golfers will be able to take shelter in clubhouse building. If stuck on back 9 of course, there is shelter located on hole 12.
- **Storm Shelter** Course siren will go off and course will be cleared and all golfers will be able to take shelter in clubhouse building. If stuck on back 9 of course, there is shelter located on hole 12.

South Bend Racquet Club (Indoor Tennis Facility)
- Phone located at front desk **277-1000**
- **EMS Entrance** Main entrance located on west side of building off parking lot.
- **AED Location** on wall in box located in main lounge area by coat rack.
- **Tornado Shelter** locker rooms in north building between courts 2 and 3.

Leeper Park Tennis Courts
- Phone located no landline present
- **EMS Entrance** north door/courts off of Wall Street
- **AED Location** onsite with coach
- **Tornado Shelter** Leeper park building bathroom/lockers room
- **Storm Shelter** Leeper park building

_Last updated June 11, 2019_
Adams High School Tennis Courts
- Phone located no landline present
- EMS Entrance south door/courts off of Lafayette Blvd parking lot
- AED Location onsite with coach
- Tornado Shelter Leeper park building bathroom/lockers room
- Storm Shelter Leeper park building

Campus Housing Recreation Field
- Phone located in community building 520-5800
- EMS Entrance south side of field off of Titan drive parking lot
- AED Location onsite with coach
- Tornado Shelter Community building
- Storm Shelter Community building
Newton Park

Last updated June 11, 2019
RBI’s

Memorial Veterans Park
South Bend Racquet Club

Leeper Park

Last updated June 11, 2019