

Emergency Action Plan-Tennis Courts

In the event of a serious accident or medical emergency at the tennis courts, the Head Athletic Trainer will take charge of the situation and direct others to ensure that the following steps are implemented. In the event that the Head Athletic Trainer is not available at the time of the emergency, the Head Tennis Coach, will take over that responsibility.

1. STOP ALL ACTIVITY! Other coaches (assistant coaches) or staff members should monitor uninjured athletes and keep them occupied and calm while removing them from the accident area.
2. The Head Athletic Trainer/Coach should assess the condition of the victim immediately.
 - If unconscious, check airway, breathing, and circulation (pulse).
3. The Head Athletic Trainer/Coach will specifically designate another individual to call 911 via cell phone or inside the Godbold Center (9-911).
 - Tell dispatcher location of the accident-tennis courts at Columbia College (near the Godbold Center) and what area of the tennis courts
 - Communicate what happened, the condition of the victim, and what care is being given
 - Let the dispatcher know that staff trained in first aid are on the scene
 - Listen and let dispatcher ask questions for the remaining information
 - Wait for the dispatcher to hang up before you hang up
 - The person that called 911 should designate a bystander to go to meet the EMS and wait for police to arrive so that they can lead them to the injured individual

Once EMS has been called, the individual that called 911 should call campus police via cell phone or phone inside the Godbold Center (X3333).

- Tell officer on duty location of the accident-tennis courts at Columbia College (near the Godbold Center) and what area of the tennis courts
 - Communicate what happened, the condition of the victim, and what care is being given
 - Let the dispatcher know that EMS has been called and they are on their way
 - Wait for the officer on duty to hang up before you hang up
4. In the meantime while campus police and EMS are activated, the Head Athletic Trainer/Coach should administer life saving techniques or first aid as taught in certification classes.
 - Have AED available-designate an athlete to be responsible for getting the AED (located in the hallway of the Godbold Center) if not at the tennis courts. Have the individual open the AED case.
 - Attend to major injuries
 - Continue attending to victim until relieved by a more qualified person
 5. Once victim is stable, proceed with a controlled removal of athletes from the tennis courts.
 - It is imperative that everyone remains calm and total attention is demanded of everyone.
 - No athletes should move until instructed to do so.
 - All staff not tending to victim should pay close attention to athletes who are shaken by the incident.
 - ALL staff should closely monitor athletes to ensure they comply with directions.
 6. Head Athletic Trainer/Coach should accompany the victim to the hospital if necessary. As soon as possible, the Head Athletic Trainer/Coach should record details of the incident on an Accident/Incident Report form (included in the Columbia College Athletic Department Policies and Procedures manual).

7. The athletic director should contact the victim's emergency contact to inform him/her of the Accident/Incident.
8. Witnesses should be interviewed and included with the Accident/Incident report form (will be done by Columbia College Police Department).
9. All accidents should be reported to the Head Athletic Trainer as soon as possible.
10. Head Athletic Trainer/Coach should report accident/incident to Director of Athletics. Athletic Director will contact college administration as necessary.
11. Follow-up staff discussion if needed.

Note: Staff and Athlete training of the following Emergency Action Plan will be conducted at the beginning of the sports seasons.