



**HOPE**  
**ATHLETICS**

EMERGENCY ACTION PLAN  
2016-2017

# HOPE COLLEGE ATHLETICS

## EMERGENCY PLAN

**Last Revised December 2016**

# HOPE COLLEGE ATHLETICS EMERGENCY PLAN

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**Purpose**

This emergency plan is designed to act as a guide for athletic department personnel in handling accidents, sudden illnesses, and other medical incidents. It is intended to standardize the responses of department personnel to situations that threaten the health and safety of students, staff, and spectators involved in athletic activities at Hope College. Although a substantial effort has been made to identify all foreseeable risks and prescribe reasonable responses to those risks, this document should not substitute for the good judgment of trained personnel at the site of an accident or injury.

Effective emergency response often involves the coordinated interaction of several entities including, but not limited to, coaches, athletic department medical personnel, health clinic staff, public safety officers, Holland police and fire department personnel, paramedics, and hospital staff. This document has been constructed with input from many of these groups. It should be reviewed annually and modified as necessary. This plan should be circulated to all of the above agencies annually. Every coach in the athletic program should be provided with a copy annually.

**General Directions**

The following steps should be taken to prepare athletic department personnel to effectively manage athletic injuries and illnesses:

1. All coaches should be trained in CPR/AED and re-certified bi-annually. They should be trained in basic first aid and re-certified every three years.
2. AED's will be located in the Dow Center, Dewitt Tennis Center, VanAndel Soccer Stadium and Devos Fieldhouse and will be on-site for all Hope College home athletic events. See page 40 for copy of AED protocol.
3. First-aid supplies shall be available at the site of every practice and game.
4. A certified athletic trainer will be on-site for every game, except golf and tennis and will be on call for those events.
5. Coaches should notify the athletic training staff of their practice times and locations 24 hours beforehand. Coaches should provide the athletic training staff with an accurate schedule of all contests (varsity, junior varsity, and scrimmages) prior to the beginning of each season and changes to these must be reported immediately for coverage changes.
6. All coaches and certified athletic trainers, will have keys to the gates, outside doors, and rooms containing a telephone for the venues in which their teams are practicing or competing.
7. The team physician or his/her designate should be present at all varsity and junior varsity football games. The team physician should also be present at other contests as may be required by the NCAA.
8. All student athletes must be examined by the team physician or his/her designate prior to their first practice. Coaches shall be responsible for ensuring that every athlete on their teams has been cleared for athletic participation by the team physician. Coaches should check with the athletic training staff for a list of cleared students. This documentation also includes paperwork relative to insurance, sickle cell trait status, and release and hold harmless agreements.
9. An ambulance should be in attendance at the site of all varsity and junior varsity football games and men's lacrosse games.

10. All coaches of outdoor sports should modify their practices under conditions of extreme cold, heat and/or humidity. Coaches will postpone practices due to lightning in the area. Coaches should consult with the athletic training staff for current conditions. See Lightning and Inclement Weather Policy.
11. Coaches should refer all injured or ill athletes to the athletic training staff as soon as they become aware of the injury or illness.
12. Coaches and certified athletic trainers should arrange a mutually agreeable time for the athletic training staff to meet with each team to outline medical procedures with particular emphasis on concussions and concussion injury management. This meeting should take place before the beginning of the season, but when this may not be feasible it should occur no later than during the first week of practice.

The following directions should be followed every time an injury or sudden illness occurs at a Hope College athletic practice or game:

1. All injured athletes should receive first-aid for their injuries or illnesses from the athletic training staff or the team physician before leaving the site of the practice or game. The team physician's signed directives for medical procedures shall serve as the standard for injury/illness management except when specifically countermanded by the team physician.
2. A plan for medical follow-up shall be developed by the medical staff and communicated to injured/ill athletes.
3. First-aid for injured or ill spectators should be provided by EMS personnel. Athletic training staff may assist in the provision of such care only when doing so does not impair their ability to attend to the medical needs of student-athletes. In those cases where athletic trainers are called upon to provide lengthy emergency assistance to an injured/ill spectator, the contest should be suspended unless another member of athletic training staff is present to attend to the needs of student-athletes.
4. Injuries or illnesses beyond the medical capability of the athletic training staff should be referred to the team physician in a timely manner. When the team physician is unavailable, the injury/illness should be referred to his/her designee. All referrals should be documented using an approved referral form. *See Appendix A.*

5. When an injury or illness requires immediate advanced care by trained emergency care providers, the certified athletic trainer, coach, or athletic training student in attendance should provide first-aid and activate EMS by calling Campus Safety or 911.
6. The EMS dispatcher should be provided with directions to the venue. A designated bystander will meet emergency personnel at the specific entrance given in the directions. *See Appendix B.*
7. All athletic injuries and illnesses should be documented using the SOAP format. A dictated note may be substituted as long as it contains all the elements of the SOAP form. Injury/illness reports should be submitted in the students' medical record using the Mediat Electronic Medical Records System.
8. An athlete's medical condition is confidential. No member of the medical staff may divulge any part of an athlete's medical history or condition except as may be required to save the athlete's life unless specifically authorized to do so by the athlete.
9. If an athlete is seriously injured, consent should be obtained to contact his/her parents or guardians. If an athlete is incapacitated to the point where he/she cannot provide consent, the parents or guardians should be notified of the athlete's condition by the team physician or certified athletic trainer.
10. When an injury or illness occurs during a game or practice hosted by an affiliated institution and an athletic training student is present, the host ATC should become involved immediately in the management, treatment and return to play decision making process. The athletic training student should only assist with those emergency procedures he/she has been trained and certified as competent. The athletic training student should seek out the host school's certified athletic trainer or team physician for assistance in performing procedures should the situation arise. The host certified athletic trainer should make a recommendation regarding participation status to the coach after an injury has occurred.
11. When an injury or illness occurs during a game or practice hosted by another school and the team is being attended by a certified athletic trainer, the emergency plan of the host school should be adhered to except where doing so would force the certified athletic trainer to abrogate his/her legal responsibility to care for the athlete. The certified athletic trainer should seek out the assistance of the host school's team physician for those procedures beyond their training and expertise. When determining an athlete's participation status under this circumstance, the medical chain of command should be followed (see below).

**Medical Chain of Command**

The following chain of command should be adhered to when determining an athlete's participation status following injury/illness:

1. Team physician<sup>1</sup>
2. Certified athletic trainer
3. Health Clinic personnel
4. Coach<sup>2</sup>

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<sup>1</sup> The team physician may consider the opinion of the athlete's personal physician, but as the official medical representative of the College his/her decision regarding participation status is final.

<sup>2</sup> Coaches should only make decisions regarding participation following injury/illness in the absence of professional medical staff. When traveling, they are strongly encouraged to seek out the certified athletic trainer or team physician of the host school. A referral to a medical health care facility should be considered if neither are present for consultation.

## **Personnel**

The following personnel have responsibilities under this plan:

### *Team Physician*

Develop medical policies and procedures governing all aspects of health care for student-athletes. Provide medical care for student-athletes, coaches, and spectators as outlined above. Attend all home varsity and junior varsity football games and other athletic events as may be required by the NCAA. Communicate with Holland Community Hospital Emergency Department personnel. Communicate with parents or guardians as may be required when appropriate.

### *Certified Athletic Trainers*

Perform medical procedures under the direction of the team physician at practices and games. Supervise the activities of athletic training students. Monitor environmental conditions and communicate same to coaches. Coordinate annual review and distribution of emergency plan. Document injuries and illnesses in the athlete's medical record. Communicate athletes' participation status to coaches. Refer injured/ill athletes to the team physician or designate as necessary. Communicate with parents or guardians as may be required when appropriate.

### *Athletic Training Students*

Perform first responder duties within the limits of their training and competence under the supervision of the certified athletic trainers. When traveling with a team, perform same under the supervision of the host school's certified athletic trainer. Facilitate referral to host certified athletic trainer for participation status to coaches when traveling without a certified athletic trainer. Assist in implementing emergency plan by activating, directing, and assisting EMS personnel. Record injury/illness evaluation using Affiliation/Travel treatment letter. *See Appendix C.* Inform Hope certified athletic trainers of all injuries/illnesses.

### *Coaches*

Assist medical personnel in managing the scene of an injury/illness by controlling the crowd and game personnel. Activate, direct, and assist EMS personnel. In the absence of other medical staff, provide first aid and/or CPR to injured/ill athletes. Notify certified athletic trainers of all injuries. Seek out the assistance of the host institution's certified athletic trainer for return to play decisions or call one of Hope's certified athletic trainers

for a consultation. Return to play decisions should not be made by coaching personnel at any time.

*Health Clinic Personnel*

Provide health care to athletes on a walk-in or referral basis. Carry out medical procedures as prescribed by the team physician. Obtain consent and inform certified athletic trainers of injured/ill athletes' condition. Assist in providing emergency care for injuries/illnesses that occur in the Dow Center as needed.

*Department of Campus Safety Personnel*

Activate community EMS agencies when notified of an injury/illness as may be appropriate. Assist in securing the scene of an injury/illness. Assist certified athletic trainers and EMS personnel as requested.

*Community EMS Personnel (Holland police and fire personnel, AMR paramedics)*

Attend all home varsity and junior varsity football games and men's lacrosse games (AMR). Attend other contests as contracted (AMR). Respond to the scene of injuries/illnesses as requested. Provide emergency care for injured/ill athletes in conjunction with certified athletic trainers and the team physician. Transport injured/ill athletes to an appropriate medical facility (usually Holland Community Hospital).

*Holland Community Hospital Emergency Department Personnel*

Provide medical care for injured/ill athletes as requested. Communicate with certified athletic trainers and the team physician. Arrange for specialized care as may be required.

## AT Coverage Model

The following models will be followed when allocating the resources of the AT staff.

ATC COVERAGE MODEL: ATC at all home and away events. ATC at all practices when equipment is worn

Football  
Men's Lacrosse

ATC COVERAGE MODEL: ATC at all home games. ATC at practices that are on campus (men's lacrosse will be covered at the Soccer Stop) and occur during the open time of ATR, 9am – 12pm and 2pm – 6pm.

Men's Soccer  
Women's Soccer  
Volleyball  
Men's Basketball  
Women's Basketball  
Baseball  
Softball  
Women's Lacrosse

ATC COVERAGE MODEL: ATC at home events. ATC on-call for practices

Cross-country  
Swimming/ Diving  
Track

ATC COVERAGE MODEL: ATC on call for events and practices

Men's Tennis  
Women's Tennis  
Men's Golf  
Women's Golf

**Emergency Resources and Telephone Numbers***Athletic Training Staff*

Tim Koberna	(O) 395-7707 Cell – (395) 830-6631
Tonia Gruppen	(O) 395-7455 Cell – (616) 836-6238
Cara Conrad	Cell – (269) 921-4099
Mikaela Harrell	Cell – (616) 826-7530
Meg Frens	(O) 395-7450 Cell – 836 – 5243

*Medical Staff*

Dr. Patrick Hulst	396-6516
Shoreline Orthopaedics	396-5855
Holland Bone and Joint	738-3884

*Nursing Staff*

Hope College Health Clinic	395-7585
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*Emergency Medical Services*

Ottawa County Central Dispatch	911 (8-911 from a campus phone)
Hope College Campus Safety	911 OR 395-7770
Poison Control Center	1-800-222-1222
Holland Community Hospital	392-5141

*Other*

Hope College Switchboard	395-7000
Dow Center Athletic Training Room	395-7707
Lugers Fieldhouse Athletic Training Room	395-4942
Devos Fieldhouse Athletic Training Room	395-7098

## Hope College Athletic Training Concussion Management Plan

The purpose of Hope College's concussion management plan is to make sure that any athlete that has sustained a concussion, is treated in an objective and consistent manner that is based on current research and best practice methodology. It will focus on the medical needs of each individual athlete without undue outside social pressures to perform. This plan is supervised by Hope College's team physician Dr. Patrick Hulst, MD.

### Recognizing a Concussion:

During a pre-season meeting, coaches and athletes of all the teams at Hope College will be educated on the signs and symptoms of a concussion, by one of the Certified Athletic Trainers at Hope College. The signs and symptoms will include but are not limited to:

#### Signs and Symptoms:

- |                          |                        |                            |
|--------------------------|------------------------|----------------------------|
| • Headache               | • Sensitivity to light | • Sleeping too much        |
| • Vomiting               | • Sensitivity to noise | • Sleeping too little      |
| • Nausea                 | • Irritability         | • Drowsiness               |
| • Balance Problems       | • Feeling nervous      | • Sadness                  |
| • Dizziness              | • Feeling emotional    | • Mentally "foggy"         |
| • Fatigue                | • Numbness or tingling | • Difficulty concentrating |
| • Trouble falling asleep | • Feeling too slow     | • Memory problems          |
| • Visual problems        |                        |                            |

After this educational meeting, the student athletes will sign an acknowledgment form indicating they have been told the signs and symptoms of a concussion.

### Reporting a Concussion:

If an athlete is experiencing any of the symptoms of a concussion, he or she is required to report it to one of the Hope College Certified Athletic Trainers. If a coach notices their athletes exhibiting one or more of the signs of a concussion, he or she is required to report it to one of the Hope College Certified Athletic Trainers.

During the pre-season educational meeting, the athletes and coaches of Hope College will be informed of this requirement. They will also sign an acknowledgment form that states they have been informed of this requirement.

### Neurological Baseline Testing:

All new athletes to Hope College (eg: Freshman and Transfer students) that are participating in football, volleyball, men's soccer, women's soccer, men's basketball, women's basketball, men's lacrosse, women's lacrosse, diving, baseball, softball and pole vaulting on the track team, are required to complete a baseline ImpACT test. This information will be used as a comparison to post-concussion data, to help in the return to play decisions. However, it should be used as part of the decision, and not the sole determining factor.

Diagnosing a Concussion:

After an athlete has reported symptoms of a concussion, he or she will be removed from activity, and referred to Dr. Hulst or his designee for evaluation.

Return to activity protocol:

An athlete can return to activity after the following steps have been completed:

1. The athlete must report that they have been symptom free for 24 hours.
2. Athlete will complete ImpACT testing. If neurological function and balance has returned to baseline levels, the athlete can complete the Return to Play Guidelines as follows:
  - Day 1 Light Aerobic Exercise
  - Day 2 Heavy Exertion Exercise/ Sport Specific Exercise (see Appendix D)
  - Day 3 Non-Contact Practice Participation
  - Day 4 Full-Contact Practice Participation
  - Day 5 Return to Full-Participation

An athlete should be allowed to progress, as long as symptoms do not arise at the current testing level. If symptoms do arise during the progression, the student-athlete will be removed from activity until they regain asymptomatic status for 24 hrs.

3. Athlete can be cleared to return to full activity by Dr. Hulst or his designee.

If it is determined by the athletic training staff that the athlete should follow an adapted concussion management protocol, it is in an effort to ensure the safety of the student-athlete during their recovery from a concussion. At any point throughout the recovery of the student athlete, a neurologist, or other specialist specifically trained in concussion management may be consulted as determined by the physician or athletic trainer.

The entire management process from initial evaluation, until eventual return to full participation, including any diagnostic testing, shall be documented in the student athletes medical file.

**Athletic Accident Reporting Procedures**

1. All athletic accidents and injuries must be reported to the athletic training staff. Athletic trainers may be reached by phone at their offices or by cell phone.
2. Athletic trainers and physicians will enter a comprehensive SOAP note, or dictation of a SOAP note, for documentation of an athlete's injury or illness into the Mediat Electronic Health Records system. Progress notes will be used to document the progression of the injury.
3. Athletes requiring referral for their injuries should be provided with a referral form (see *Appendix A*). This form should be returned to one of the certified athletic trainers and should be entered into the athlete's medical record.

## LIGHTNING AND INCLEMENT WEATHER PLAN

### Lightning Plan

The following facts have guided the development of this plan:<sup>3</sup>

1. Coaches are always in attendance at team practices and games. Certified athletic trainers will be at most events, but situations will arise when the coach is the only responsible adult at the site of a practice or game.
2. A severe weather watch means conditions are favorable for the development of severe weather, including lightning. A warning means that severe weather has been reported in the area and everyone should take proper precautions.
3. Safe shelter is defined as any enclosed building normally occupied or frequently used by people that includes plumbing and/or electrical wiring to ground the structure. Shower areas and swimming pools should not be used during a lightning storm. Safe shelters commonly available to Hope College athletes during severe weather include:
  - Dow Center
  - Lugers Fieldhouse
  - DeWitt Tennis Center
  - Bouws Community Swimming Pool locker rooms
  - Golf course clubhouses
  - Devos Fieldhouse
  - VanAndel Soccer Stadium: Locker Rooms, Athletic Training Room, & Bathrooms

Structures unsuitable as safe shelters include, but are not limited to:

- Baseball or softball dugouts
  - Baseball or softball press boxes
  - Utility garages or gazebo near track
4. Shelters are only safe if participants stand inside with the doors and windows closed.

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<sup>3</sup> From the Updated National Athletic Trainer's Association Position Statement: *Lightning Safety for Athletics and Recreation (2013)*.

5. If thunder is heard in the area, you must assume that lightning is present, the area is unsafe and all participants need to be moved to a safe shelter. Thunder always accompanies lightning, although it may be diminished by a variety of factors, including background noise.
6. Lightning can strike as far away as 10 miles from the rain shaft of a storm, so blue skies and the absence of rain are not adequate predictors of lightning safety.
7. The Schneider Electric Wx Sentry Weather App that is on the phone of the athletic training staff and many of the coaches will be utilized in an effort to be more objective in determining when it is unsafe to participate in outdoor activities.

**Procedures:**

To be adhered to by all Hope College athletes, coaches, and support personnel:

1. All outdoor athletic practices and games should be suspended during severe weather warnings. All athletic personnel should seek safe shelter immediately.
2. The coach is responsible for concluding athletic activity and moving his/her team to safe shelter when lightning is seen or thunder is heard.
3. When thunder is heard, coaches must assume that lightning is also present and outdoor athletic practices and games should be suspended. All athletic personnel should seek safe shelter immediately.
4. Teams that practice or play the farthest from safe shelter (baseball, softball, track, cross country, football, and golf) should jog to the nearest safe shelter.
5. Once the decision has been made to seek safe shelter, participants should proceed immediately. Do not stop to pick up equipment.
6. Athletic activities should not resume until 30 minutes after the last flash of lightning or clap of thunder.
7. The following message should be broadcast over the public address system when a game has been suspended or canceled due to the presence of severe weather:

*"All spectators, competitors, and personnel should go inside the nearest building as quickly as possible. A vehicle with a metal roof and windows rolled up is a safe alternative to a sturdy building. Do not take shelter under trees or other tall, lone objects. Do not remain on, under, or near bleachers or fences."*

## **Inclement Weather Plan**

### **Prevention of Heat Illness:**

The following facts have guided the development of this plan:<sup>4</sup>

1. The most severe heat illness is Exertional Heat Stroke (EHS), defined as central nervous system dysfunction and body core temperature 105°F or above. Symptoms can include: collapse, aggressiveness, irritability, confusion, seizures, altered consciousness, dizziness, vomiting, or diarrhea.
2. The risks of death or long term disability increase the longer an individual's body temperature remains above 105°F, so prompt reduction of the body core temperature is essential.
3. The assessment of rectal temperature is the clinical gold standard for obtaining core body temperature of individual's with EHS. Other methods of taking the body core temperature (eg, oral, axillary, tympanic, forehead sticker, temporal) are not valid or reliable after intense exercise in the heat and can lead to inadequate treatment.
4. Immediate whole-body cooling in cold-water immersion is essential for treating EHS.
5. Individuals should be acclimatized to the heat gradually over 7 to 14 days at the beginning of the season. Heat acclimatization involves progressively increasing the intensity and duration of physical activity and phasing in protective equipment.

### **Procedures:**

To be adhered to by all Hope College athletes, coaches, and support personnel:

1. The NCAA Heat-Acclimatization guidelines must be followed at the beginning of each football season.
2. Practices may need to be shortened, rescheduled, or delayed to a cooler part of the day to reduce the risk of heat illness to the participants. The Wet Bulb Globe Temperature (WBGT) Guidelines should be used to aid in this decision. (see chart below)

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<sup>4</sup> *From the National Athletic Trainer's Association Position Statement: Exertional Heat Illnesses (2015).*

WBGT GUIDELINESWBGT Reading      Activity & Rest Break Guidelines

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● Under 82°F</li> <li>● 82.0-86.9°F</li> <li>● 87.0-89.9°F</li> <li>● 90.0-92.0°F</li> <li>● Over 92.1°F</li> </ul> | <ul style="list-style-type: none"> <li>● Normal Activities: Provide 3 rest breaks per hr (3 mins long)</li> <li>● Careful for Long or Intense Workouts: Provide 3 rest breaks per hr (4 mins long)</li> <li>● Maximum practice time=2hrs. (FB= helmets, pads, shorts): Provide 4 rest breaks per hour (4 mins long)</li> <li>● Maximum practice time=1hr. (FB= No protective equip.), no conditioning: Provide 20mins of rest per 1hr practice.</li> <li>● No outdoor workouts. Cancel workouts or Delay practice until cooler.</li> </ul> |
|--|--|

3. Exertional Heat Illness should be recognized and treated immediately when suspected. Most concern should be given to identifying Exertional Heat Stroke.
4. If Exertional Heat Stroke is suspected, the diagnosis should be confirmed by taking a body core temperature measurement using a rectal thermometer by an athletic trainer or other designee of the team physician.
5. Exertional Heat Stroke should be treated on site with cold water immersion before transport to hospital.
6. Cold Water Immersion up to the neck in water 35°F-59°F is the most effective cooling method for EHS. The individual should be removed when the body core temperature reaches 102°F.

**Prevention of Environmental Cold Injuries:**

The following facts have guided the development of this plan:<sup>5</sup>

1. Cold injuries can include: Hypothermia, which occurs when the core body temperature reaches below 95°F and Frostbite, which is the freezing of body tissue.
2. The Wind Chill Factor is a measurement of the air temperature and the wind speed to determine a “Feels Like” temperature. See the NCAA Sportsmedicine Handbook or NATA Position Statement: Environmental Cold Injuries for the Wind Chill Chart.

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<sup>5</sup> From the National Athletic Trainer’s Association Position Statement: Environmental Cold Injuries (2008).

**Procedures:**

1. The athletic trainer, coach, and athletic department officials should follow the below recommendations for practices and contests in adverse cold environment conditions. Conditions should constantly be monitored for changes in risk.

Wind Chill Temperature Guidelines for Outdoor Activities

- 30°F and below: ● Be aware of the potential for cold injury and notify personnel of the potential.
- 25°F and below: ● Additional protective clothing advised, cover as much exposed skin as practical; consider providing opportunities and facilities for re-warming.
- 15°F and below: ● Consider modifying activity to limit exposure or to allow more frequent chances to re-warm.
- 0°F and below: ● Consider terminating or rescheduling activity.

**Athletic Venues***Devos Fieldhouse (222 Fairbanks Avenue)*

## Activities:

Men's & Women's Basketball	Weightlifting
Volleyball	Physical Education Activities
Intramural Sports	Community Recreation

EMS Directions: *See Appendix B*

## Location 1: West Entrance (Campus Entrance)

“Proceed to the intersection of Lincoln and 9<sup>th</sup> Street and enter into the parking lot. Entrance to the building is just south of the clock tower. Someone will be there to meet you.”

## Location 2: North Entrance (Loading Dock)

“Proceed to the intersection of Lincoln and 9<sup>th</sup> Street. The loading dock is at the NW corner of the building. Someone will be there to meet you.”

## Location 3: Main Entrance (Concourse)

“Proceed on 11<sup>th</sup> street between Lincoln and Fairbanks. Enter into the parking lot of the Devos Fieldhouse and use the “drop off” area on the east side of the building near the main entrance. Someone will be there to meet you.”

## Phone Locations:

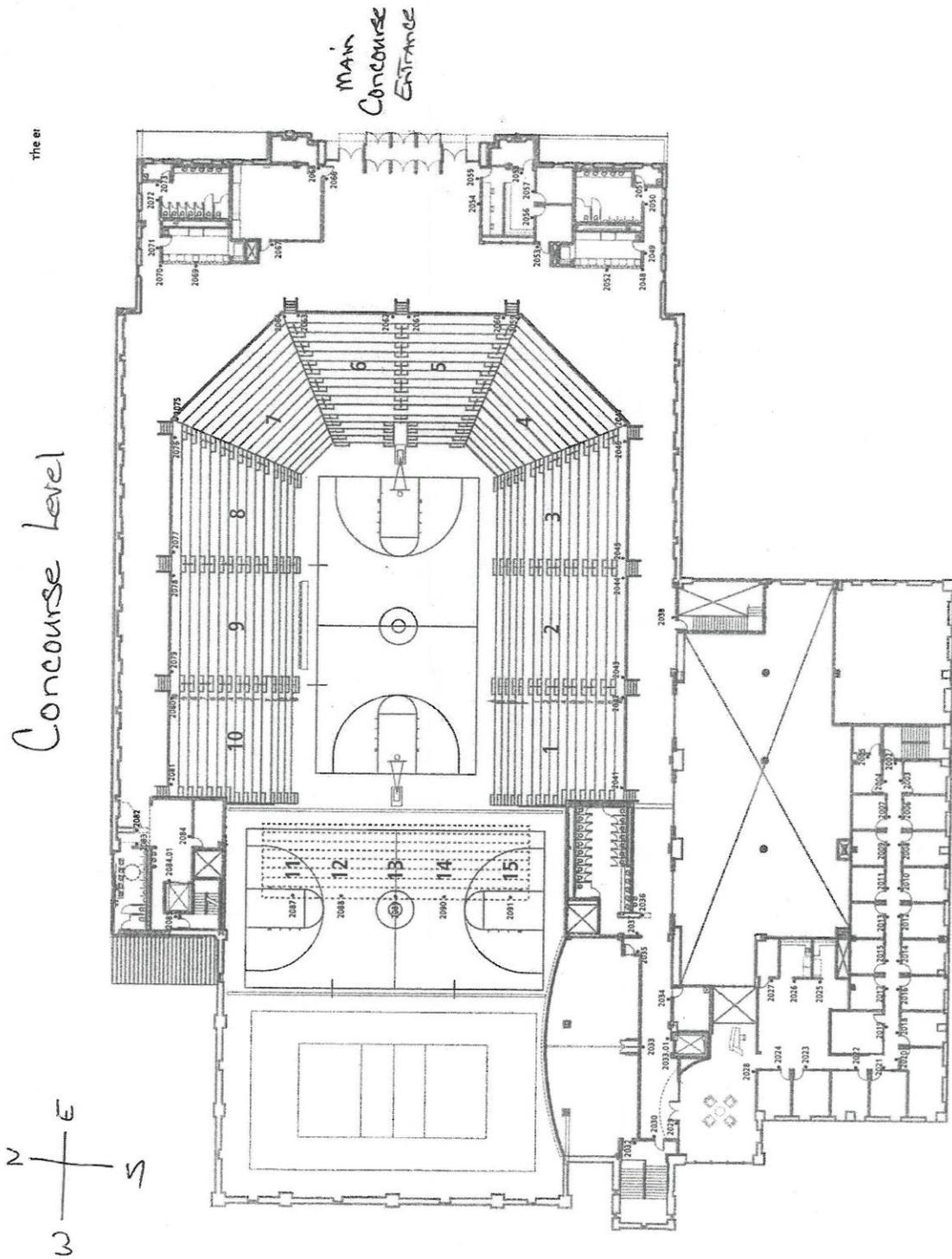
Athletic Training Room	Scoring Table
Equipment Room	Audio – Visual Room
Ticketing Area	Various other locations
Weight Room	Personal Cell Phones

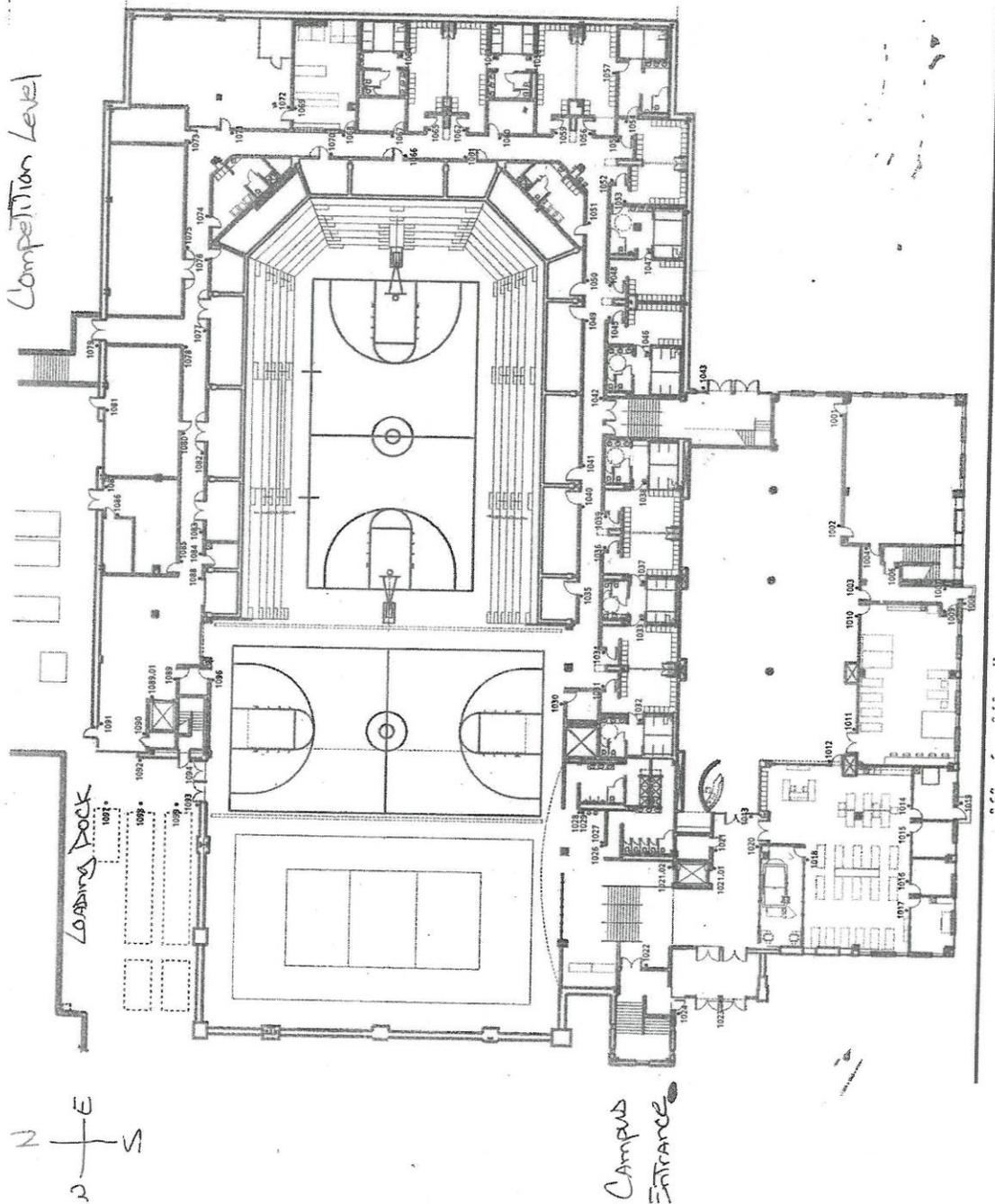
## Key Holders:

Coaches	Athletic Training Staff
Clerical Staff	Building Supervisors
Custodians	Campus Safety

## Location of First Aid Supplies:

AED located in Concourse Area  
 AED located just off playing surface near the south locker room hallway  
 Gurney and wheelchair located in loading dock area  
 Athletic Training Room  
 Weight Room and Equipment Room  
 Home bench during Hope College team events





Dow Health and Physical Education Center (168 E. 13th St)

## Activities:

Men's & Women's Basketball	Softball
Volleyball	Physical Education Activities
Men's & Women's Swimming & Diving	Intramural Sports
Baseball	Community Recreation

EMS Directions: *See Appendix B*

"Proceed to the Southeast corner of Columbia Ave & 13th St. Use the Northwest entrance to the building. Someone will be there to meet you."

## Phone Locations:

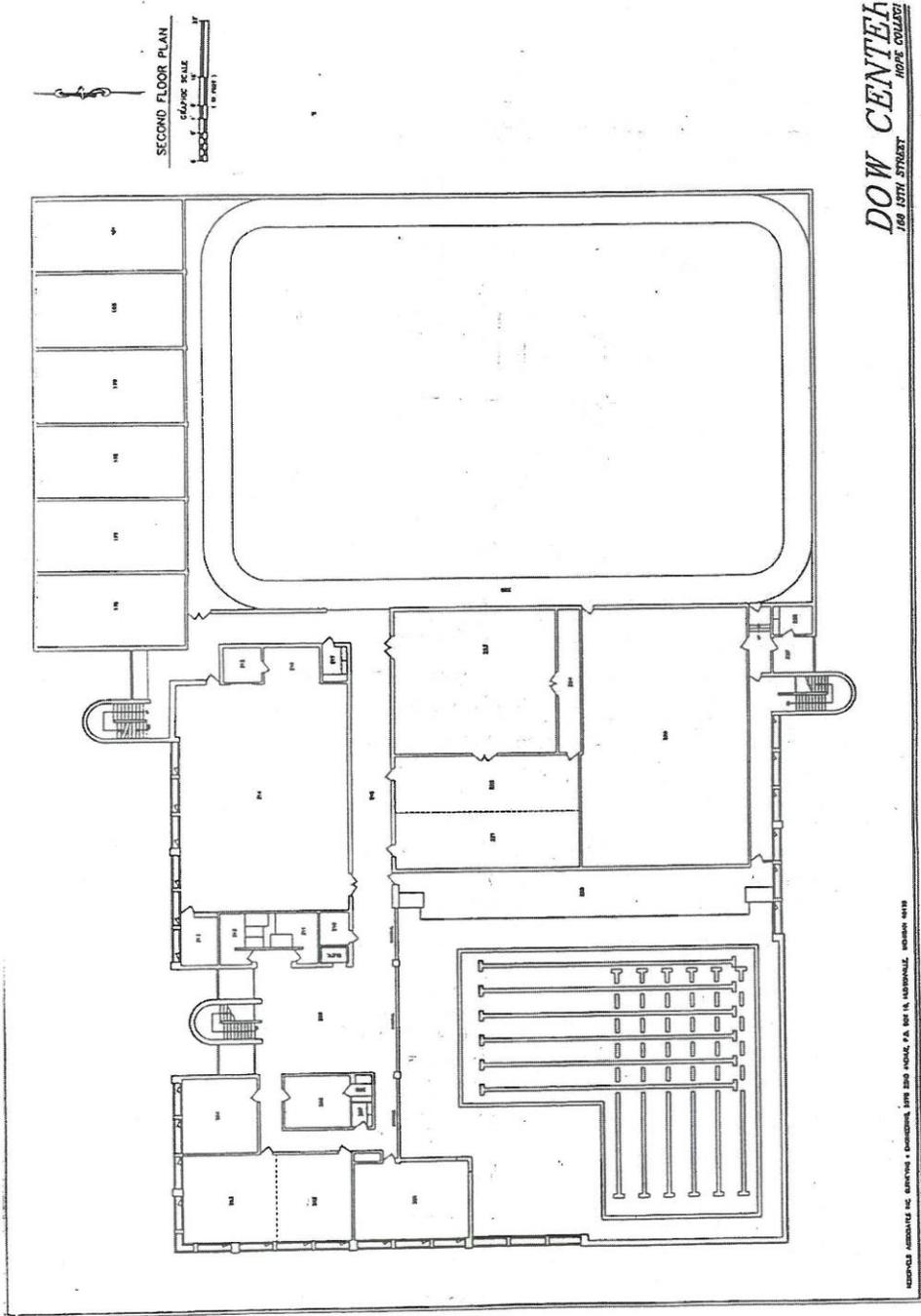
Main Office	Pool Deck
Front Lobby	Health Dynamics Lab
Health Clinic	Equipment Room
Athletic Training Room	Personal Cell Phones

## Keyholders:

Coaches	Athletic Training Staff
Clerical Staff	Building Supervisors
Health Clinic Staff	Custodians

## Location of First Aid Supplies:

- AED outside of Equipment Room
- Athletic Training Room
- Health Clinic
- Pool Deck (kit on West wall)
- Equipment Room





Activities:

Varsity and Junior Varsity Football Game and Practice, Lacrosse Practice

EMS Directions: *See Appendix B*

"Proceed East along the driveway at Fairbanks Ave. & 13th St. Enter the stadium from the North West Gate. Someone will be there to meet you."

Phone Locations:

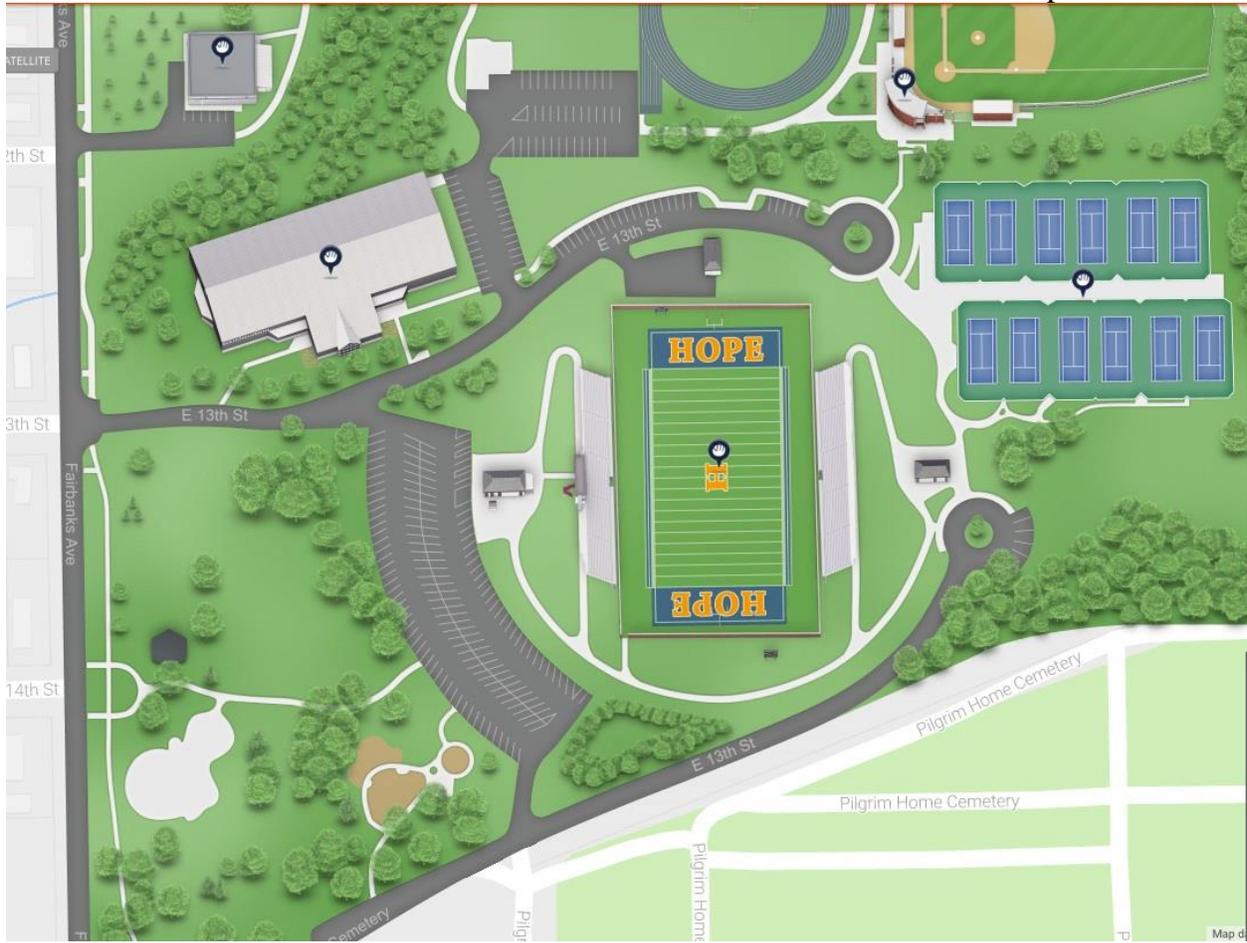
Press box  
Buys Pool office (Southwest of the stadium)  
Personal Cell Phones

Keyholders:

Coaches  
Athletic Training Staff  
Grounds Personnel  
Campus Safety Personnel

Location of First Aid Supplies:

Home team bench



Ray and Sue Smith Stadium

Ekdal Buys Athletic Fields (11th St & Fairbanks Ave)

## Activities:

Football (Occasional Practice)	Softball
Men's and Women's Soccer (Practice)	Men's and Women's Track & Field
Baseball	Men's and Women's Lacrosse

EMS Directions: *See Appendix B*

Baseball and Softball -- "Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East and turn left just past the DeWitt Tennis Center. Continue through the gate at the North end of the parking lot. Follow the dirt service drive to the baseball or softball fields. Someone will be there to meet you."

Track and Football Practice Field -- "Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East and turn left just past the DeWitt Tennis Center. Continue through the gate at the North end of the parking lot. Someone will be there to meet you."

Soccer/Lacrosse Practice Field -- "Proceed to the main gate just north of 11th St. & Fairbanks Ave. Someone will be there to meet you."

## Phone Locations:

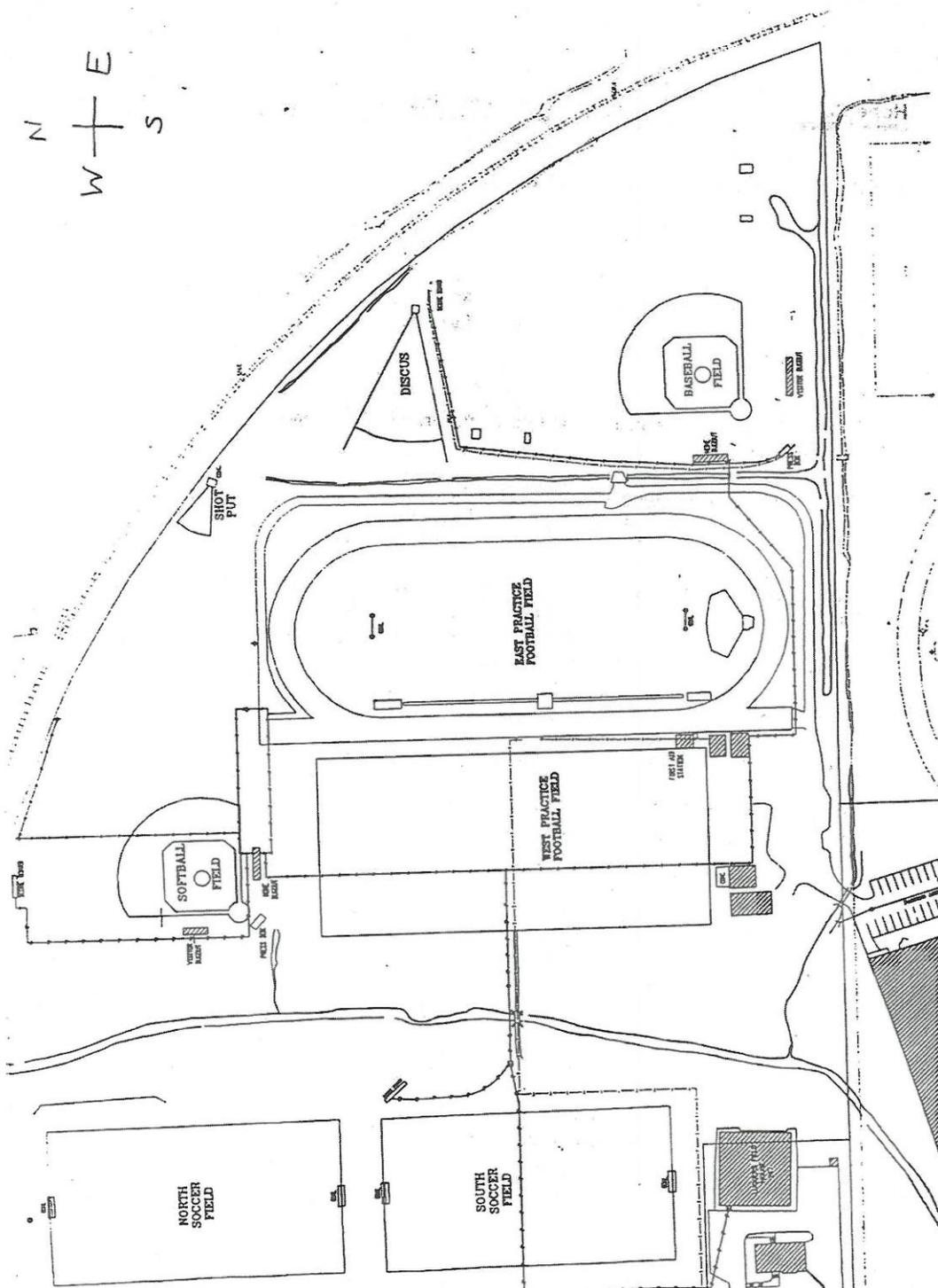
- Personal cell phones
- Lugers Fieldhouse (Athletic Training Room, Coaches Locker Room, Equipment Room)
- Devos Fieldhouse
- Grey garage at the South end of the track
- Grounds shed in the dirt parking lot

## Keyholders:

- Athletic Training Staff
- Coaches
- Grounds personnel (gates)
- Campus Safety personnel

## Location of First Aid Supplies:

- Lugers Fieldhouse Athletic Training Room
- Home team bench (during games)
- Gazebo at South end of track (during practices)



DeWitt Tennis Center (301 Fairbanks Ave.)

Activities:

Men's and Women's Tennis  
Track and Field (Winter / inclement weather)

EMS Directions: *See Appendix B*

"Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East to the DeWitt Tennis Center. Use the East entrance. Someone will be there to meet you."

Phone Locations:

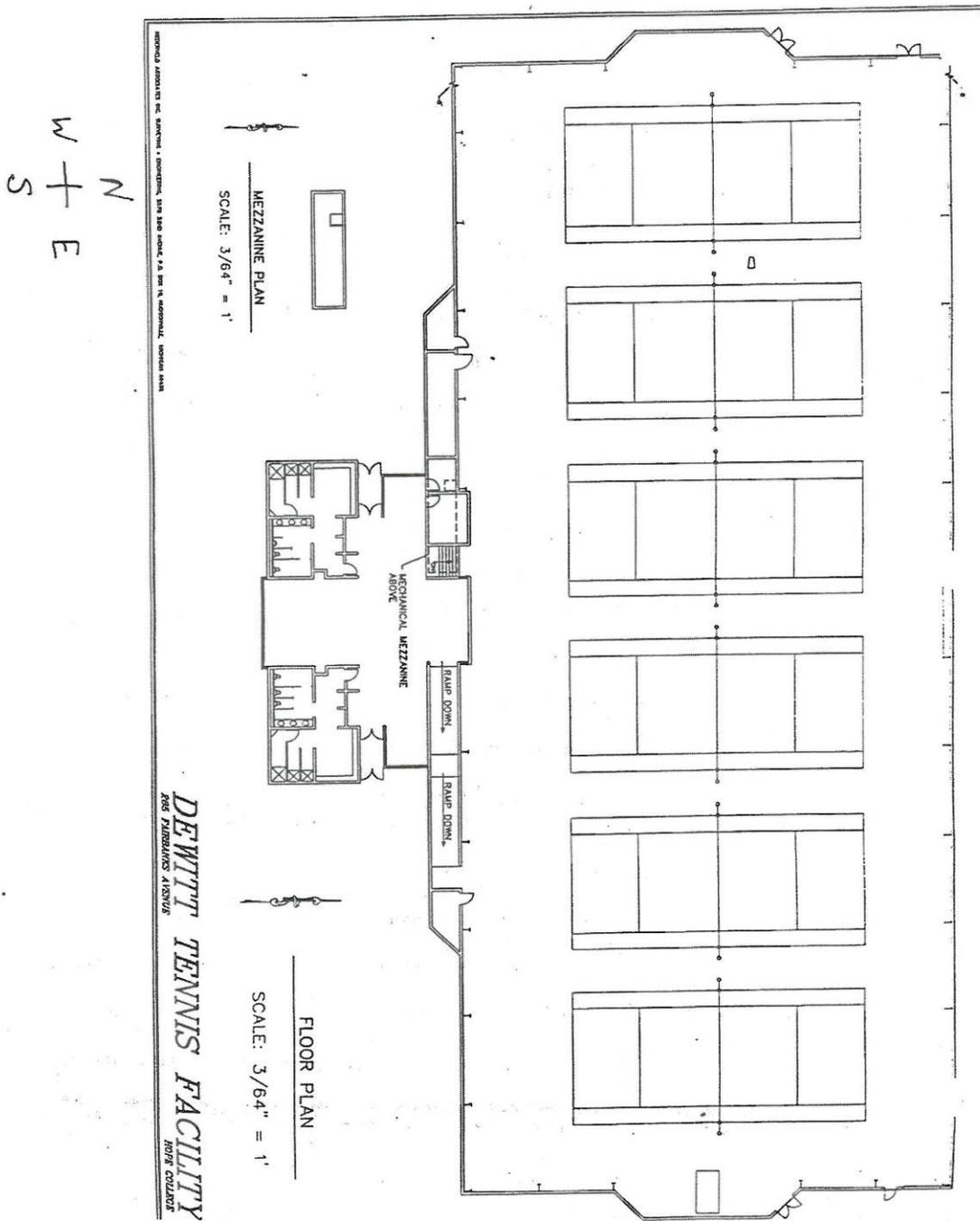
Main desk in lobby  
Director's office

Keyholders:

Tennis Center staff  
Tennis coaches  
Athletic Training staff

Location of First Aid Supplies:

AED and Oxygen located in lobby of Dewitt Tennis Center  
Main lobby (during matches only)



VandePoel-Heeringa Stadium Tennis Courts (Behind Football Stadium)

Activities:

Men's and Women's Tennis

EMS Directions: *See Appendix B*

"Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East past the DeWitt Tennis Center. Someone will be there to meet you at the parking turn around."

Phone Locations:

Personal cell phones  
DeWitt Tennis Center  
Grounds shed in the dirt parking lot

Keyholders:

Athletic Training Staff  
Coaches  
Grounds personnel (gates)  
Campus Safety personnel

Location of First Aid Supplies:

AED in DeWitt Tennis Center Lobby  
Lugers Fieldhouse Athletic Training Room  
Near tennis stadium office under the Spine (during games)



VanAndel Soccer Stadium (Fairbanks Ave. and 8<sup>th</sup> Street)

Activities:

Men's and Women's Soccer  
Men's and Women's Lacrosse

EMS Directions: *See Appendix B*

“Proceed to North West corner of VanAndel Soccer Stadium off of Fairbanks Ave., the closest gate to 8<sup>th</sup> street. Someone will be there to meet you.”

Phone Locations:

Personal Cell Phones  
First Aid Room of VanAndel Soccer Stadium

Key Holders:

Athletic Training Staff  
Coaches  
Grounds Personnel  
Campus Safety Personnel

Location of First Aid Supplies:

AED in First Aid Room of Van Andel Soccer Stadium  
First Aid Room of Van Andel Soccer Stadium

NORTH



**Specific Directions for Each Sport**Football

Practice location:	Ray and Sue Smith Stadium and occasionally Ekdal Buys Athletic Complex
Game location:	Ray and Sue Smith Stadium
Practice Medical Coverage:	Certified athletic trainer, athletic training students
Home Game Medical Coverage:	Team physician, certified athletic trainer, athletic training students, and paramedics with ambulance
Away Game Medical Coverage:	Certified athletic trainer, athletic training students
Communications:	Stadium press box, ATC's cellular phone
First-Aid Supplies:	Spine board with c-spine immobilization system, field kit, splint kit, ATC's kit, physician's kit, ice, water, crutches, epi-pen
Severe Weather Shelter:	Lugers Fieldhouse (practices), Bouws Swimming Pool locker room (games), DeWitt Tennis Center

Volleyball

Practice Location:	Devos Fieldhouse. Occasionally the Dow Center
Game Location:	Devos Fieldhouse.
Practice Medical Coverage:	Certified athletic trainer and athletic training students
Home Game Medical Coverage:	Certified athletic trainer and athletic training students
Away Game Medical Coverage:	Athletic training students with supervision from host school's certified athletic trainer
Communications:	Telephones in Devos Fieldhouse, Dow Center, and personal cell phones.
First-Aid Supplies:	Athletic trainer's kit, splint kit, crutches, water, ice, bloodborne pathogens supplies.

Men's and Women's Soccer

Practice Location:	VanAndel Soccer Stadium and Ekdal Buys Athletic Complex
Game Location:	VanAndel Soccer Stadium
Practice Medical Coverage:	Certified athletic trainer and athletic training students
Home Game Medical Coverage:	Certified athletic trainer, athletic training students
Away Game Medical Coverage:	Athletic training students with supervision from host school's certified athletic trainer
Communications:	Telephone in VanAndel Soccer Stadium, ATC's cellular phone
First-Aid Supplies:	Athletic trainer's kit, splint kit, crutches, water, ice
Severe Weather Shelter:	VanAndel Soccer Stadium Locker Rooms, DeVos Fieldhouse, or Luger's Fieldhouse

Men's and Women's Cross Country

Practice Location:	Varies, but is usually off-campus.
Meet Location:	Ridgepoint Church Trail or West Ottawa Golf Course
Practice Medical Coverage:	None on site. Certified athletic trainer on-call.
Home Meet Medical Coverage:	Certified athletic trainer, athletic training students, team physician for meets with greater than 75 athletes.
Away Meet Medical Coverage:	Host school's certified athletic trainer
Communications:	Cellular phone to be carried by coach at all times
First-Aid Supplies:	First-aid kit, water, and ice for practices. Athletic trainer's kit, splint kit, crutches, water, and ice for home meets.
Severe Weather Shelter:	Varies according to location. Practices should be planned with the proximity of safe shelter in mind.

Men's Basketball

Practice Location:	Devos Fieldhouse. Occasionally at the Dow Center
Game Location:	Devos Fieldhouse
Practice Medical Coverage:	Certified athletic trainer and athletic training students
Home Game Medical Coverage:	Certified athletic trainer and athletic training students. Team physician or designate when possible.
Away Game Medical Coverage:	Athletic training students with supervision from the host school's certified athletic trainer
Communications:	Telephones in the Devos Fieldhouse. Personal cell phones
First-Aid Supplies:	Supplies in the Devos Fieldhouse or Dow Center athletic training room depending on location of event.

Women's Basketball

Practice Location:	Devos Fieldhouse. Occasionally at the Dow Center.
Game Location:	Devos Fieldhouse
Practice Medical Coverage:	Certified athletic trainer and athletic training students
Home Game Medical Coverage:	Certified athletic trainer and athletic training students. Team physician or designate when possible.
Away Game Medical Coverage:	Athletic training students with supervision from the host school's certified athletic trainer
Communications:	Telephones in the Devos Fieldhouse training room or equipment room. Personal cell phones.
First-Aid Supplies:	Supplies in the Devos Fieldhouse or Dow Center athletic training room depending on location of event.

Men's and Women's Swimming and Diving

Practice Location:	Dow Center swimming pool
Meet Location:	Dow Center swimming pool (occasionally at the Holland Aquatic Center)
Practice Medical Coverage:	Certified athletic trainer or athletic training students during normal athletic training room hours of operation. None (with ATC on-call) at other times.
Home Meet Medical Coverage:	Certified athletic trainer and athletic training students
Away Meet Medical Coverage:	Host school's certified athletic trainer
Communications:	Telephone on West wall of swimming pool or in Dow Center athletic training room
First-Aid Supplies:	Supplies in Dow Center athletic training room for practices and home meets.

Baseball

Practice Location:	Southeast corner of Ekdal Buys Athletic Complex during dry weather. Dow Center gymnasium or Sport Quest Complex during inclement weather.
Game Location:	Southeast corner of Ekdal Buys Athletic Complex, Boeve Stadium
Practice Medical Coverage:	During normal athletic training room operating hours a certified athletic trainer and athletic training students. During off-hours a certified athletic trainer will be on-call. During afternoon practices at the Buys Fields certified athletic trainer will roam between the baseball, softball, and track practice areas.
Home Game Medical Coverage:	Certified athletic trainer and athletic training students
Away Game Medical Coverage:	Athletic training students with supervision from the host school's certified athletic trainer
Communications:	Cellular phone (with ATC), or telephone in the grey garage near the track.
First-Aid Supplies:	During outdoor practices water and ice in the dugout with athletic trainer's kit, AED, and splint kit on the mobile cart roaming between the baseball, softball, and track practice areas. During indoor practices the first-aid supplies will be in the Dow Center training room or equipment room. During games an athletic trainer's kit, AED, splint kit, crutches, water and ice should be in the home team dugout. Water and ice in the visiting team dugout.
Severe Weather Shelter:	Lugers Fieldhouse

Softball

Practice Location:	North end of Ekdal Buys Athletic Complex. Dow Center gymnasium or Sport Quest Complex during inclement weather.
Game Location:	North end of Ekdal Buys Athletic Complex, Wolters Stadium
Practice Medical Coverage:	During normal athletic training room operating hours a certified athletic trainer and athletic training students. During off-hours a certified athletic trainer will be on-call. During afternoon practices at the Buys Fields the certified athletic trainer will roam between the baseball, softball, and track practice areas.
Home Game Medical Coverage:	Certified athletic trainer and athletic training students
Away Game Medical Coverage:	Athletic training students with supervision from the host school's certified athletic trainer
Communications:	Cellular phone (with ATC), or telephone in the grey garage near the track.
First-Aid Supplies:	During outdoor practices water and ice in the dugout with athletic trainer's kit, AED, and splint kit on the mobile cart roaming between the baseball, softball, and track practice areas. During indoor practices the first-aid supplies will be in the Dow Center training room or equipment room. During games an athletic trainer's kit, AED, splint kit, crutches, water and ice should be in the home team dugout. Water and ice in the visiting team dugout.
Severe Weather Shelter:	Lugers Fieldhouse

Men's and Women's Track and Field

Practice Location:	East side of the Ekdal Buys Athletic Complex. Some events may practice in the DeWitt Tennis Center or Dow Center during cold weather. Distance runners may practice off-campus.
Meet Location:	East side of the Ekdal Buys Athletic Complex.
Practice Medical Coverage:	During normal athletic training room operating hours a certified athletic trainer and athletic training students. During off-hours a certified athletic trainer will be on-call. During afternoon practices at the Buys Fields a certified athletic trainer will roam between the baseball, softball, and track practice areas.
Home Meet Medical Coverage:	Certified athletic trainer and athletic training students

Away Meet Medical Coverage:	Athletic training students with supervision from the host school's certified athletic trainer
Communications:	Cellular phone (with ATC), or telephone in the grey garage near the track.
First-Aid Supplies:	During outdoor practices water and ice in the gazebo with athletic trainer's kit, AED, and splint kit on the mobile cart roaming between the baseball, softball, and track practice areas. During indoor practices the first-aid supplies will be in the Dow Center athletic training room. During meets the athletic trainer's kit, splint kit, crutches, water and ice should be in the gazebo.
Severe Weather Shelter:	Lugers Fieldhouse (runners practicing off-campus should seek shelter in the closest safe building).

### Men's and Women's Lacrosse

Practice Location:	VanAndel Soccer Stadium and Ekdal Buys Athletic Complex. Soccer Stop during inclement weather.
Game Location	VanAndel Soccer Stadium
Practice Medical Coverage:	Certified athletic trainer and athletic training students while on campus. Certified athletic trainer and athletic training students at Soccer Stop with Men's Lacrosse Practice.
Home Game Medical Coverage:	Certified athletic trainer, athletic training students
Away Game Medical Coverage:	Certified athletic trainer and athletic training students for Men's Lacrosse games. Athletic training students with supervision from host school's certified athletic trainer for Women's Lacrosse games.
Communications:	Telephone in VanAndel Soccer Stadium, ATC's cellular phone
First-Aid Supplies:	Athletic trainer's kit, splint kit, crutches, water, ice
Severe Weather Shelter:	VanAndel Soccer Stadium Locker Rooms, DeVos Fieldhouse, or Luger's Fieldhouse

### Men's and Women's Tennis

Practice/Match Location:	VandePoel-Heeringa Stadium and DeWitt Tennis Center during inclement weather and various outdoor courts as needed.
Practice Medical Coverage:	None (ATC on-call) during practices.
Home Match Medical Coverage:	None (ATC on-call) during matches.
Away Match Medical Coverage:	None (medical care provided by home school's certified athletic trainer)
Communications:	Telephone at reception desk in the DeWitt Tennis Center.

First-Aid Supplies: For practices use the first-aid kit in the DeWitt Tennis Center office. For home matches use the athletic trainer's kit, ice, and water either in the DeWitt Tennis Center lobby or under the bleachers at the VandePoel-Heeringa Stadium.

Severe Weather Shelter: DeWitt Tennis Center

*Men's and Women's Golf*

Practice Location: Varies

Match Location: Wuskowhan Country Club (North Holland)

Practice Medical Coverage: None (ATC on-call)

Home Match Medical Coverage: None (ATC on-call)

Away Match Medical Coverage: None (Host school's ATC on call)

Communications: Telephone in clubhouse, personal cell phone

First-Aid Supplies: First-aid kit in coach's possession

Severe Weather Shelter: Clubhouse

## Hope College Sports Medicine AED Protocol

The automatic external defibrillator (AED) will enable targeted responders to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest (SCA). Responders' use of the AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, patient care should be transferred.

The Medical Director for the AED unit will be Dr. Patrick Hulst, with Tim Koberna serving as the AED Coordinator. Targeted responders will include the athletic training staff, athletic training students, coaches, and those trained in CPR and AED use.

The units will be placed within a wall unit, and located in the Dow Center, Dewitt Tennis Center, Van Andel Soccer Stadium, and Devos Fieldhouse. The athletic training staff will carry 2 portable AEDs in 2 separate red backpacks to the outdoor practices and competitions. There are other locations on campus, including the Campus Safety Vehicles that also have AEDs. If an episode of SCA occurs immediately activate EMS, perform early CPR, and request someone to locate the closest AED and aid in expediting its arrival to your scene.

In the event the unit is used, it **must** be reported to the AED Coordinator, who in turn must follow protocol and procedure regarding the incident and notify the AED Medical Director. This is policy for use of the AED and will assist in maintenance and restocking of supplies.

The AED is a vital component of our Hope College emergency plan and should be treated with respect as a potential life saving device. Experimentation and joking around with the unit will not be tolerated, and should be reported to the AED Coordinator.

Appendix A: MD Referral Form

HOPE COLLEGE ATHLETIC Training MEDICAL REFERRAL FORM

NAME \_\_\_\_\_ SPORT \_\_\_\_\_ DATE OF INJURY: \_\_\_\_\_

PRIMARY COMPLAINT/INJURY \_\_\_\_\_

APPT. DATE \_\_\_\_\_ APPT. TIME \_\_\_\_\_ PHYSICIAN \_\_\_\_\_

ATHLETIC TRAINER'S IMPRESSION

ATC NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

PHYSICIAN DIAGNOSIS & RECOMMENDATIONS FOR CARE/MANAGEMENT OF INJURY/CONDITION: *(Please comment on level of participation recommended and restrictions from activity; additional testing, etc.)*

PHYSICIAN SIGNATURE \_\_\_\_\_

FOLLOW UP APPOINTMENT: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

PLEASE INSTRUCT THE STUDENT TO RETURN THIS FORM TO THE ATHLETIC TRAINING ROOM

AUTHORIZATION TO RELEASE MEDICAL RECORDS

I hereby authorize \_\_\_\_\_ to release all records related to the injury/illness specified above to Tim Koberna, Meg Frens, Tonia Gruppen, Cara Conrad, Mikaela Harrell, Dr. Patrick Hulst, the Hope College Health Clinic, or any other representative of the Hope College medical staff. I further authorize the above named health care provider to discuss my case with any representative of the Hope College medical staff. I waive any and all claims against the above named health care provider, Hope College, and any of its employees or contractors in connection with the communication and disclosure of such information.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

*Appendix B: Ambulance Directions Form for Each Venue***DeVos Fieldhouse:**

Location 1: West Entrance (Campus Entrance)

"Proceed to the intersection of Lincoln and 9<sup>th</sup> Street and enter into the parking lot. Entrance to the building is just south of the clock tower. Someone will be there to meet you."

Location 2: North Entrance (Loading Dock)

"Proceed to the intersection of Lincoln and 9<sup>th</sup> Street. The loading dock is at the NW corner of the building. Someone will be there to meet you."

Location 3: Main Entrance (Concourse)

"Proceed on 11<sup>th</sup> street between Lincoln and Fairbanks. Enter into the parking lot of the Devos Fieldhouse and use the "drop off" area on the east side of the building near the main entrance. Someone will be there to meet you."

**Dow Health and Physical Education Center:**

"Proceed to the Southeast corner of Columbia Ave & 13th St. Use the Northwest entrance to the building. Someone will be there to meet you."

**Ray and Sue Smith Stadium:**

"Proceed East along the driveway at Fairbanks Ave. & 13th St. Enter the stadium from the North West Gate. Someone will be there to meet you."

**VanAndel Soccer Stadium**

"Proceed to North West corner of VanAndel Soccer Stadium off of Fairbanks Ave., the closest gate to 8<sup>th</sup> street. Someone will be there to meet you."

**Ekdal Buys Athletic Fields:**

Baseball and Softball -- "Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East and turn left just past the DeWitt Tennis Center. Continue through the gate at the North end of the parking lot. Follow the dirt service drive to the baseball or softball fields. Someone will be there to meet you."

Track and Football Practice Field -- "Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East and turn left just past the DeWitt Tennis Center. Continue through the gate at the North end of the parking lot. Someone will be there to meet you."

Soccer/Lacrosse Practice Field -- "Proceed to the main gate just north of 11th St. & Fairbanks Ave. Someone will be there to meet you."

**DeWitt Tennis Center**

"Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East to the DeWitt Tennis Center. Use the East entrance. Someone will be there to meet you."

**VandePoel-Heeringa Stadium Tennis Courts (behind Football Stadium)**

"Proceed to the Ray and Sue Smith Stadium driveway at 13th St. & Fairbanks Ave. Go East past the DeWitt Tennis Center. Someone will be there to meet you at the parking turn around."

**Appendix C: MIAA Travel Letter Form**



**Michigan Intercollegiate  
Athletic Association**

*The Nation's Oldest Collegiate Conference*

**Traveling Team Request for Treatment / Athletic Training Services**

TEAM:

DATE:

Traveling Athletic Training Student:

This letter is to request treatment/athletic training services for the following athletes. We understand that treatment may not be available due to schedule conflicts, patient load, or available personnel. Treatment is to be administered at the discretion of the host certified athletic trainer. Your assistance is greatly appreciated and please call with any questions or concerns.

<u>Athlete</u>	<u>Injury/Location</u>	<u>Treatment/Taping</u>
Thanks for your help.		

We appreciate your willingness to supervise the activities of the aforementioned athletic training student under the terms of the MIAA affiliation agreement. The student should be able to perform those duties for which they have been assessed as competent under your direct supervision. In the event of an injury, the student has been instructed to seek you out and request your assistance in injury management and return to play decision-making. Thank you in advance for your assistance. *Please acknowledge by signing below that the athletic training student (if traveling) has introduced themselves to you and made you aware of the aforementioned athlete's and their needs.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Any questions or concerns please contact:

Tim Koberna, AT, ATC HEAD ATHLETIC TRAINER - CELL # 319-830-6631

**NEW INJURY REPORT**

<u>Athlete</u>	<u>Injury/Location</u>	<u>Treatment/Instructions/Comments</u>

*Appendix D*

**Hope College**

**Concussion Return to Play Protocol**

**“Heavy Exertion” Program**

- **Interval bike ride: 30sec sprint (18 – 20 mph / 10 – 14 mph) 30sec recovery x 10**
- **Body Weight circuit of Squats/ Push- Ups/ Sit-ups x 20sec x 3**
- **60 yard shuttle run x 10 (40 sec rest)**
- **10 yard bounding x 3 (alternate legs)**
- **10 5# Medicine ball throws x 3**
- **10 Vertical jumps x 3**
- **15 min of sports specific drills**