

**The College of William and Mary**  
**Division of Sports Medicine**  
**221-3407**

**Emergency Procedures**

Please review the attached step by step information concerning emergency procedures regarding athletic injuries. Contact one of the athletic trainers immediately if you have any questions or concerns. Keep this information for quick reference and you should review these procedures with all your athletes and members of your staff.

Attached you will also find copies of the emergency plans for the athletics facilities your program would utilize. Please contact me immediately if one has been omitted.

Every coach is **REQUIRED** to be certified in CPR; classes are offered through the Sports Medicine staff. The classes will also include information regarding Blood Borne Pathogens, their transmission and measures for personal protection.

Each coach has the responsibility to request appropriate coverage of their practices and events according to departmental guidelines. When a member of the athletic training staff is not present, the coach or appointed representative has the responsibility for providing appropriate care to an injured athlete. When a member of the athletic training staff covers an athletic event, appropriate emergency equipment will be available. All personnel are responsible for locating emergency communication sources and maintaining an awareness of established emergency and referral procedures, well in advance of the event or practice.

Each coach assumes the responsibility to summons Emergency Medical Services and administer appropriate emergency first aid to an injured student-athlete if a member of the athletic training staff is not present.

Keep this information for quick reference and you should review these procedures with all your student-athletes and members of you staff. The Emergency Plans for each of our athletic venues are provided on our web site. I would encourage you to share that information with all visiting teams. Our web site address is:  
**[www.wm.edu/sportsmedicine](http://www.wm.edu/sportsmedicine)**

**Injury Procedures**

The following procedures must be followed when an injury occurs:

**A. Player injured on the road without an athletic trainer present**

1. At least forty-eight (48) hours prior to the team's departure, the coach may check out a first aid kit and that team's insurance forms from the athletic training staff.
2. Consult the athletic trainer from the host school first. The host school will be notified before the event to alert them that there will not be an athletic trainer traveling with our team.

3. If a student-athlete needs to be taken to a hospital for emergency treatment:
  - a. The student-athlete's insurance form must go with them to the hospital.
  - b. Obtain the complete name and address of the hospital and the physician's name.
  - c. Obtain a complete written diagnosis and prognosis from the attending physician.
  - d. Make sure all the above information is brought to the William and Mary Hall athletic training facility upon the team's return to campus.
4. If you have any questions or concerns, call the athletic training staff at (757/221-3407).
5. Any student-athlete that is hurt on the road should report to the athletic training room as soon as possible upon his/her return to campus.
6. If the injury occurs during a game or practice, a coach must go with the injured athlete to the hospital.

**B. Player injured at a home event**

1. An athletic trainer will be present or available for all home events.
2. If it is an emergency situation, call 911, or use the campus emergency "blue" phones.
3. If not an emergency situation and additional care is needed, either:
  - a. Bring athlete to the William and Mary Hall athletic training facility, if staff athletic trainer is there.
  - b. Call the athletic training staff to consult (757/221-3407).
  - c. Take the student-athlete to the Student Health Center.
4. If a student-athlete needs to go to the hospital, their insurance forms must go with them.

**C. Player injured at home during practice**

1. If an athletic trainer is not present, have the student-athlete report immediately to the William and Mary Hall athletic training facility.
2. If it is an emergency situation, call 911, or use the campus emergency "blue" phones for assistance.

A coach can only make a medical referral in cases of emergency, but they must notify athletic training staff within 24 hours of the referral, or the team's return to campus.

**Use of Two-way Radios:**

In the event of an emergency, the two-way radios can be used to contact the athletic training facility. Someone in the athletic training facility will then contact campus police, by dialing 911, to initiate the EMS response. In the event of radio failure or no response on the radio from the athletic training facility, the campus "blue" emergency phones should be utilized. These "blue" phones will put you in direct contact with campus police. If a cellular phone is utilized, the person should call campus police directly at 221-4596. The 911 number should not be used with the cellular phone (on campus). See the attached emergency response plans for each William and Mary athletic facility, which includes campus maps and locations of the nearest "blue" phones to each athletic site.

It is imperative that crucial and correct information is given to campus police and/or the athletic training facility. Therefore, it is extremely important that the person in contact on the radio with the athletic training facility remain calm and collected. Hysteria has no place in emergency situations. The information that should be forwarded to campus police and/or the athletic training facility is as follows:

1. The name of the contact person on the radio;
2. The name of the injured student-athlete;
3. The exact location of the injured student-athlete;
4. The nature of the injury;
5. The type of care being administered.

Each coach has the responsibility to familiarize themselves with the use of the two-way radios and the emergency response plans for each athletic facility.

The following Emergency Plans were sent to the following programs:

Men's Tennis	Dillard Tennis Courts McCormack-Nagelsen Tennis Center Millie West Tennis Facility Commons Tennis Courts
Women's Tennis	Dillard Tennis Courts McCormack-Nagelsen Tennis Center Millie West Tennis Facility Commons Tennis Courts
Baseball	Pulmeri Park Busch Field Recreation Center
Men's Cross Country	Eastern State Cross Country Running Course Zable Stadium Montgomery Field
Women's Cross Country	Eastern State Cross Country Running Course Zable Stadium Montgomery Field
Men's & Women's Track	Eastern State Cross Country Running Course Zable Stadium William & Mary Hall Busch Field Montgomery Field IM Field
Men's Soccer	Busch Field Martin Family Stadium at Albert-Daly Field Dillard Practice Field
Women's Soccer	Busch Field Martin Family Stadium at Albert-Daly Field Dillard Practice Field
Field Hockey	Busch Field
Lacrosse	Busch Field Martin Family Stadium at Albert-Daly Field Dillard Practice Field
Men's Gymnastics	William & Mary Hall
Women's Gymnastics	William & Mary Hall
Football	Zable Stadium Busch Field Montgomery Field
Cheerleading	Zable Stadium William & Mary Hall

Men's Basketball William & Mary Hall  
Recreation Center  
Adair Gymnasium

Women's Basketball William & Mary Hall  
Recreation Center  
Adair Gymnasium  
Busch Field

Volleyball William & Mary Hall  
Adair Gymnasium  
Busch Field

Men's and Women's Swimming Recreation Center  
Adair Gymnasium