

**Emergency Action Plan  
Arizona College Prep High School  
2024-25**



**4477 S. Gilbert Rd.  
Chandler, AZ 85249**

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## **INTRODUCTION**

As emergencies may occur at any time and during any activity, it is important that individuals involved with school athletic activities be prepared. Athletic organizations have a duty to develop an Emergency Action Plan (EAP) that can be implemented immediately when necessary to provide appropriate standards of emergency care to student-athletes. Preparation involves formulation of an EAP, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of Emergency Medical Services (EMS), and continuing education in emergency medicine and planning. Through pre-participation examinations (PPEs), adequate medical coverage, safe practice and training techniques, some potential emergencies may be averted. Accidents and injuries are inherent with sports participation, and proper preparation on the part of the Sports Medicine Team should enable each emergency situation to be managed appropriately.

The Sports Medicine Team may be comprised of appropriate health care professionals in addition to consultation with administrators, coaches, parents and participants. Appropriate health care professionals include Certified Athletic Trainers (ATC), Team Physicians, consulting physicians, school nurses, physical therapists, Emergency Medical Services (EMS), dentists and other allied healthcare professionals. The Athletic Training Staff may be comprised of Certified Athletic Trainers, Graduate Assistant Athletic Trainers, Undergraduate Athletic Training Students, and High School Athletic Training Student Aides.

## **COMPONENTS OF AN EMERGENCY ACTION PLAN**

- 1) Emergency Personnel
- 2) Roles of Responders
- 3) Communication
- 4) Emergency Equipment
- 5) Emergency Transport
- 6) Non-Medical Emergencies
- 7) Venue-Specific Protocol

## **PERSONNEL**

During athletic practice and competition, the first person on the scene during emergency situations are typically a member of the Sports Medicine Team, most commonly an ATC. A team physician may not always be present at every organized practice or competition. The type and degree of athletic training coverage for an athletic event may vary widely, based on such factors as the sports or activity, the setting and the type of training or competition. The first responder in many instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency action plan review is strongly recommended for all individuals associated with athletic practices, competitions, skills instruction, and strength and conditioning sessions. Coverage for athletic events/practices are broken down into Type 1 and Type 2 coverage:

### **Type 1 coverage**

Occurs when an athletic trainer is present on campus or on site of an activity. This is usually the case for all home competitions and on-campus practices during the school year. During Type 1 coverage the athletic trainer is responsible for all injury management and activation of the emergency action plan.

### **Type 2 coverage**

Occurs when there is not an Athletic Trainer present on site. This may occur on weekends and holidays, at some away competitions, or at off-campus practices. This may also occur when the athletic trainer is traveling with another team. During type 2 coverage, the coach is ultimately responsible for the health and welfare of the athletes in their care. Coaches are responsible to activate EMS in case of emergency, notify the Athletic Trainer of any injury that occurs during type 2 coverage, and fill out a district injury report when necessary.

The development of an EAP cannot be complete without a Sports Medicine Team. The Sports Medicine Team may consist of several healthcare providers including physicians, emergency medical technicians (EMTs), certified athletic trainers, student aides, coaches, parents, and possibly other bystanders. Roles of the individuals within the Sports Medicine Team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the Head Athletic Trainer.

# **ROLE OF RESPONDERS**

## **Roles of Students-Aides/Coaches/Security**

- Direct EMS personnel (Ambulance) to scene
- Designate individual to “flag down” EMS and direct to scene
- Unlock gates if no administration is present

## **Roles of Administrative Staff**

- Scene control: limit scene to Sports Medicine Team and move bystanders (including players) away from scene
- Ensure parking lot is clear and accessible to emergency personnel
- Unlock any gates from parking lot and driveway into complex

There are four basic roles when responding to a medical emergency:

### **1. Establish safety of the scene and immediate care of the athlete**

This should be completed by the most qualified individual on the scene

### **2. Activate Emergency Medical Services (EMS)/ Call 911**

Time is the most critical factor in emergency situations. The decision of activation EMS and the action of calling 911 should be expedient. Utilize the School Resource Officer(s) (SRO) to activate MES or have the athletic trainer on scene choose who will initiate the call

### **3. Emergency Equipment Retrieval**

Retrieval of emergency equipment such as an AED, or vacuum splints, may be done by anyone on the Sports Medicine Team who is familiar with the types and location of the specific equipment needed. Student aides and coaches are good choices for this role

### **4. Direct EMS to the scene**

Once EMS has been activated, steps will need to be taken to ensure they have quick access to the scene. Gates and doors may need to be unlocked/opened, and EMS may need to be directed to the scene. Direction to the scene may be done by waving EMS down, pointing directions, or having EMS follow an individual to the scene. One staff member should be responsible for meeting EMS as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student aide, security, administrator, or coach may be appropriate for this role.

## **EMERGENCY COMMUNICATION**

Communication is the key to quick emergency response. Athletic trainers and EMS must work together to provide the best emergency response capability and should have contact information such as telephone tree/chain established as part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. Access to a working telephone or other telecommunication device, whether fixed or mobile, should be assured

### **Make the Call:**

Dial 9-1-1

### **Provide Information**

- Provide the name, address, telephone number of caller
- Provide the nature of emergency, whether medical or non-medical
- Provide the age and quantity of athletes involved
- Provide the condition of athlete(s), vitals, breathing, pulse etc.
- Provide the description of any treatment given
- Give specific directions to the emergency scene
- Provide other information as requested by dispatcher

## **EMERGENCY EQUIPMENT**

All necessary emergency equipment should be on-site and quickly accessible. Members of the Sports Medicine Team should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and members of the Sports Medicine Team must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by members of the Sports Medicine Team, specifically the Athletic Training staff. The emergency equipment available should be appropriate for the level of training of the Athletic Training staff. Creating and equipment inspection logbook for continued inspection is strongly recommended. The school's certified Athletic Trainers should be trained and responsible for the care of the medical equipment. Equipment should be stored in a clean and environmentally controlled area.

### **● Medical Kit**

- A medical kit stocked with gloves, gauze, antiseptic, bandages, tape, and other supplies will be on the sidelines of all athletic events. During daily practices the medical kits will be located in any of the athletic training facilities.

### **● Splint Kit**

- Splint kit is a red Cramer duffel with blue straps. It will be located on the sidelines of high risk/contact athletic events, or in any of the Athletic Training facilities in the A Building and Field House (H Building).
- The splint kit contains splinting materials along with emergency equipment such as bag-valve masks and CPR masks.

- **AED – ACP HS**
  - **There are 3 AEDs in the A building. They are at the following locations:**
    - **Foyer of Main gymnasium**
    - **Outside of Equipment Room**
    - **Inside Main Athletic Training Room (This will be used during games)**
  - **There are 2 AEDs in the Field House/ H building. They are at the following locations:**
    - **Coaches office connected to Boys Locker Room**
    - **Inside Field House Athletic Training Room (This will be used during games)**
  - **There is 1 AED outside of the Nurses office in the “C” building.**

## **EMERGENCY TRANSPORTATION**

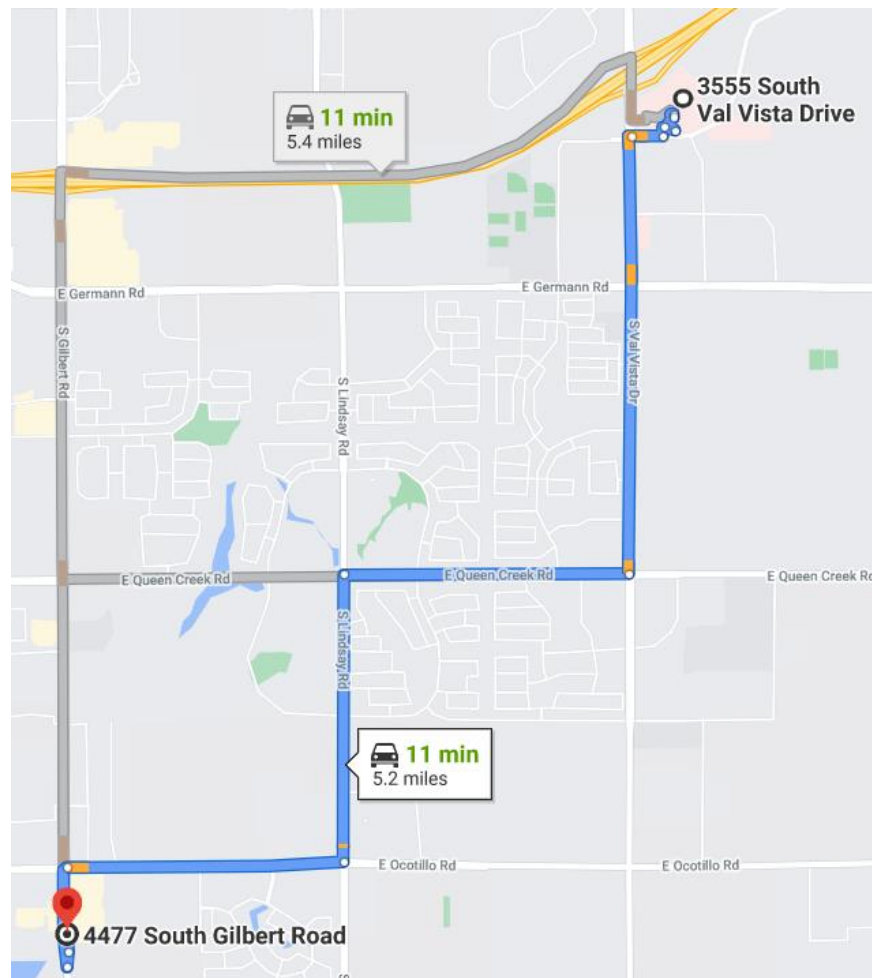
If an injury or illness that threatens life or limb occurs, the athlete may need to be transported via ambulance to the most appropriate hospital. Emphasis should be placed on having a “prearranged route” for EMS. Entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will be utilized for activating emergency transport.

In the assessment of a medical emergency, the primary survey assists the Sports Medicine Team in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment are available to deliver appropriate care. Care must be taken to ensure that the athletic activities and areas are supervised should the athletic trainer, or other healthcare provider, leave the site when an athlete is transported. **Any emergency situation in which there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is neurovascular compromise should be considered a medical emergency and CPR protocols should be followed.** The exception to this guideline is in the case of an athlete who is suspected of having exertional heat stroke; in which the case, after activating EMS, the athlete’s body temperature should be cooled prior to transportation (See Environmental Management policy).

## Referral Facilities

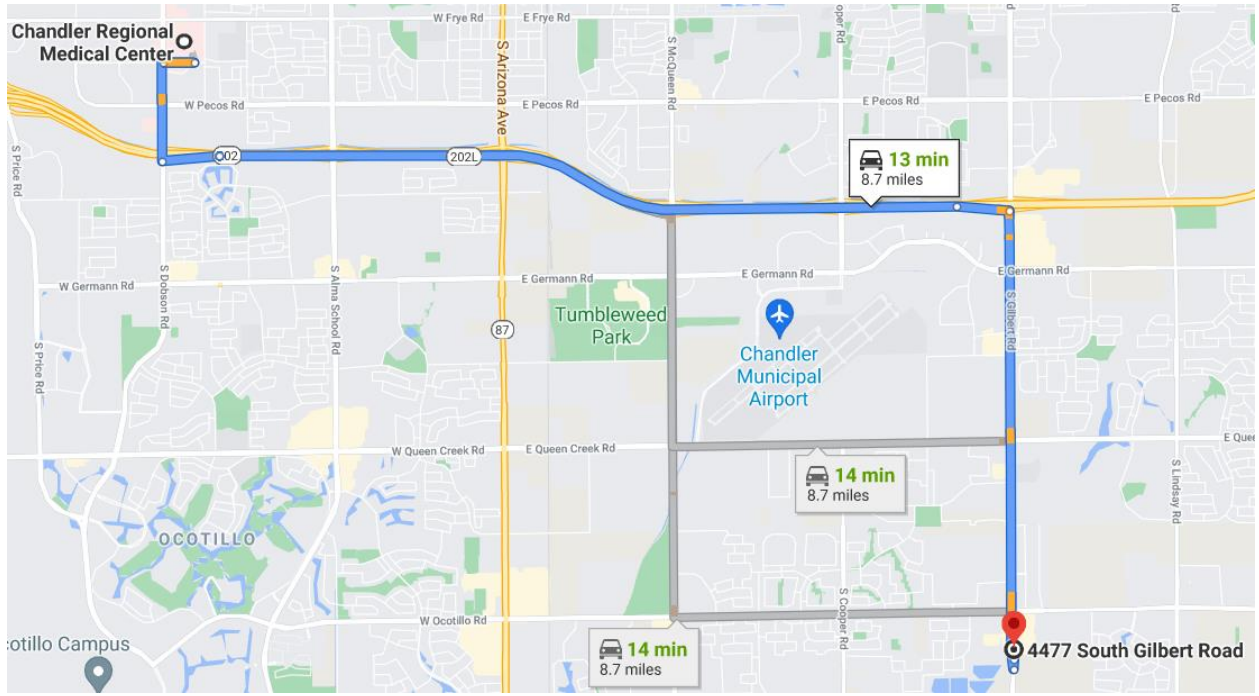
There may be several facilities appropriate for referral during a medical emergency. The decision on which facility to transport the athlete may depend on various factors, including the specific circumstances of the emergency situation, AT recommendation, EMS recommendation, and/or parent/guardian preference. Below is a list of preferred referral facilities listed in order of proximity to Arizona College Preparatory High School.

1. Dignity Health Mercy Gilbert Medical Center (5.2 miles)  
3555 South Val Vista Drive, Gilbert AZ 85297

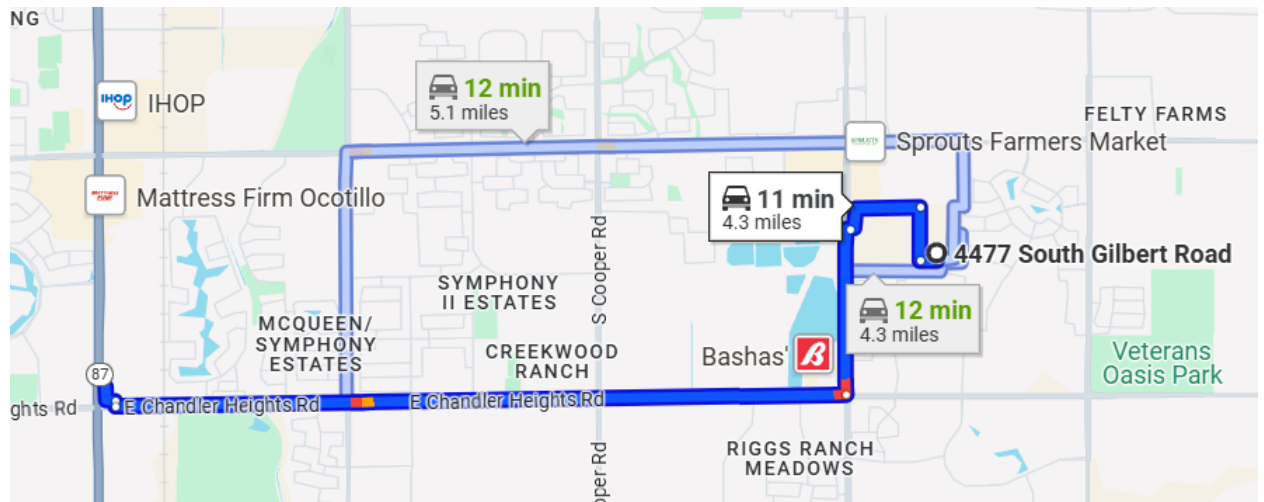




2. Dignity Health Chandler Regional Medical Center (8.7 miles)  
1955 W. Frye Rd., Chandler, AZ 85224



3. AlphaMed Urgent Care (4.3 miles)  
4949 S Arizona Ave Suite 4, Chandler, AZ 85248



# School Information & Contacts

**Arizona College Prep High School  
4477 S. Gilbert Rd.  
Chandler, AZ 85249**

## **Certified Athletic Trainers**

Head Athletic Trainer  
Assistant Athletic Trainer

Chris Marquez MS, ATC, LAT, CES  
Kenny Brown, ATC, LAT, FRCms

## **Athletic Training Room Location:**

“A” Building down the hall from gym and weight room  
Field House (H building) on East side of Football Stadium

## **Athletic Training Room Hours:**

After School: 2:15-5pm or when Home competitions are completed  
Closed on Saturdays and Sundays

## **Principal**

Robert Bickes

## **Athletic Director**

Jaime McClure

## **Assistant Principle**

Heather Osborn

## **Emergency Medical Services**

### **9-1-1**

From School/Athletic Training Room (dial 9 first then number, ex. 9-9-1-1)

## **Nearest Hospital**

Dignity Health Mercy Gilbert Medical Center (Val Vista & 202 Freeway)  
3555 S. Val Vista Drive, Gilbert, AZ 85297

## **AED Locations (on Campus):**

3 in “A” building (Foyer of Gym, Outside EQ room, Main ATR) or on sidelines at AIA Sanctioned Athletic Competition Events

2 in Field House/ H building (Coaches office in Boys Locker Room and in the Athletic Training Room)

Emergency Medical Services	9-1-1
Chandler Police Department – Non-Emergency	480-782-4130
Chandler Fire Station (Responding Station #11)	480-782-2120
Dignity Health Mercy Gilbert Medical Center Emergency Department	480-728-7300
Arizona College Prep High School Athletic Training Room	480-424-8809 (A building) 480-424-8960 (Field house)
Chris Marquez – Head Athletic Trainer Email: marquez.christopher@cusd80.com	432-386-6123
Kenny Brown – Athletic Trainer Email: Brown.kenneth@cusd80.com	913-620-4715
Dignity Health Medical Group – Team Physicians Dr. John Matthews, Dr. Braiden Heaps, Dr. Kahn	
Arizona College Prep High School Main Office	480-424-8700
Arizona College Prep High School Athletic Director’s Office	480-424-8728
Arizona College Prep High School Nurse’s Office	480-424-8702

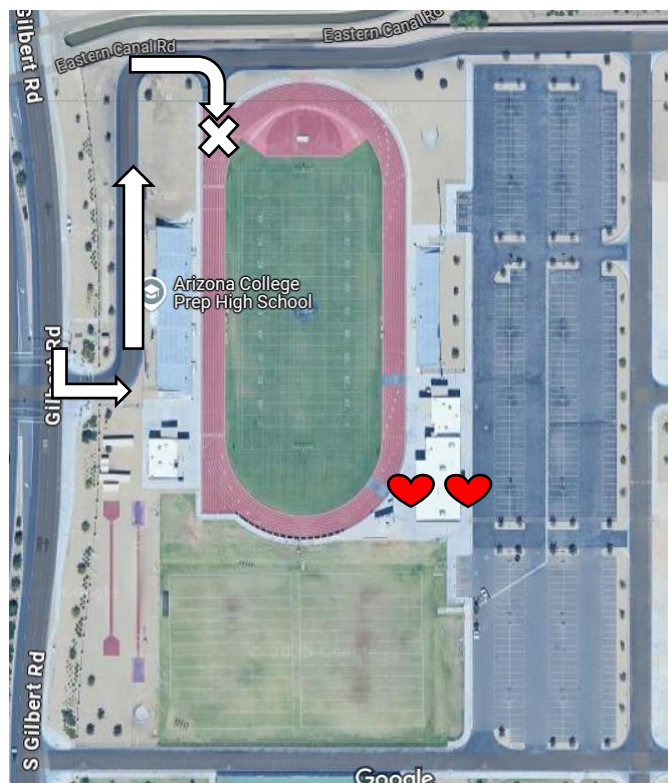


**Arizona College Prep HS- Dr. Fred Deprez Stadium**  
4477 S. Gilbert Rd., Chandler, AZ 85249

**IN AN EMERGENCY SITUATION, PERFORM THE FOLLOWING STEPS:**

1. Call 911 immediately from the landline in the Field House, East of the field to report the situation. If a landline is unavailable, dial 911 from a cell phone.
2. Instruct emergency medical services (EMS) personnel to: **Dr. Fred Deprez stadium is located at 4477 S. Gilbert Road. You will turn into the stadium off of S. Gilbert Rd and will begin driving to the North endzone. Someone will meet you at the North gate entrance and direct you to the incident.**
  - Provide necessary information to EMS personnel:
    - Name and Telephone number of caller
    - Number of victim(s); condition of victim(s)
      - What Happened?, Conscious/breathing?
    - First-aid treatment initiated
    - Other information as requested by dispatcher
    - Allow the 911 operator to hang up first
3. Retrieve emergency medical equipment. This is located in Field house on East side of stadium
4. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed.
5. Open appropriate access gates/doors. This will be initiated by Athletic Trainers, Coaches, Security or Administration personnel.
6. Meet and direct ambulance/police/fire services
7. Provide scene control
8. Contact Athletic Director, Principal and/or Athletic Trainer

Jaime McClure: (480) 278-4926, Rob Bickes: (480) 424-8000, Chris Marquez: (432) 386-6123





**Arizona College Prep HS- Practice Field/Field House (H building)**  
4477 S. Gilbert Rd., Chandler, AZ 85249

**IN AN EMERGENCY SITUATION, PERFORM THE FOLLOWING STEPS:**

1. Call 911 immediately from the landline in the Field House, East of the field to report the situation. If a landline is unavailable, dial 911 from a cell phone.
2. Instruct emergency medical services (EMS) personnel to: **Arizona College Prep Field House is located at 4477 S. Gilbert Road. You will go East on Brooks Farm Rd and will take the first left between the softball fields. Follow the road until you reach a parking lot and the Field House will be the first building on the left hand side. Someone will meet you outside to direct you to the incident.**
  - Provide necessary information to EMS personnel:
    - Name and Telephone number of caller
    - Number of victim(s); condition of victim(s)
      - What Happened?, Conscious/breathing?
    - First-aid treatment initiated
    - Other information as requested by dispatcher
    - Allow the 911 operator to hang up first
3. Retrieve emergency medical equipment. This is located in Field house on East side of stadium
4. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed.
5. Open appropriate access gates/doors. This will be initiated by Athletic Trainers, Coaches, Security or Administration personnel.
6. Meet and direct ambulance/police/fire services
7. Provide scene control
8. Contact Athletic Director, Principal and/or Athletic Trainer  
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**Arizona College Prep HS- Softball Fields**  
4477 S. Gilbert Rd., Chandler, AZ 85249

**IN AN EMERGENCY SITUATION, PERFORM THE FOLLOWING STEPS:**

1. Call 911 immediately from the landline in the Field House, East of the field to report the situation. If a landline is unavailable, dial 911 from a cell phone.
  - Instruct emergency medical services (EMS) personnel to: **Arizona College Prep Softball fields are located at 4477 S. Gilbert Road. You will go East on Brooks Farm Rd and will turn at the first left between the softball fields. Someone will direct you to the scene.**
  - Provide necessary information to EMS personnel:
    - Name and Telephone number of caller
    - Number of victim(s); condition of victim(s)
      - What Happened?, Conscious/breathing?
    - First-aid treatment initiated
    - Other information as requested by dispatcher
    - Allow the 911 operator to hang up first
2. Retrieve emergency medical equipment. This is located in Field house on East side of stadium
3. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed.
4. Open appropriate access gates/doors. This will be initiated by Athletic Trainers, Coaches, Security or Administration personnel.
5. Meet and direct ambulance/police/fire services
6. Provide scene control
7. Contact Athletic Director, Principal and/or Athletic Trainer  
Jaime McClure: (480) 278-4926, Rob Bickes: (480) 424-8000, Chris Marquez: (432) 386-6123





**Arizona College Prep HS- Tennis Courts**  
4477 S. Gilbert Rd., Chandler, AZ 85249

**IN AN EMERGENCY SITUATION, PERFORM THE FOLLOWING STEPS:**

1. Call 911 immediately from the landline in the Field House, East of the field to report the situation. If a landline is unavailable, dial 911 from a cell phone.
  - Instruct emergency medical services (EMS) personnel to: **Arizona College Prep Tennis courts are located at 4477 S. Gilbert Road. You will go East on Brooks Farm Rd and will turn at the first left between the softball fields. Continue on the road and turn left towards the Tennis courts. Someone will direct you to the scene.**
  - Provide necessary information to EMS personnel:
    - Name and Telephone number of caller
    - Number of victim(s); condition of victim(s)
      - What Happened?, Conscious/breathing?
    - First-aid treatment initiated
    - Other information as requested by dispatcher
    - Allow the 911 operator to hang up first
2. Retrieve emergency medical equipment. This is located in Field house on East side of stadium
3. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed.
4. Open appropriate access gates/doors. This will be initiated by Athletic Trainers, Coaches, Security or Administration personnel.
5. Meet and direct ambulance/police/fire services
6. Provide scene control
7. Contact Athletic Director, Principal and/or Athletic Trainer

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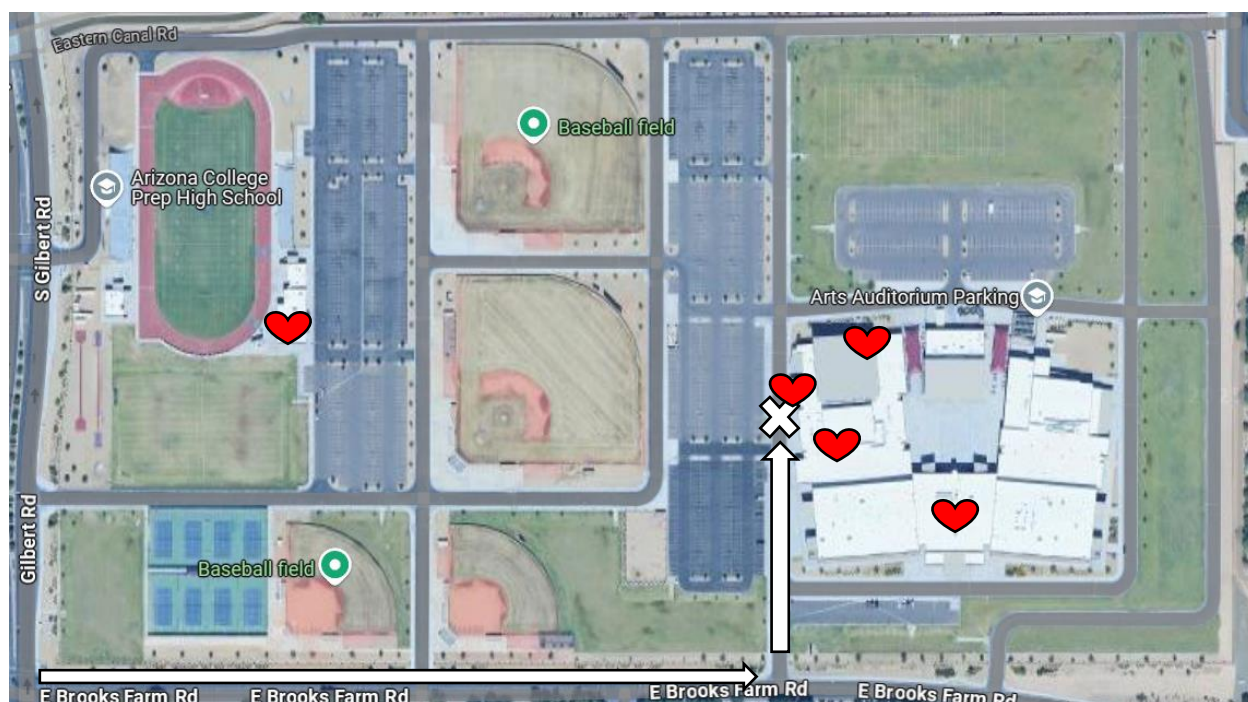


**Arizona College Prep HS- “A” Building (Athletic Training Room/Gym)**  
4477 S. Gilbert Rd., Chandler, AZ 85249

**IN AN EMERGENCY SITUATION, PERFORM THE FOLLOWING STEPS:**

1. Call 911 immediately from the landline in the Field House, East of the field to report the situation. If a landline is unavailable, dial 911 from a cell phone.
2. Instruct emergency medical services (EMS) personnel to: **Arizona College Prep “A” Building is located at 4477 S. Gilbert Road. You will go East on Brooks Farm Rd and will turn at the second left towards the school. Continue on the road and someone will meet you outside of the double doors by the gym and will direct you to the incident.**
  - Provide necessary information to EMS personnel:
    - Name and Telephone number of caller
    - Number of victim(s); condition of victim(s)
      - What Happened?, Conscious/breathing?
    - First-aid treatment initiated
    - Other information as requested by dispatcher
    - Allow the 911 operator to hang up first
  - 3. Retrieve emergency medical equipment. This is located the Athletic Training Room, “A” building
  - 4. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed.
  - 5. Open appropriate access gates/doors. This will be initiated by Athletic Trainers, Coaches, Security or Administration personnel.
  - 6. Meet and direct ambulance/police/fire services
  - 7. Provide scene control
  - 8. Contact Athletic Director, Principal and/or Athletic Trainer

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**Arizona College Prep HS- Baseball Fields**  
4477 S. Gilbert Rd., Chandler, AZ 85249

**IN AN EMERGENCY SITUATION, PERFORM THE FOLLOWING STEPS:**

1. Call 911 immediately from the landline in the Field House, East of the field to report the situation. If a landline is unavailable, dial 911 from a cell phone.
9. Instruct emergency medical services (EMS) personnel to: **Arizona College Prep Baseball Fields are located at 4477 S. Gilbert Road. You will go East on Brooks Farm Rd and will turn at the first left between the softball fields. Continue driving straight and someone will direct you to the incident.**
  - Provide necessary information to EMS personnel:
    - Name and Telephone number of caller
    - Number of victim(s); condition of victim(s)
      - What Happened?, Conscious/breathing?
    - First-aid treatment initiated
    - Other information as requested by dispatcher
    - Allow the 911 operator to hang up first
2. Retrieve emergency medical equipment. This is located in Field house on East side of stadium
3. Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed.
4. Open appropriate access gates/doors. This will be initiated by Athletic Trainers, Coaches, Security or Administration personnel.
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