

Emergency Action Plan

Arizona College Prep High School



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

**Chris Marquez, MS, LAT, ATC, CES
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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 at a 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 the 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 log book 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**
 - **2 AEDs will be located in the Athletic Training Room in “A” building and 2 at the Field House Athletic Training Room in “H” building. An AED will be on the sidelines of all games and practices.**
 - **There is 1 AED in the Nurses office in “C” building.**

EMERGENCY TRANSPORTATION

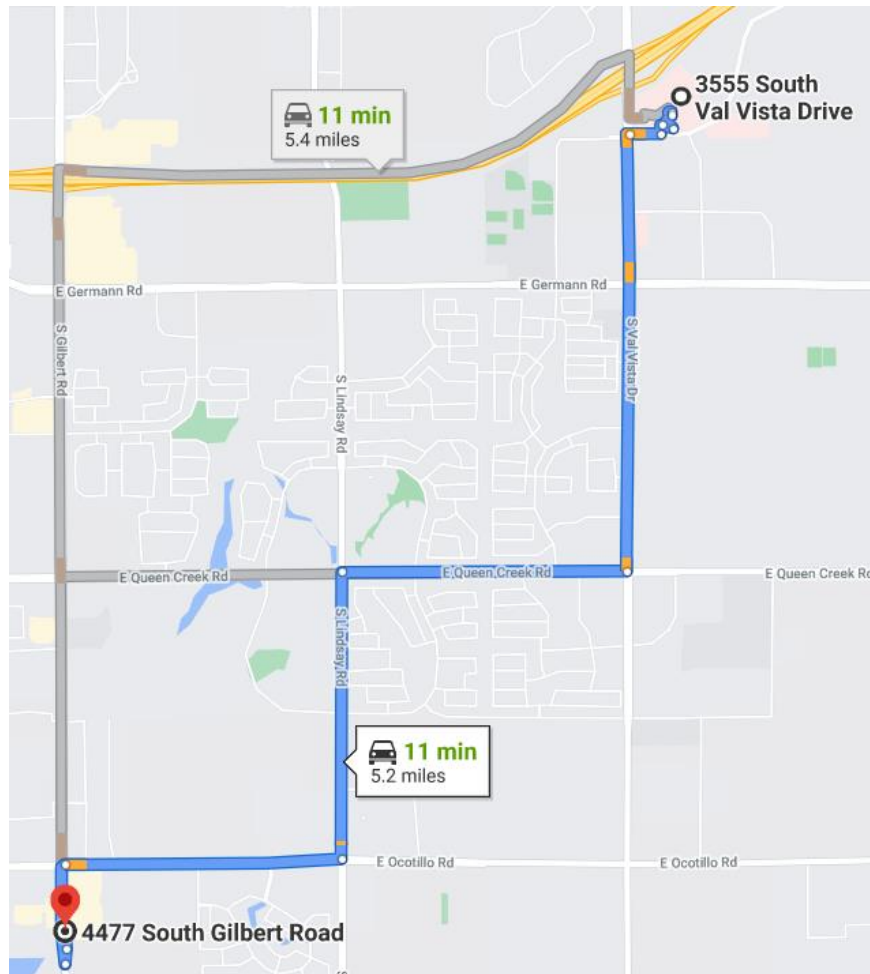
If an injury or illness that threatens life or limb occurs, the athlete may need to be transported via ambulance to the most appropriate hospital. Emphasis should be placed on having a “prearranged route” for EMS. Entrance to the facility should be clearly marked and accessible. In the event of an emergency,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

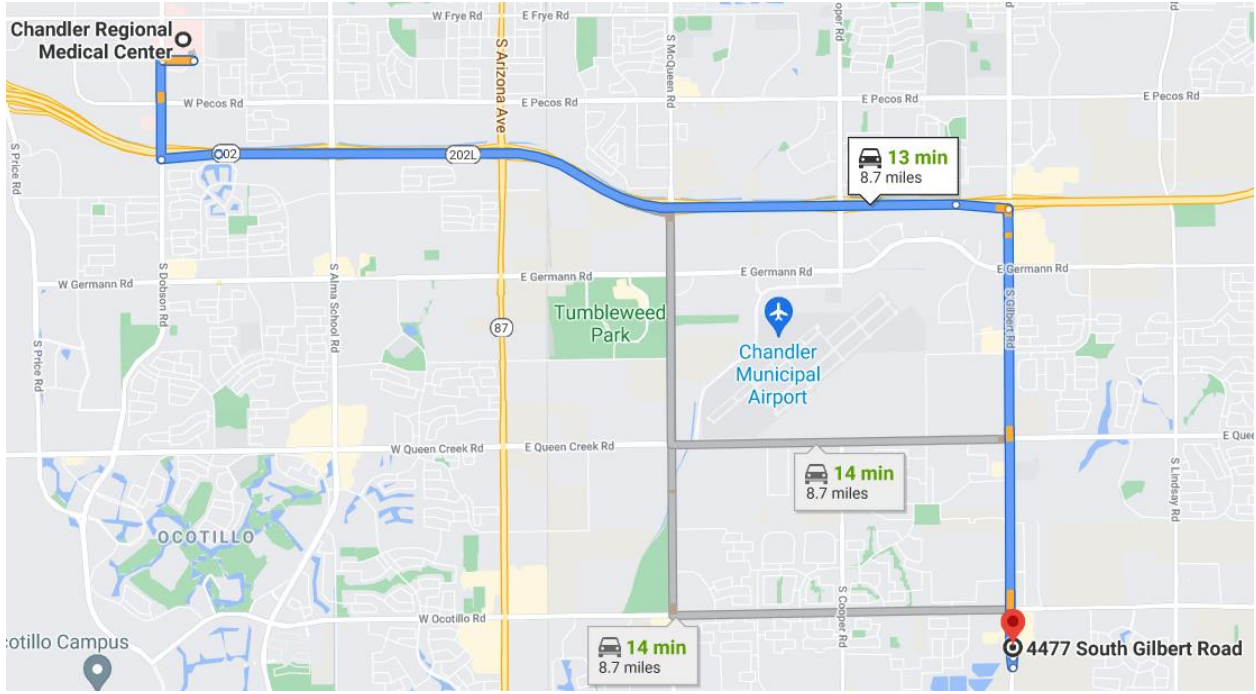
Referral Facilities

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.

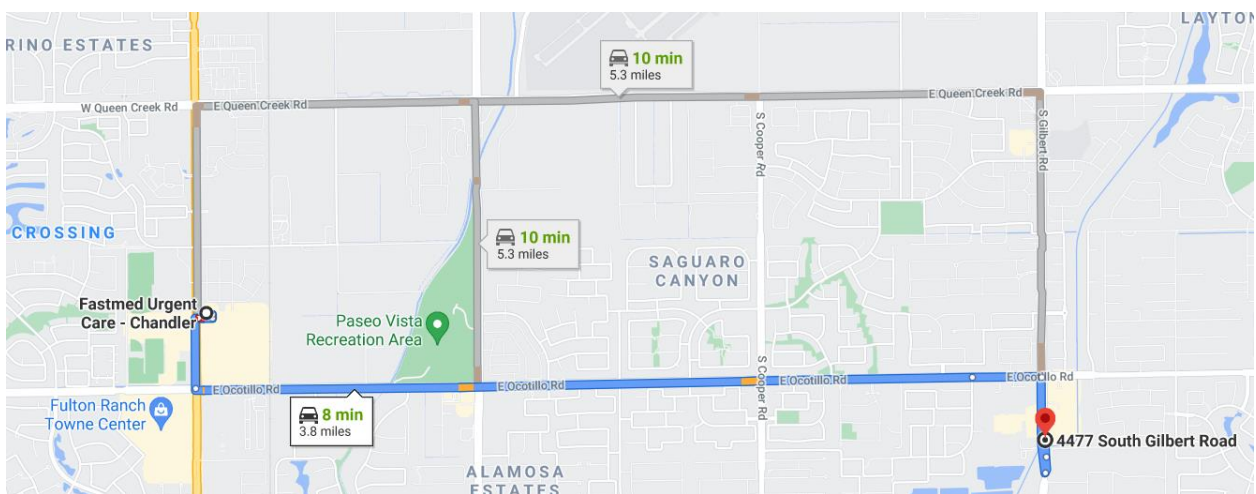
1. Dignity Health Mercy Gilbert Medical Center (5.2 miles)
3555 South Val Vista Drive, Gilbert AZ 85297



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



3. HonorHealth FastMed Urgent Care (3.6 miles)
3705 S. Arizona Ave #1, 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: 2-5:30pm or when Home competitions are completed
Closed on Saturdays and Sundays

Principal

Robert Bickes

Athletic Director

Jaime McClure

Assistant Principle

Heather Osbourne

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):

“A” building in the Athletic Training Room or on sidelines at AIA Sanctioned Athletic Competition Events
Field House in the Athletic Training Room

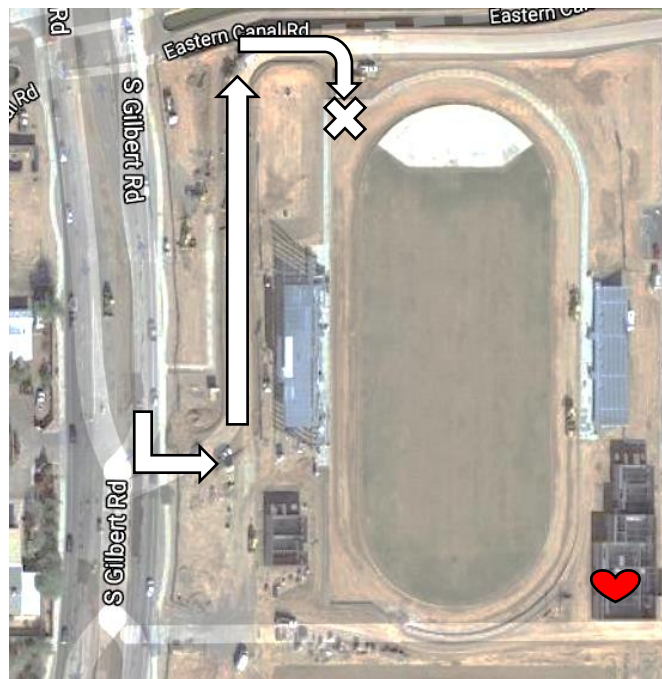
Emergency Medical Services	9-1-1
Chandler Police Department – Non-Emergency	480-782-4130
Chandler Fire Station (Responding Station #11)	480-782-2120
Dignity Health Mercy Gilbert Medical Center Emergency Department	480-728-7300
Arizona College Prep High School Athletic Training Room	480-424-8809 (A building) 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- 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

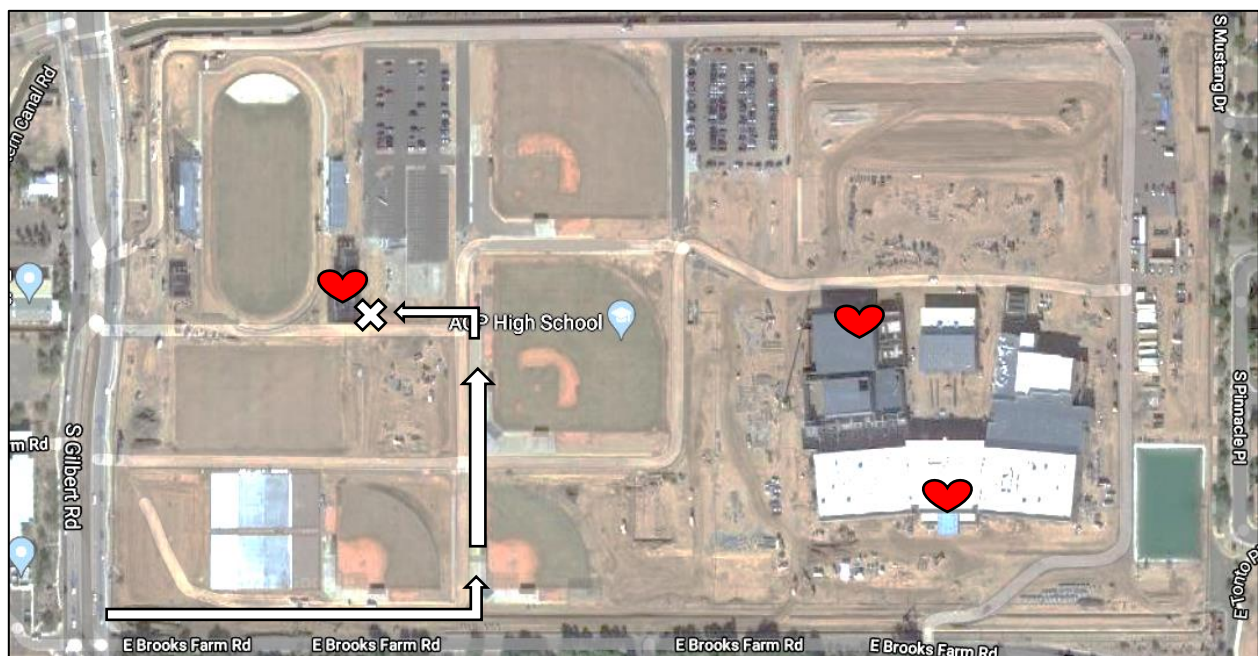




Arizona College Prep- Practice Field/Field House (H building)
4477 S. Gilbert Rd., Chandler, AZ 85249

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
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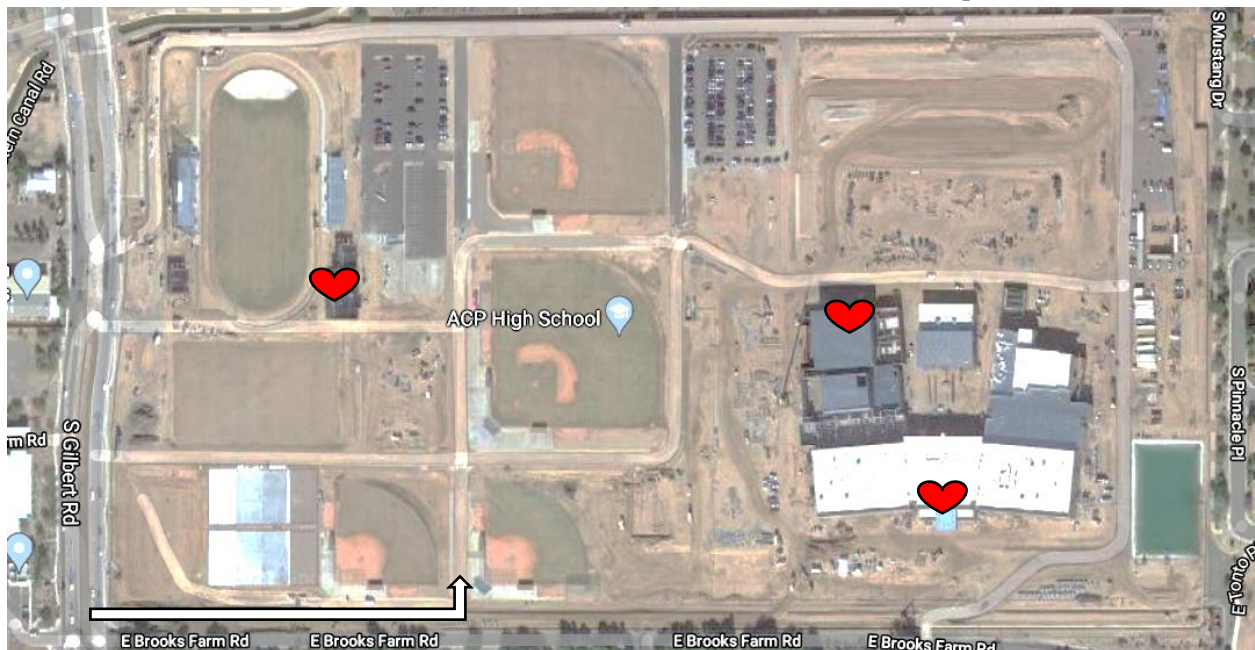




Arizona College Prep- Softball Fields
4477 S. Gilbert Rd., Chandler, AZ 85249

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
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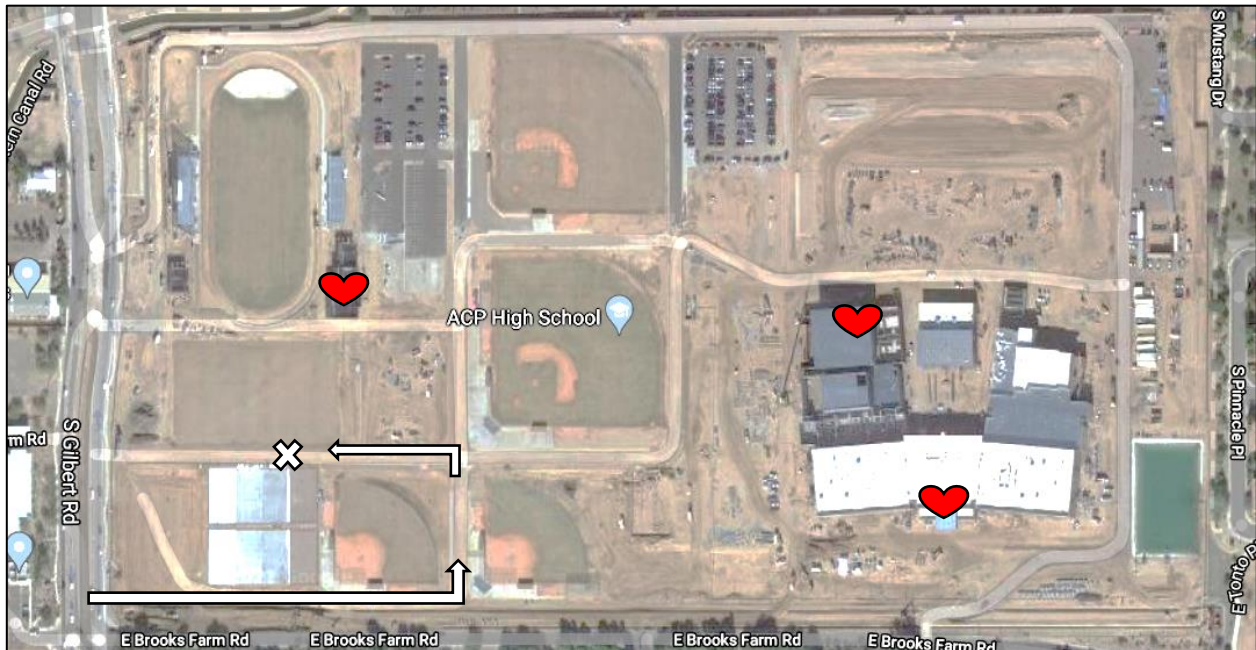




Arizona College Prep- Tennis Courts
4477 S. Gilbert Rd., Chandler, AZ 85249

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

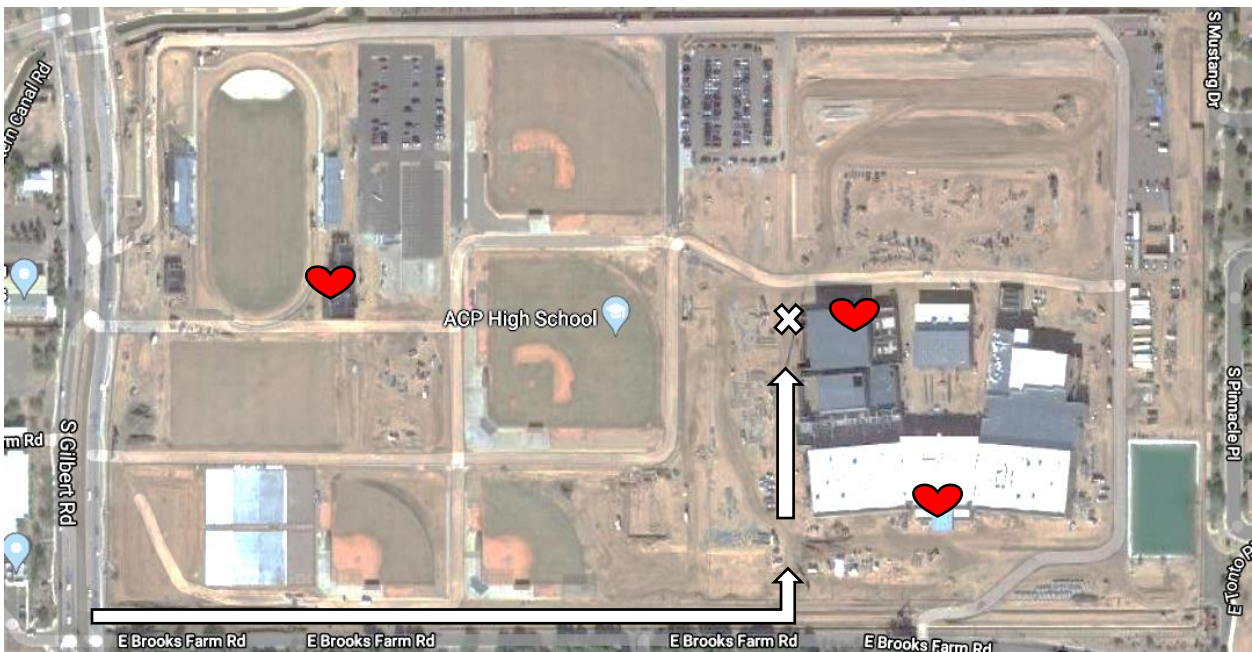




Arizona College Prep- “A” Building (Athletic Training Room/Gym)
4477 S. Gilbert Rd., Chandler, AZ 85249

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 in Field house on East side of stadium
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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- 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 at the first left between the softball fields. Continue driving straight and someone will direct you to the incident.**
 - o 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.
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