

# CLEVELAND PUBLIC SCHOOLS ATHLETIC EMERGENCY ACTION PLAN

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Cleveland Public Schools has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the school administrator or the Athletic Director.

An **emergency** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Anaphylactic shock
- Severe bleeding that cannot be stopped
- Any other illness or injury deemed to have the risk of death or permanent impairment



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The highest person in the chain of command who is present at a scene will be the designated person in charge, or Incident Commander. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the Incident Commander, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or the school land line) EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones within the event center are located in the coaches offices. Fire Phone is in the Lobby by the girl's restrooms.
4. The Incident Commander will send runners to all intersections between where the athlete is located and where the ambulance will enter the school campus. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The Incident Commander will contact or will designate another person to attempt contact with the athlete's parents. **Each coach is responsible to have the emergency contact information for all of their athletes with them at all times.** Coaches should have with them at all times when student athlete activities are occurring. An additional copy is available in the Athletic Director's office.
6. If transport is deemed necessary by EMS, the athlete will be taken to Cleveland Area Hospital unless the parent requests otherwise.

## **EMERGENCY PROTOCOLS**

### **FIRE**

School employees need to remember the acronym R-A-C-E in case of fire.

1. **Rescue:** Evacuate anybody in immediate danger of the fire. Evacuate at the nearest exit that will be posted. Assist anyone who cannot evacuate on his or her own and evacuate your area.
2. **Alarm:**
  - a) If the fire alarm has not already sounded, activate the alarm at the nearest pullbox station.
  - b) Also call 911
  - c) Come up on the radio to alert the rest of campus that there is a fire.
3. **Contain:** Close all doors behind you as you exit to impede the spread of the fire into areas not already involved.
4. **Extinguish:** Attempt to extinguish the fire if it is small (incipient) and you are trained to do so.

### **POISONING**

1. Check the scene to make sure it is safe for you to enter. (Note: If the poison/chemical is airborne and poses a threat to the safety of school responders, **DO NOT** enter the area. Evacuate the area of any staff, students, and/or bystanders. Call 911 and wait for the Cleveland Fire department to arrive, and follow guidelines for HazMat Incident below.)
2. If it is safe to do so, remove victim from source of poison.
3. Check for life threatening conditions. Use a barrier device and gloves if the victim needs CPR.
4. Call 911 and treat as a medical emergency above if victim is unconscious.
5. If victim is conscious, ask questions to get more information about the events of the incident.
6. Look for poison container and take it with you to the telephone.

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7. Call Poison Control Center at 1-800-222-1222.
8. Give care according to directions of the Poison Control Center.
9. Find out what type of poison did the victim ingest, inhale or absorb? How much poison did victim ingest? When did the poisoning take place?

## CONCUSSION

### What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
Headache or “pressure” in head	Appears dazed or stunned
Nausea or vomiting	Is Confused about assignment or position
Balance problems or dizziness	Forgets an instruction
Double or blurry vision	Is unsure of game, score, or opponent
Sensitivity to light	Moves clumsily
Sensitivity to noise	Answers questions slowly
Feeling sluggish, hazy, foggy, or groggy Concentration or memory problems,	Loses consciousness (even briefly)

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<b>Confusion</b>	
Just “not feeling right” or “feeling down”	Shows mood, behavior, or personality changes

**A List of Requirements and Recommendations: For the Implementation of Oklahoma Statute 24-155 of Title 70 (Senate Bill 1700)/ Concussion and Head Injury Awareness and Management.**

- An Acknowledgement statement from student-athlete and parent/ guardian must be on file annually with the school district prior to the beginning of the athlete’s practice/ competition.
- Athletes who are suspected of sustaining a concussion or head injury during practice or games must be removed from participation at that time.
- An athlete who has been removed from participation may not participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives “Concussion Athlete Release Form” to return to participation from that health care provider.
- All district coaches annually view the 20-minute free video “Concussion in Sports: What You Need to Know” at the National Federation website at [www.nfhslearn.com](http://www.nfhslearn.com) and the documentation of viewing be kept on file in the athletic directors office.
- The Concussion Athlete Release form must be turned into the District’s Athletic Director so that he can keep track of all student-athletes that suffer a concussion or head injury.
- Step by step policy
- More information about concussions or head injuries can be found on the OSSAA website at [www.ossaa.com](http://www.ossaa.com), the NATIONAL Federation of State High School Associations website at [www.nfhs.org](http://www.nfhs.org), the Oklahoma Athletic Trainers Association website at [www.oata.net](http://www.oata.net), and the Center for Disease Control website at [www.cdc.gov/TraumaticBrainInjury](http://www.cdc.gov/TraumaticBrainInjury) or [www.cdc.gov/Concussions](http://www.cdc.gov/Concussions).

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**Concussion Athlete Release Form:**

To: Athletic Director/Coach

My Signature Below certifies the following:

- I am a:

\_\_\_\_\_ Medical Doctor

\_\_\_\_\_ Doctor of Osteopathy

\_\_\_\_\_ Licensed Athletic Trainer

\_\_\_\_\_ Advanced Registered Nurse Practitioner

\_\_\_\_\_ Physician Assistant

Licensed to practice in the State of Oklahoma

- I evaluated \_\_\_\_\_, a student-athlete, on the following date: \_\_\_\_\_. This occurred after the student-athlete:
  - \_\_\_\_\_ Sustained a head injury/suspected concussion
  - \_\_\_\_\_ Collapsed or fainted without sustaining a head injury
- If I have evaluated/treated the student-athlete for a head injury, I have been trained in the evaluation and management of head concussions.
- It is my professional opinion, based on my training and experience, that the student-athlete named above may return to participation in the district's athletics program on the following date: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Medical Provider

\_\_\_\_\_  
Date

## CRITICAL INCIDENT/CATASTROPHIC INJURY

In case of a catastrophic injury the athletic trainer, coach or administrator in command at the incident will:

1. Contact/update athletic staff and school administration staff if not yet familiar with the situation.
  - a) Athletic Director
  - b) Principal
  - c) Assistant Principal
  - d) Head Coach
  - e) Assistant Head Coach
2. Contact the family using the appropriate school protocol and personnel, through the Athletic Director's office.

Once contacted, the appropriate administrator will:

1. Plan a coordinated media plan through the Superintendent and Principal's office under the direction of the Athletic Director.
  - a) **NO CONTACT WITH MEDIA** from the coaching staff, faculty, support personnel etc. except through the Superintendent and/or Principal.
  - b) Establish a hospital contact person.
2. Initiate a meeting with the affected athletic team to discuss the situation.  
**"NO OUTSIDE DISCUSSION OF THE MEETING WITH THE MEDIA"**
3. Complete documentation of the events, including everyone involved, all the coaches, trainers, game administrators, athletic administrators, and other staff present at the event.
4. Collect and secure all athletic equipment and materials involved, if applicable. Always be careful to preserve the scene if it is a potential crime scene.
5. Construct a detailed timeline of events related to the incident.

6. Involve the appropriate counseling. This could potentially involve both school counselors and any certified counselors present within the community.
7. Community ministerial personnel may also be potentially involved in a large event.
8. Assign a school staff member to be with the family at all times upon arrival; assist the family as needed; and protect the family from curious outside people.

## **INCLEMENT WEATHER PROCEDURES**

### *General Policy*

In the case of inclement weather (i.e.; Thunderstorms, Lightning, Hail, Tornado, Local Flooding), it will be under the direct discretion of the Athletic Director and/or Administrator to determine if the practice/game fields should be evacuated. In the absence of the Athletic Director or Administrator, the head coach or coach present will have the duty and responsibility to suspend the activity in the absence of higher leadership.

## **LIGHTNING**

Lightning is a dangerous phenomenon. The athletic training staff has developed a lightning policy to minimize the risk of injury from lightning strike to Cleveland Public School athletes, coaches, support staff and fans. To monitor lightning, the training staff will utilize the Flash-Bang method. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason the following guidelines must be observed if it appears that lightning is possible for the area:

1. The nearest safe shelter is the Event Center or Indoor Building. The dugouts are NOT safe areas. All students must be inside of a building and at least 10 feet from a door or window. Other safety tips for sheltering indoors:
  - Stay off of corded phones.
  - You can use cellular or cordless phones.
  - Don't touch electrical equipment or cords.
  - Avoid plumbing.
  - Do not wash your hands, take a shower.
  - Stay away from windows and doors.

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- Do not lie on concrete floors or lean against concrete walls.
2. The countdown or “Flash Bang” method is when you count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and it equals how far away (in miles) the lightning is occurring. For example, 20 second count + 4 miles. As a minimum, the NFHS and the National Severe Storms laboratory (NSSL), strongly recommend that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles).
  3. However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at the 40 seconds or 8 miles. If lightning is in the immediate area, the athletic trainer will notify the head coach as to the status of the inclement weather and of the need to take shelter. Teams may return to the fields within 30 minutes from last sight of lightning.
  4. If no safe structure is within a reasonable distance, then other safe areas include: enclosed buildings, fully enclosed metal vehicles with windows up (no convertibles or golf carts).
  5. Unsafe shelter areas:
    - Water
    - Open fields
    - Dugouts
    - Golf carts
    - Metal objects
    - Bleachers
    - Fences
    - Individual tall trees
    - Light poles

**“AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD”**

\*\*\*Athletes/coaches etc. should not stand in groups or near a single tree. There should be 15 feet between athletes (NLSI, 2000)

Note: Sports with metal equipment:

- Golfers drop your clubs and remove your metal cleated shoes
- Baseball/softball, drop bats and remove your metal cleated shoes, and

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## **“SEEK SHELTER”**

If unable to reach safe shelter, assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters the victim through the ground rather than direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it is suggested to run for shelter, rather than stay in the middle of a field.

### **Event Procedures Prior to Competition:**

A member of the Athletic Training staff will greet the officials, explain that we have means to monitor lightning, and offer to notify the officials during the game if there is imminent danger from the lightning.

### **Announcement of Suspension of Activity:**

Once it is determined that there is danger of a lightning strike, the Athletic Training staff member will notify the head coach or official and subsequently summon athletes (via PA or whistle) from the playing field or court.

### **Evacuation of the Playing Field:**

Immediately following the announcement of suspension of activity, all athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded (Gymnasium/Locker rooms)

### **Evacuation of the Stands:**

During competition, once the official signals to suspend activity, a member of the staff will announce via PA system something like: “May I have your attention. We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek appropriate shelter at the following areas: Event Center, indoor building. Though protection from lightning is not guaranteed, you may also seek shelter in an automobile. Thank you for your cooperation.”

### **Resumption of Activity:**

Activity may resume once a member of the Athletic Training staff gives permission. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash-Bang Method.

## **HIGH HEAT INDEX/HIGH HUMIDITY (Heat Safety)**

Specific heat conditions will determine activity restrictions during practice.

### **100 degree temperature or a heat index of 105**

#### Football:

Practices must have water breaks every 20 minutes. Each break will be 5 minutes of total rest time with helmets off. Practice will not exceed 2 hours of total heat exposure (including stretching, pre-practice, water breaks and conditioning time). There will be an open water policy throughout the entire practice.

(\*Athletes should remove helmets whenever possible)

#### Other Outdoor Sports:

Student athletes must have easy unlimited access to water throughout the entire practice. Practice will not exceed 2 hours of total heat exposure.

#### All Activities:

- Provide ample amounts of water. This means that water should always be available and students should be able to take in as much as they desire.
- Ice-down towels for cooling.
- Coaches should watch/ monitor students carefully for necessary action.
- Reduce time of outside activity. Consider postponing practice to later in the day

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- Re-check temperature and humidity every 30 minutes to monitor for increased heat

## **105 degree or a heat index of 110**

### Football:

Practices must have water breaks every 20 minutes. Each break will be at least 5 minutes of total rest time. **\*During these conditions, the shoulder pads and helmets will be removed.** Practice will not exceed 1.5 hours of total heat exposure (including stretching, pre-practice, water breaks and conditioning time). There will be an open water policy throughout the entire practice.

### Other Outdoor Sports:

Student athletes must have easy and unlimited access to water throughout the entire practice. Practices should not exceed 1.5 hours of total heat exposure.

### All Activities:

- Provide ample amounts of water. This means that water should always be available and students should be able to take in as much as they desire.
- Ice-down towels for cooling.
- Coaches should watch/ monitor students carefully for necessary action.
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. Consider postponing practice to later in the day
- Re-check temperature and humidity every 30 minutes to monitor for increased heat
- If necessary for safety suspend activity.

## **Greater than 105 degrees or heat index greater than 110**

**No outside practice allowed in any sport.**

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Below is a heat index (or apparent temperature) chart showing various combinations of air temperature versus relative humidity.

To use the chart, locate the **air temperature** along the left column and the **relative humidity** along the top. The cell where the two intersect is the **heat index**.

Temperature (F) versus Relative Humidity (%)

°F	90%	80%	70%	60%	50%	40%
80	85	84	82	81	80	79
85	101	96	92	90	86	84
90	121	113	105	99	94	90
95		133	122	113	105	98
100			142	129	118	109
105				148	133	121
110						135

HI	Possible Heat Disorder:
80°F - 90°F	Fatigue possible with prolonged exposure and physical activity.
90°F - 105°F	Sunstroke, heat cramps and heat exhaustion possible.
105°F - 130°F	Sunstroke, heat cramps, and heat exhaustion likely, and heat stroke possible.
<b>130°F or greater</b>	<b>Heat stroke highly likely with continued exposure.</b>

References:

<http://weather.noaa.gov/weather/hwave.html#Heat%20Index%20Chart>

### Heat Related Emergency Action Plan

1. First responder should begin first aid
2. Send additional responders , i.e. manager, uninjured student, or coach to call 911
3. If school administration is unavailable, head coach will become the leader, if head coach is unavailable then another coach shall be designated as leader.
  - Leader shall instruct all others responding to situation.
  - Leader's assistant shall assist in the evaluation of the student in distress.
  - Designate someone to call 911 and activate EMS if situation necessitates .
  - Gather information:
    - Name of student and gender, approximate age
    - Nature of distress
    - Location of athlete and directions to the site
    - Call back number for EMS to contact caller if needed
    - Designate a person to meet EMS
    - Designate person to ride with student if it is necessary to be transported
    - Contact parent or guardian

It is the Head Coach, or person designated as the leader to report the incident to a school administrator.

It is the Head Coach, or person designated as the leader to report the incident to the parent or guardian.

It is the Head Coach, or person designated as the leader to document the circumstances surrounding the activity and all actions taken.

DOCUMENTATION OF EVENT:

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Leader's Name \_\_\_\_\_ Asst. Leader's  
Name \_\_\_\_\_

Person to meet  
EMS \_\_\_\_\_

Person accompanying student with  
EMS \_\_\_\_\_

Contact Information:

School Administrators: Name and Phone  
Circumstances

Fire/ Ambulance/ Ems: 911 Describe

## **ACTIVE SHOOTER/VIOLENT INTRUDER**

In any violent situation, quickly determine the most reasonable way to protect your own life. Remember that athletes, students, fans and visitors are likely to follow the lead of coaches, faculty and staff members during an active shooter/violent intruder event.

Your response should follow the A.L.I.C.E. procedure: "ALICE" is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the "ALICE" response does not follow a set of actions you "shall, must, will" do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don't worry about unknowns. You may use only 1 or 2 parts of the response plan or you may have to utilize all 5. In this type of incident, your perception is the reality. You will be deciding the appropriate action to take.

### **Alert:**

Stay alert; be aware of your surroundings and any unusual activity: gunfire, PA announcement, phone alerts.

### **Lockdown:**

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This is a semi-secure starting point from which you will make survival decisions. If you decide not to evacuate, secure the room.

1. Lock the door.
2. Cover any windows in the door if possible.
3. Tie down the door, if possible, using belts, purse straps, shoelaces, etc.
4. Barricade the door with anything available (desks, chairs, etc.).
5. Look for alternate escape routes (windows, other doors).
6. Call 911.
7. Move out of the doorway in case gunfire comes through.
8. Silence or place cell phones on vibrate.
9. Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
10. Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
11. Put yourself in position to surprise the active shooter should they enter the room.

## **Inform:**

Using any means necessary to pass on real time information.

1. Given in plain language.
2. Can be derived from 911 calls, video surveillance, etc.
3. Who, what, where, when and how information.
4. Can be used by people in the area or who may come into it to make common sense decisions.
5. Can be given by "Flash Alerts", PA announcements or Police radio speakers.

## **Counter:**

This is the use of simple, proactive techniques should you be confronted by the Active Shooter.

1. Anything can be a weapon.
2. Throws things at the shooter's head to disrupt their aim.
3. Create as much noise as possible.
4. Attack in a group (swarm).

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5. Grab the shooters limbs and head and take them to the ground and hold them there.
6. Fight dirty; bite, kick, scratch, gouge eyes, etc.
7. Run around the room and create chaos.
8. If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

## **Evacuate:**

Remove yourself from the danger zone as quickly as possible.

1. Decide if you can safely evacuate.
2. Run in a zigzag pattern as fast as you can.
3. Do not stop running until you are far away from the area.
4. Bring something to throw with you in case you would encounter the Active Shooter.
5. Consider if the fall from a window will kill you.
6. Break out windows and attempt to quickly clear glass from the frame.
7. Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
8. Hang by your hands from the window ledge to shorten your drop.
9. Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
10. Do not attempt to drive from the area.

## **Secondary Issues**

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit.
- Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoe laces and belts can be used to secure tourniquets.
- Weighted shoes can be tied around a person's head to immobilize it. Remember, it may be several hours until you can safely move an injured person. The immediate actions you take to treat them, may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your students and staff members before hand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

## **HAZARDOUS MATERIAL (HAZMAT) INCIDENT**

Hazardous materials accidents can occur inside buildings, on campus, in nearby areas that can impact athletic events on the school campus.

*When a chemical spill or hazardous material incident has occurred inside of a building:*

- Immediately notify the Athletic Director or Administrator on duty.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.) if safe to do so.
- Secure the area and alert other site personnel. Account for all student-athletes.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number 911, if required.
- Call the Fire Department (911), and follow directions of fire and emergency service officials.
- Evacuate building as necessary, and account for the student-athletes once evacuated.

*When a hazardous material incident has occurred outside of a building:*

- Notify the Athletic Director or Administrator on duty.
- Call 911, and follow directions of fire and emergency services officials.
- If a shelter in place strategy is implemented:
  - Close all windows and doors.
  - Turn off heating/cooling systems (HVAC)
  - Tape doors, windows and any access to the outside, which could allow hazardous material into the building.
  - Account for all student athletes.

## **MASS CASUALTY INCIDENT**

- Call 911 and establish contact with the City of Cleveland Emergency Management Director (Fire Chief)
- When the scene is safe; establish the school incident management team.
- Establish a triage and treatment area with school medical personnel as available.
- Have coaches do a roll call and report to Athletic Director for accountability.
- Upon arrival of Fire/EMS and/or Police, transfer command and manage school resources per Incident Commander.
- Release the students to the parents with the help of the coaches, Athletic Director, and administration.
- Discontinue emergency response actions as appropriate (Demobilization).

## **AED Devices**

- There are 2 hanging on the east side of the gym floor.
- There should always be one in the event center and the other should be taken with our teams as the travel to away games.
- There is also one in the High School Cafeteria that can be used as well if we have more than one team traveling on the road.

- We want to offer the safety of our athletes by having these devices at our side at all times.

## Coaches Training

- Coaches will be trained in CPR and Health every two years, all of our coaches will be required to have this training starting in 2016/2017 school year. This training will be kept with the coaches and a file stored in the Athletic directors office.
- Coaches will also undergo training every year for concussions, sudden cardiac arrest and heat illness safety. This training will be kept in the Athletic Directors Office.
- As well as all coaches will have taken a care and prevention class.

## EMERGENCY ACTION PLAN

Sport: \_\_\_\_\_ Year: \_\_\_\_\_

1. First to arrive on the scene provides first aid
2. Send a coach, manager, or uninjured athlete to notify school administration and get the AED (if not on site)
3. If the school administrator can not be located, the head coach will become the leader

Leader: \_\_\_\_\_

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- Will be in charge of the emergency situation and will instruct all others on the emergency team.

Leader's Assistant:

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- Will assist the leader in the evaluation of the injured athlete.

Phone Caller:

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- Will go to the nearest phone and activate the EMS
- Will inform the dispatcher of:
  - The nature of the injury and age of the athlete..
  - The location of the athlete and directions to the site.
  - Will not hang up until the dispatcher advises him/ her to do so.

Nearest Phone:

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Ambulance Entrance:

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Person to meet the EMS:

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- Will contact any necessary staff to assure access for the ambulance.
- Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to Accompany Athlete to Hospital:

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- Will ride with athlete in the ambulance in the event the parents or guardians cannot be located
- Will take the athlete's emergency information to the hospital.

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- ★ It is the head coaches or coaches responsibility to inform the administrator of the incident.
- ★ It is the head coach or coaches responsibility to inform the athlete's parents or guardians of the injury immediately.
- ★ It is the head coach or coaches responsibility to document the circumstances surrounding the activity and all actions taken.
- ★ Emergency medical information for each athlete is to accompany the team at all times.

EMS (Fire, police, Ambulance): 911 or 918-358-3112

Athletic Department: 918-358-2210 ext 502 Athletic Director: Dale Anderson 405-740-8322

High School- 918-358-2210 ext 500

Middle School- 918-358-2210 ext 400

Cleveland Hospital: 918-358-2501

Tulsa Bone and Joint Urgent Care: 918-236-4500