

## EMERGENCY ACTION PLAN

THIS PLAN IS POSTED ON THE SCHOOL WEBSITE AND AT EACH FACILITY  
THIS TEMPLATE SHOULD BE CUSTOMIZED INTO A SEPERATE PLAN FOR  
EACH FACILITY/ACTIVITY

Site/Activity:Field House/ all school functions including but not limited to athletic events School Year:2021/2022

1. The Administrator on duty shall be designated as the medical administrator. This individual is a current school employee and shall have a charged cell phone present and available for use at all times. The cell phone number of the medical administrator is 918-520-4864.
  - a. The medical administrator shall be assisted by sponsors, coaches and any other administrator.
  - b. A map of the facility and directions to the facility are attached to this document.
  - c. The medical administrator shall maintain a binder which contains emergency contact information for all students who are participating in the practice, event or activity. This binder should be readily available at the facility.
2. First Aid shall be provided immediately by those school personnel in the vicinity of the injury. The medical administrator shall be notified as soon as possible as to the location of the injured party. First Aid shall be continuously provided until Emergency Medical Services Personnel arrive and assist the injured party.
  - a. Medical equipment is readily available in the supply room of the facility. The medical equipment available includes but is not limited to splints, bandages, stethoscope, thermometer, blood pressure cup.
  - b. The nearest automated external defibrillator is located at the coaches office.
3. Emergency Medical Services shall be contacted by calling 918-253-4277 or 911.
  - a. Will inform dispatcher of:
    - i. The nature of the injury and the age of the injured party.
    - ii. The location of the injured party and direction to the site.
    - iii. Shall not hang up until advised to do so by the dispatcher.
4. Emergency Medical Services Ambulance Entrance: Southeast double gates will be opened for EMS.
5. The medical administrator, or their designee, shall meet the EMS and will be responsible for contacting school employees to ensure that access will be available for the ambulance. The medical administrator or their designee shall lead the ambulance to the injured party's location
6. The medical administrator shall be responsible for designating an individual to ride with a minor student should the parent or legal guardian not be present at the time the injury occurs. This individual shall cooperate with all requirements and directives given by Emergency Management Services personnel and shall not interfere with treatment provided to the injured party.

7. The medical administrator shall be responsible for notifying the injured party's emergency contact.
8. After the injured party's emergency contact has been notified, the medical administrator shall notify the school district administration and/or superintendent of the incident.
9. The medical administrator shall prepare a written summary of the events and circumstances. A review of the incident shall occur which identifies areas wherein improvement or modification to this Emergency Medical Plan

Important Contact Numbers: Insert a listing of the contact information for those who will be assisting with the event or activity. This will need to be different for each facility and should reflect the coaches or sponsors of the activities/events involved.

#### [Football Field EAP](#)