

Emergency Action Plan

Molalla High School/Middle School Athletics

357 Frances Street Molalla Oregon 97201

Purpose of EAP:

To provide Molalla High/Middle School Athletics with an emergency action plan (EAP) in case of a serious or life-threatening condition that arises during practice or competitions. ATC (Athletic Trainer), coaches, and others involved in athletics must constantly be on guard for potential injuries, and although the occurrence of limb-threatening or life-threatening emergencies is not common, the potential exists. Therefore, prepared emergency responders must have planned in advance for the action to be taken in the event of such an emergency.

Need for EAP:

The EAP has been categorized as a written document that defines the standard of care during an emergency situation. Serious emergencies rarely happen but when they do, a quick, organized response can make a difference between a successful and unsuccessful reaction to an emergency. An EAP that is well planned and rehearsed will provide responders with the approach they need for an effective response. Also of significance is the legal basis for the development and application of an emergency plan. Organizational medical personnel, including certified athletic trainers, have a legal duty as reasonable and prudent professionals to ensure high-quality care of the participants.

Emergency Action Plan Overview:

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice, training techniques and other safety avenues, some potential emergencies may be averted. However, 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 and efficiently.

Emergency Contacts:

Fixed phones are not available outside the school building. A phone is available inside the main office of the high school and in the coaches office of the training room at the track. All on staff coaches have an AC key that will allow access to these 2 locations and can be used for sports played inside at the hs campus or at the Burghardt Stadium campus. In the instance that a fixed phone is not available, cell phones are carried by the ATC, coaches, and athletic staff and even spectators if necessary. The following is a list of important phone numbers needed in case of emergency:

ATC (Position Not currently Filled).....

Kristen Rott, Associate Principal/AD.....(503) 407-9456

HS Office Phone(503) 829-2355



Athletic Secretary Office.....(503) 759-7305
Molalla High School Nurse Office.....(503) 759-7394
Middle School Main Office.....(503) 829-6133
Coaches Office Phone @ Burghardt Stadium.....(503)759-7702
Molalla Police Dept. and EMS.....(503) 829-8817
Poison Control Center.....(800) 222-1222
Ambulance, Fire, Police.....911

Information to be provided over the phone in case of emergency:

1. Name and phone number you are calling from
2. Exact location of emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.)
3. Type of injury or illness
4. Condition of patient(s) and type of aide needed
5. Number of people injured
6. Other information (COVID exposures, flu like symptoms, and if it's clear for EMS to enter) as requested and be the last one to hang up.

ATC, or head coach if ATC is not present, will make the decision to call EMS and will personally make the call or they may assign a responsibility to a person to call. Local EMS should also have a map of the high school campus and any sporting venue used by Molalla High School athletic teams for home games to aid in the response of an emergency. A map is located at the end of this document.

Chain of Command:

ATC, or head coach if ATC is not present, is in charge of emergencies until EMS arrives. Doctors will assist if summoned by an ATC. Coaches and student AT's are also available to assist ATC but only if asked. The only exceptions are the visiting ATC, who is responsible for their team, and when ATC is not at games or practice the head coach is in charge until ATC or EMS arrives.

Emergency Qualifications:

It is required that ATC, student athletic trainers, and coaches are all trained in CPR and first aid. ATC for an event may have student athletic trainer's onsite at competitions and practice as well as coaches to assist in providing emergency and first aid as the ATC sees fit. New staff involved in athletic activities should comply with this rule within six months of employment. It is recommended that all personnel also be trained in the prevention of disease transmission. EMS will not be on site for all games or practices since they are located close enough to respond quickly to an emergency. Visiting teams should also be informed of EAP procedures.

EAP Training and Personnel:



Once the importance of the emergency plan is realized and the plan has been developed, the plan must be implemented. Education and rehearsal are necessary for EAP to be successful. Personnel involved in EAP training should include, but are not limited to, ATC for school, AT students, all coaches, school nurses, emergency room doctor(s), paramedics and other EMS responders. ATC, or Athletic Director if ATC is not present, will be in charge of annual training and will meet with coaches before each season begins to review EAP for each sport that season. Training will involve review of EAP, a presentation of expectations and standards for each person will be held accountable for, assignment of responsibilities, and rehearsal EAP. A thorough understanding of the procedures associated with the emergency action plan is required to ensure quick and successful care. Training and review is required each time a member joins the personnel involved in an emergency situation.

Responsibilities of Emergency Team Members:

During home games, the home team ATC and the visiting ATC are responsible for their own teams but may assist the other ATC if needed. Since there is only one ATC on campus, all coaches are responsible for emergencies during practices and games until ATC, EMS, or doctor arrives on scene. ***Since insurance coverage varies among athletes, parents may decide how their athlete is cared for and where they are cared for.*** Parents are the primary person to accompany students to hospital. If parents are not around, an assistant coach will accompany athletes to the hospital. Families will provide emergency documentation to the Athletic Director as soon as possible, within 24 hours of the incident.

Equipment & Supplies:

All available supplies and equipment are stored in the AT room. The AT room is located at Molalla High School (see map). Head coaches are responsible for having a first aid kit at practices and competitions. Equipment should be in good condition and personnel must be trained, in advance, to use it properly. Keys for the AT room are held by the ATC, AD, Athletic secretary and on staff coaches. To ensure that emergency equipment is in working order, all equipment should be checked on a regular basis. In addition, medical records and emergency contacts for all athletes should be available both at the school and on the road. ***All coaches must carry the emergency information with them at all times. This is available through FamilyID.*** If a head coach does not have this app on their electronic device, they must print out, and keep secure, and have all records at practices, and games.

AED locations:

In the high school, there is one AED, in the main gym (Capasso Court) lobby and outside the auditorium. There is one at Burghardt Stadium in the home team/boys locker room. There is one in the middle school located in the main office.

Environmental Conditions:

In case of lightning, the referee or athletic director is responsible for the decision to stop the game. However, the ATC, or head coach if ATC is not present, can inform the referee and/or athletic director of possible hazards. Heat issues are not usually a problem in this area except during summer pre-season practice, especially during football. Cold conditions are also a possibility in this area. ATC, or head coach if ATC is not present, should be current on both heat and cold injuries signs and symptoms and be able to treat ill or injured athlete(s) accordingly. If the situation does not arise where weather conditions might affect athletes, ATC, or head coach if ATC is not present, will refer to weather conditions by use of internet websites such as weather.com or local news websites. ATC, or head coach if ATC is not present, should also follow the OSAA Position Statement: Exertional Heat Illness as a reference for determining attire, extent of practices, signs and symptoms, prevention, and treatment of heat injuries and illness.



In case of a fire, everyone inside the building will proceed to the nearest exit and remain outside and away from the building. Someone should also call 911 to inform them of the situation. ***In case of an earthquake, everyone inside school will immediately drop, cover, and hold on.*** If necessary, move only a few steps to a nearby safe place avoiding windows. Stay indoors until the shaking stops and you're sure it's safe to exit. If inside the school, expect the fire alarms and maybe sprinklers to go off during a quake. ***If you are outdoors, find a clear spot away from buildings, trees, and power lines and drop to the ground.*** Once the shaking stops check yourself and others for injuries. Expect aftershocks and each time you feel one, drop, cover, and hold on. Get everyone out if the building is unsafe. Someone should also call 911 to inform them of the situation.

Emergency Care:

Apply basic emergency care as the situation requires. Care might include:

1. Check life threatening conditions
 - a. Level of consciousness-if unconscious call 911 immediately
 - b. Airway-is airway blocked
 - c. Breathing-is person breathing
 - d. Circulation-check for chest rise
 - e. Bleeding-is person bleeding severely
2. Call 911 now if necessary
3. Emergency equipment
 - a. AED, and first aid kit
4. Apply basic first aid as situation requires
 - a. Adult CPR: 30 compressions to "Stayin Alive" then 2 breaths.
 - b. Bleeding: direct pressure over injury; elevate injury over heart if possible, apply sterile dressing over injury
 - c. Splint fractures
 - d. Cervical Collar-apply if suspected neck injury; prevent any movement of neck when applying cervical collar. Done only if trained.
 - e. Spine boarding-use if suspected head, neck or spine injury; prevent any movement of spine while attaching to spine board. Done only if trained.
 - f. Treat for Shock-if necessary.
 - i. Lay the person down, if possible. Elevate the person's feet about 12 inches unless head, neck or back is injured or you suspect broken hip or leg bones.
 - ii. Begin CPR, if necessary.
 - iii. Treat obvious injuries.
 - iv. Keep warm and comfortable
 - v. follow up
5. Any other emergency procedures as necessary
6. Other things to consider during emergency situations:
 - a. Reassure and calm athlete
 - b. Don't move severely injured athlete unless he/she is in danger
 - c. Don't reduce fractures or dislocations. Only done by ATC if possible.



- d. Sufficient lines of vision between the medical staff and all available emergency personnel should be established and maintained
- e. Once the medical staff begins to work on an injured player they should be allowed to perform services without interruptions and interference
- f. Keep players, coaches, spectators away and prevent them from helping the injured athlete

START Triage Plan:

The concept of triage is simply a method of quickly identifying victims who have immediate life-threatening injuries and who have the best chance of surviving so that when additional rescuers arrive on scene, they are directed first to those patients. When the situation arises where there is a need to treat multiple victims, the ATC, or head coach if ATC is not present, will be in charge of determining the order of care for the victims. All victims will be identified using athletic tape as follows:

- **IMMEDIATE:** 1 strip of tape for the serious, life-threatening injuries that need immediate care. These patients are at risk for early death-usually due to shock or severe head injury. They should be stabilized and transported as soon as possible.
- **DELAYED:** 2 strips for moderate injuries that aren't immediately life threatening. Patients who have been categorized DELAYED are still injured and these injuries may be serious. They were placed in the DELAYED category because their respirations were below 30 per minute, capillary refill was under 2 seconds and they could follow simple commands. But they could deteriorate. They should be reassessed when possible and those with the most serious injuries or any who have deteriorated should be top priority for transport. Also, there may be vast differences between a patient with a broken leg and one with multiple internal injuries that is compensated initially. The second will need much more frequent re-assessment.
- **MINOR** -3 strips for mild injuries that require the least amount of emergency care. Ask those who are not injured or those who only have minor injuries to identify themselves. Tag those with minor injuries in the MINOR category. Patients with MINOR injuries are still patients. Some of them may be frightened and in pain. Reassure them as much as you can that they will get help and transport as soon as more severely injured patients have been transported. Any of these patients could also deteriorate if they had more serious injuries than originally suspected. They should be assessed when possible. As an ATC, or head coach if ATC is not present, and first one on the scene, not starting CPR may be the hardest thing you must do at a multiple casualty scene. But if you perform CPR on one patient, many others may die. ATC, or head coach if ATC is not present, may assign doctors, AT students, or coaches to assist in care until EMS can attend to an athlete.

Documentation:

All actions and treatment pertaining to the emergency situation should be recorded on a standardized form. This is important for the future reference for the EAP personnel. They need to be able to look back at the situation and response and improve or revise the EAP as they see fit. This will ensure better reactions and effectiveness for potential emergencies. ATC, or head coach if ATC is not present, will be mainly in charge of recording information. Doctors may assist if they provide care for treatment.

Documentation should include the following:

1. Documentation of response and actions during emergency situations.
2. Follow-up documentation on evaluation of response to emergency situations.



3. Documentation of personnel training and rehearsals

*All medical records should be kept at the school with the school nurse.

Various Sport Locations at Molalla High School/Middle School:

MHS Main Gym-Capasso Court- Boys/Girls Basketball, Wrestling Matches, Volleyball, Unified Basketball, & Cheer.

Address: 357 E Francis St. Molalla OR 97038

MHS Matt Room-Wrestling & Cheer

Address: 357 E Francis St. Molalla OR 97038

MHS Wood Field-Soccer, Softball, Cheer

Address: 357 E Francis St. Molalla OR 97038

MHS Weight Room/Outdoors- All

Address: 357 E Francis St. Molalla OR 97038

Burghard Stadium- Football, XC, Tennis, & Track

Address: 313 Eckard Ave Molalla OR 97038

Molalla Middle School Fields: JV Baseball, Middle School & High School XC

Address: 318 Leroy Ave. Molalla OR 97038

Burghardt Stadium/Al Geddes Field: Baseball

Address: 638 E Main St. Molalla OR 97038

Molalla Aquatic Center: Swim

Address: 432 E Francis St. Molalla OR 97038

Personnel Involved in Development

The following individuals were involved with the creation of this Emergency Action Plan:

Kristen Rott (athletic director)

Michelle Bartholomew (athletic secretary)

Lisa Benz (Middle school secretary)

Christin Perkins, MA, RN (school nurse)

Officer Jamil Kassab (Campus Resource Officer)



Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions. (Image Included)

Post EAP Activation Procedures:

Documentation

Documentation must be done by ATC (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing

A team comprising of the ATC, AD, coaches, nurse and one or two other school district employees not involved with the situation must discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to EAP should be made for promptness.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Molalla High School/Middle School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

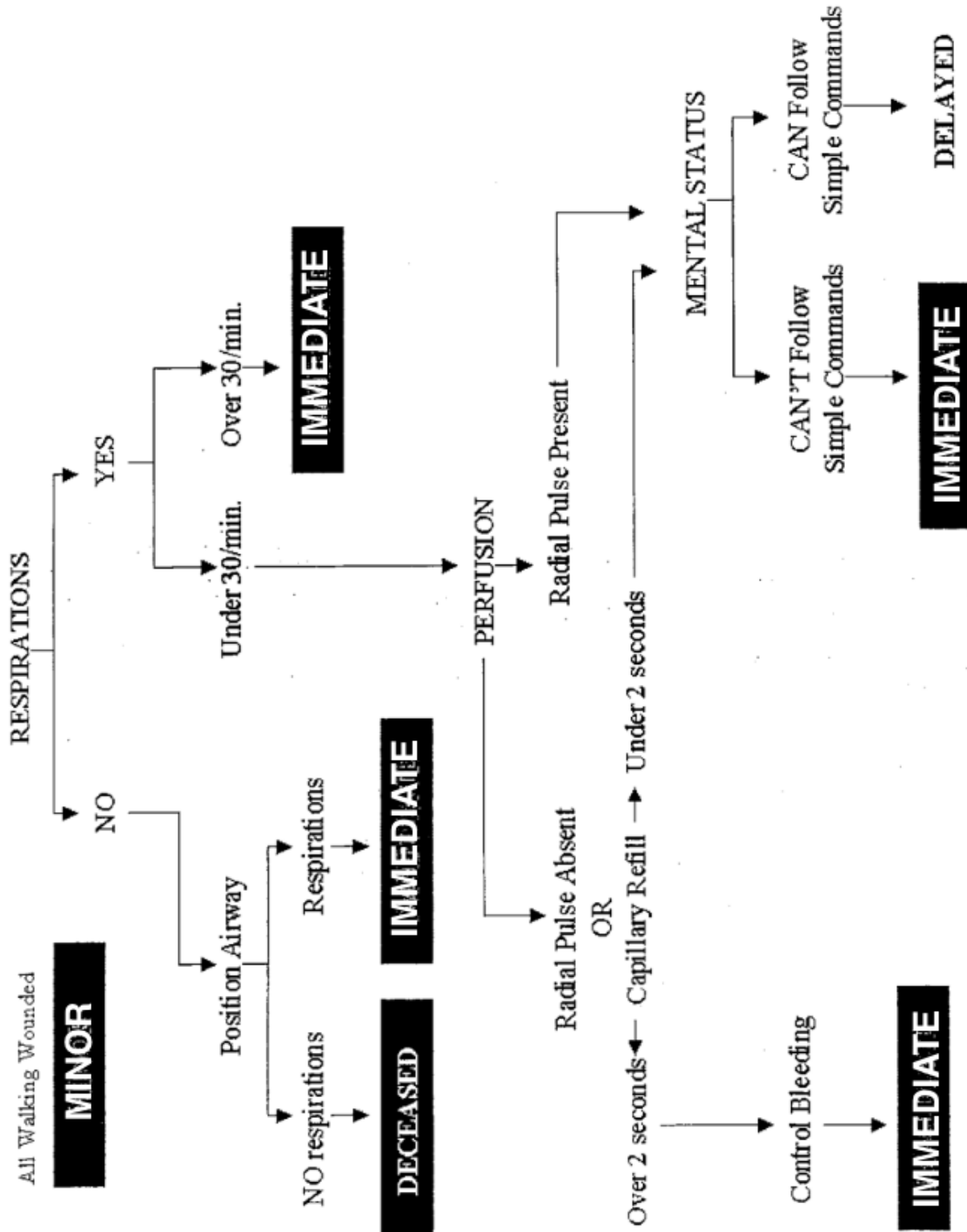
Documentation of Recent Changes

As changes to the EAP are made, please list the change, page affected and date that the change was made.

Specific Changes Made	Page(s) Affected	Date
Creation of Document	All	6/1/2021
<i>*add rows as necessary</i>		



START Triage Plan Flowchart



Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the relevant EAP will be in each medical kit which is to be kept with the coach at every practice/event
3. A copy of the EAP will be posted on the wall in the athletic training room.

Rehearsal Strategy

The athletic trainer, or athletic director will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season.

Coaches at Molalla High School/Middle School will be educated on the EAP prior to their first season of coaching during each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

The meeting will be directed by the athletic trainer, or athletic director and will include a presentation for recent updates along with a hands-on portion. The hands-on portion will run through different scenarios to ensure the coaches understand the EAP. All coaches will be provided the opportunity to ask any and all questions and the athletic trainer or athletic director will be responsible for ensuring a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance, see following page. The documentation of attendance will be stored with the athletic secretary.

The athletic director(s) will be provided with a copy of the EAP and will be required to attend one of the meetings with the coaches. Athletic directors must sign in to prove attendance.



Documentation of Seasonal Coaches Educational Meeting
Topic: EAP Rehearsal

Sign in Sheet

Coach Name (printed)	Sport	HS	MS	Signature

Notes:



Documentation of Emergency Equipment Maintenance AED

Responsible Party for ensuring AED Maintenance:

AEDs should be checked every month

Date	AED #	Status	Notes

Approval and Verification Page:

This document has been read and revised by the [School Name] athletic trainer, team physician and athletic director.

Athletic Trainer: _____

Date: _____

Athletic Director: _____

Date: _____



I _____ (print coach name/sport) have read and understand the Emergency Action Plan for Molalla High School/Middle School Athletics. I understand my roles and responsibility should an emergency occur in my presence. I have also rehearsed this Emergency Action Plan and understand my role in an emergency situation with an athletic trainer present and without. I have been given the opportunity to ask all questions and have received the proper answers to my questions.

I also understand that I must keep my CPR/AED and First Aid Certifications up to date and that it is my responsibility to ensure a lapse does not occur. I am also aware that I must be trained in concussion management and it is my responsibility to ensure a lapse does not occur.

Coach Name (print) _____

Sport _____

Signature _____

Date _____

I _____ (print coach name/sport) have read and understand the Emergency Action Plan for Molalla High School/Middle School Athletics. I understand my roles and responsibility should an emergency occur in my presence. I have also rehearsed this Emergency Action Plan and understand my role in an emergency situation with an athletic trainer present and without. I have been given the opportunity to ask all questions and have received the proper answers to my questions.

I also understand that I must keep my CPR/AED and First Aid Certifications up to date and that it is my responsibility to ensure a lapse does not occur. I am also aware that I must be trained in concussion management and it is my responsibility to ensure a lapse does not occur.

Coach Name (print) _____

Sport _____

Signature _____

Date _____

