**TUTTLE SCHOOLS EMERGENCY PLAN**

SPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. First responder should begin first aid.
2. Send additional responders, i.e. manager, uninjured student, or coach to notify Athletic Trainer, or call 911 if no Athletic Trainer is available.
3. Head coach or Athletic Trainer will become leader; if head coach is unavailable another person 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 911 Dispatch 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 of student

It is the person designated as the leader to report the incident to a school administrator.

It is the person designated as the Leader to report the incident to the parent or guardian.

It is the person designated as the Leader to document the circumstances surrounding the activity and all actions taken.

**DOCUMENTATION OF EVENT**

Leader’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asst. Leader’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Contact Information:**

Athletic Trainer: Ryan Cummings 405-371-2349

School Administrator:  Sean Brooks 405-609-7134

  Scott Moore 405-417-1592

  Lance Cobb 405-623-1989

Fire/Ambulance/EMS: 911

**HEAT RELATED ILLNESS CHART**

|  |  |
| --- | --- |
| **Under 95 degrees Heat Index** | **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 water as they desire. * Optional water breaks every 30 minutes for 10 minutes in duration. * Ice-down towels for cooling. * Watch/monitor students carefully for necessary action. |
| **95 degrees to 99 degrees Heat Index** | **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 water as they desire. * Mandatory water breaks every 30 minutes for 10 minutes in duration. * Ice down towels for cooling. * Watch/monitor students carefully for necessary action. * Helmets and other possible equipment removed while not involved in contact. * Reduce time of outside activity. Consider postponing practice to later in the day. * Re-check temperature and humidity every 30 minutes to monitor for increased heat. |
| **100+ degrees** | **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 water as they desire. * Mandatory water breaks every 30 minutes for 10 minutes in duration. * Ice-down towels for cooling. * Watch/monitor students carefully for necessary action. * Alter uniform by removing items if possible. * Allow for changes to dry t-shirts and shorts. * Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. * Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity. * Re-check temperature and humidity every 30 minutes to monitor for increased heat |

**TYPES OF HEAT ILLNESS**

**Heat Cramps:**

* Some students may experience heat cramps. This type of cramp is the tightening and spasms experienced in muscle. It is often preceded by heavy sweating and large electrolyte losses, this may look like white residue on clothing or equipment.
* If a student is experiencing heat cramps, he or she should stop the activity, find a cool spot to gently stretch and massage the muscle, and drink appropriate fluids like sports drinks (or salty foods and other fluids) that contain significant levels of sodium.

**Heat Exhaustion:**

* Another type of heat illness is heat exhaustion. Conditions and signs of this problem can include profuse sweating, dehydration, fatigue, lightheadedness, rapid pulse, and low blood pressure. Body temperature may be slightly elevated.  If heat exhaustion is suspected, the student should lie in a cool place with legs elevated, have cool, wet towels applied to the body, drink cool fluids, and have someone monitor their vital signs.  With heat exhaustion, often the student feels better when he or she rests in a cool place and replenishes fluids by drinking cool liquids. Continue to monitor the student. If signs are present that the illness is severe or progressing, activate the emergency action plan. Check the student for warning signs. Call 911 or the local emergency number immediately. Have someone administer your emergency care plan.

**Heat Stroke:**

* This is the most serious heat-related illness. With heat stroke, a student will have high body temperature – 104’F or higher – and could have red, hot, dry or moist skin, vomit, be incoherent or lose consciousness, have shallow breathing and/or a weak pulse. He or she might experience mild shock, convulsions, or a coma, and can die from heat stroke.
* If he or she goes into respiratory or cardiac arrest, begin rescue breathing or CPR, as appropriate. Cool by any means possible, as quickly as possible. If necessary, medical or coaching personnel should place the player in an ice bath or “cool pool” and call for emergency medical services (EMS). Continue to cool and monitor the student while awaiting EMS.

|  |  |
| --- | --- |
| **HEAT INDEX** | **HEAT-RELATED EFFECTS** |
| **80-89** | **Fatigue** |
| **90-104** | **Heat cramps, and heat exhaustion** |
| **105-129** | **Heat cramps or heat exhaustion likely** |
| **130+** | **Heat stroke highly likely** |

**RESPONSIBILITIES OF HEAD COACH**

You must have a working knowledge of OSSAA sport specific rules, as well as, the general OSSAA rules concerning eligibility and all other rules covered in the OSSAA handbook, as well as, the heat and concussion policies.

**KEEP ADMINISTRATION INFORMED:**

All schedules must be approved before they are published.

Any loss of school time must be approved 3 days in advance.

Adjunct coaches must be approved by the Tuttle Board of Education prior to that       person participating in your program.

Notify the A.D. when a student quits your sport during the season.

**MAKE SURE YOUR ATHLETES ARE ELIGIBLE**

**KEEP ASSISTANT COACHES INFORMED OF:**

Any changes in schedule

Their duties

What you expect from them

**ALL ATHLETES MUST HAVE REQUIRED FORMS COMPLETED:**

Physicals

Concussion Forms

Emergency Cards

**ALL PURCHASES MUST BE CLEARED IN ADVANCE:**

Fill out requisitions

Receive purchase order number before placing order

**EMERGENCY ACTION PLAN**

**A SERIOUS INJURY IS ANY CONDITION WHEREBY THE ATHLETE’S LIFE MAY BE IN DANGER OR RISKS PERMAMENT IMPAIRMENT.  THESE INJURIES INCLUDE BUT ARE NOT LIMITED TO: CERVICAL SPINE INJURIES, HEAD INJURIES, LOSS OF LIMB, SERIOUS BLEEDING, SHOCK, SERIOUS FRACTURES, HEAT STRESS, CARDIOVASCULAR ARREST AND SEVERE RESPIRATORY DISTRESS.**

These emergency procedures are applicable at the following locations at Tuttle Public Schools: Football practice and game fields, Baseball Field, Softball Fields, Cheer facilities and Gymnasiums. Golf and Gross Country will have venue specific instructions.

**Emergency Personnel: Trainer / EMS on sight / If unavailable call EMS**

**EMS is available by dialing 911**

**Emergency Communication: DIAL 911**

**Local EMS is 911**

**ROLE OF FIRST RESPONDERS**

1. **Immediate care of the injured or ill student athlete.**
2. Check ABC’s (airway, breathing, circulation), severe bleeding, and levels of consciousness.
3. Begin rescue breathing/CPR and AED if necessary and/or necessary first –aid.
4. If spine board is needed, or an ambulance is necessary, send a coach to call 911. If splinting is not possible, stabilize and comfort athlete until EMS arrives.  NOTE: if response time is short, instruct victim to remain motionless, with head stabilized, until more qualified personnel (EMS) arrives.

1. **Activation of Emergency Medical System**
2. Call 911
3. Name of individual making call
4. Give telephone number
5. Number of injured athletes
6. Condition of injured athlete
7. First-aid treatment being given
8. Specific location of emergency. Give venue site.
9. Other information as requested

1. **Direction of EMS to scene**
2. Open appropriate gates
3. Designate individual to “flag down” EMS and direct to scene
4. Scene control:  Limit scene to first-aid providers and move bystanders away from the area

**AFTER HOURS**

In the event of an emergency after hours, the following plan should be initiated:

-Call 911 and go to the nearest hospital

-Contact the Head Coach/staff and a family member (if necessary)

-Contact Athletic Director

**RELATED EMERGENCY SITUATIONS**

**In case of fire, follow these instructions:**

1. Evacuate the building immediately by following nearest exit signs.
2. Exit in a calm and orderly fashion.
3. Call 911 let dispatcher know your location and emergency.
4. If smoke is present, crawl low to escape.
5. If you cannot escape, stay in room, stay calm, and stuff door cracks and vents with wet towels or clothes.

**POISONING:**

1. Check scene to make sure it is safe.
2. Remove victim from source of poison.
3. Check for life threatening situation.
4. If victim is conscious, ask questions to get more information.
5. If it is an **INGESTED** poisoning, look for poison container and take it with you to a telephone. If it is a **CONTACT** poisoning, do not touch the container.
6. Call Poison Control Center or 911.
7. Give care according to the directions given from PCC or 911.
8. Find out what type and quantity of poison did the victim ingest or touch.
9. When did the poisoning take place

**CATASTOPHIC INJURY/EVENT – CRISIS MANAGEMENT PLAN**

Contact Athletic Training/Sports Medicine Personnel

* Athletic Trainer: Ryann Cummings

Contact Athletic Director

* Director – Sean Brooks  405-609-7134

Contact / Update Coaching Staff on current situation(s).

Contact family by appropriate individual

Coordinate media plan:

**No contact with media, Hospital Staff, Medical Personnel or Coaching Staff.**

* Meeting with athletes to discuss situation

**No outside discussion of meeting with media**

* Complete documentation of events; include everyone involved with signatures.

* Collect and secure all equipment and materials involved.

* Construct a detailed time line of events related to the incident.

* Involve appropriate counseling and ministerial personnel.

* Assign athletic staff members to be with family at all times upon arrival; assist family as needed; protect from outside persons.

* Critical incident stress debriefing/counseling as necessary for individuals involved in incident.

**INCLEMENT WEATHER PROCEDURES**

**GENERAL POLICY:**

In the case of inclement weather (i.e. Thunderstorms/Lightning, Hail, Tornado), it will be under the direct discretion of the on-site administrator to determine if the practice/game/competition fields should be evacuated. Exceptions will be made for Softball, Baseball, Golf, and Cross Country, whereby the Head Coach will have to **SUSPEND** activity in the absence of the administrator.

**LIGHTNING:**

Lightning is a dangerous phenomenon. To monitor lightning the Athletic training Staff will utilize the Flash-Bang Method, use of an app on a smart phone or the Sky-Scan Lightning Detector. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason the following guidelines, adopted by the OSSAA, NCAA and NATA must be observed if it appears that lightning is possible for the area:

1. If inclement weather is forecasted for the area or sighted in the area, a(n) administrator will get a weather update via the National Weather Service in Norman, OK by telephone or internet. The phone number is 405-325-3816. Internet sites are as follows:

<http://www.kfor.com/>

<http://www.koco.com/>

<http://www.accuweather.com/>

<http://www.lightningsafety.com/>

1. If the lightning detector is not present, use the countdown or “Flash Bang” method. To use the Flash Bang method, 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 NCAA 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 (5 miles). 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 40 seconds or 8 miles.
2. If lightning is in the immediate area, the administrator will notify the head coach as to the status of the inclement weather and of need to take shelter. Teams may return to the field once the lightning detector has detected no activity in the 3-8 mile range or 30 minutes from last sight of lightning.
3. 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). Unsafe shelter areas; water, open fields, dugouts, golf carts, metal objects (bleachers, fences, etc.), individual tall trees, light poles. **AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD.** **\*\*\***Athletes/coaches should not stand in groups or near a single tree. There should be 15 ft between athletes (NSLI, 2000)**\*\*\***

**Note:** **Sports with metal equipment.** Golfers drop your clubs and remove shoes, baseball/softball drop bats and remove shoes.

1. 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 by a direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it’s been suggested to run for shelter, rather than stay in the middle of a field.
2. If a person feels that his/her hair standing on end, they should immediately crouch as described in item #1. If someone is struck by lightning, activate the Emergency Action Plan. A person struck by lightning does not carry an electrical charge; immediately initiate the EAP and begin the primary survey. If possible move victim to a safe location.
3. Avoid using the telephone except in emergency situations. People have been struck by lightning while using land-line phones. A cellular phone or a portable phone/radio is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure, and if all other precautions are followed.

**EVENT PROCEDURES:**

**Announcement of Suspension of Activity:** Once it is determined that there is danger of a lightning strike, the administrator will notify the head coach and official and subsequently summon athletes (via horn 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 structure like a Gymnasium or locker rooms.

**Evacuation of the stands:** During competition once the official signals to suspend activity, a staff member will announce via the 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. Thank you for your cooperation.”*

**Resumption of Activity:** Activity may resume once the administrator gives permission. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash-Bang-Method and no activity in the 3-8 mile range.

**Away events:** Apply the home/facility EAP or modify the MPS guidelines that apply accordingly.

**Lightning Detection procedures for Non-Supervised Activities:**

Ex. Athletes using facilities in the off season or outside of regular practice hours.

**\*\*\***No method of lightning detection can detect every strike nor is prevention from lightning a guarantee. However, we encourage you to follow the CoachSmart App, OSHA app, or any appropriate weather app, and/or the Flash-Bang-method to monitor the approximation of lightning, and take the appropriate action to ensure your safety during inclement weather.**\*\*\***

**Heat Index / High Humidity**

During summer and early fall and late spring, high temperatures and high humidity are present. It is important that we make ourselves aware of the dangers of this situation to prevent heat exhaustion and illness (See Heat index). Daily measurements via Heat Index app is taken before each practice during periods of extreme heat and humidity.

1. If temperature range is from **80°** degrees to **90°** degrees, fatigue is possible with prolonged exposure.
2. Between **90°** and **130°** degrees, sunstroke, heat cramps, and heat exhaustion are likely and heat stroke is possible with prolonged exposure.
3. At **130°** degrees or higher sunstroke or heatstroke are highly likely with continued exposure to sun.
4. If heat index reaches **>104°** extreme caution must be taken and activities/practice(s) will be moved indoors, or postponed to a cooler part of day (6-10am or 6-10pm).