

Los Gatos High School Sports Medicine Emergency Action Plan (EAP)

06/2023

Introduction

Emergency action plans are necessary to ensure that appropriate strategies and venue specific procedures are followed during a time of crisis. When immediate action is taken and procedures are followed, the best possible care can be given to the person(s) in need of medical assistance.

It is the duty of the athletic department as well as the sports medicine team to create and implement an emergency action plan for all athletic events on campus. Athletic department administrators and staff, coaches, and the sports medicine team must stay educated and prepared for crises in order to avoid questions from the public and other outsiders on the qualifications of those involved and the protocols followed. Staying prepared begins with the formulation of the emergency plan, organizing proper coverage of events, replacing expired emergency equipment and supplies, properly utilizing all personnel involved, and continuing education throughout the department. Through careful pre-participation exams, sufficient medical coverage, and safe practice and training techniques, potential emergencies may be averted. Even with the proper steps for prevention and safety taken, accidents and injuries are an inherent part of sport and should not be taken lightly.

The emergency plan intends to lay out the personnel and their roles, emergency communication systems, emergency medical equipment, and venue specific plans. The major components are listed below

Components of the EAP

- 1. Emergency Personnel**
- 2. Roles of first responder**
- 3. Emergency Communication**
- 4. Emergency Equipment**
- 5. Venue directions with map**
- 6. EAP checklist for non-medical emergency (Refer to School Emergency Operation Plan (SEOP) Non-Athletics; eg. fire, earthquake, chemical hazard, intruder, etc.)**

Emergency Personnel

A member of the sports medicine team should always take the lead in an emergency situation if they are present. In some instances, sports medicine coverage may not be available due to factors such as the sport, the setting, and the type of practice or competition (see Sport Risk Index). In circumstances where the athletic trainer or other medical professional is not present, a school administrator or coach may take the lead given they are CPR/ AED certified. With that stated, all school administrators and coaches must be certified in cardiopulmonary resuscitation (CPR)/ AED, first aid, and prevention of blood borne pathogen exposure. Also, a review and rehearsal of the emergency plan will take place annually to ensure all responders are aware of their roles in a variety of situations.

Non-emergency action plan can be performed without the development of an emergency team. The emergency team consists of physicians, certified athletic trainers, and EMS personnel, but school administrators, coaches, student athletic trainers, and even bystanders may be called upon to assist. It is important to note that those with lower credentials should yield to others with more appropriate training. Factors that may dictate the action taken during an emergency include the number of members of the emergency team, the location (venue), and the preference of action deemed necessary by the head certified athletic trainer. Below are the four basic rules for members of the emergency team. Scene safety should be established immediately and first responders should not put themselves at risk of injury or death during an emergency. When the scene is deemed safe the first responder should immediately begin treating the injured or ill person. Nature and severity of injury should be determined rather quickly in order to begin activation of EMS as quickly as possible. The duty of activating the Emergency Medical System (EMS) should be given to a person who can remain calm during an emergency and communicate clearly over the phone. It is also important that this individual be familiar with the venue so that clear directions can be given to the dispatcher. The next step is to retrieve medical equipment and this job should be given to someone that knows where the equipment is located and what it looks like. Finally, an individual familiar with the venue should head to the nearest cross street or major landmark to direct EMS to the scene of the emergency. The individual who made the call should let EMS know that someone will be at a specific location to wave them down. These last points demonstrate the importance of rehearsal of the plan and knowledge of the venues where athletic events are held.

Responsibilities of Emergency Team

1. Scene Safety and immediate care of ill or injured individual
2. Activate the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to the scene

Activating EMS

Making the Call:

- Notify LGHS Certified Athletic Trainer, Jacob Rojas **Office:** (408) 354-2730 ext. 418 or **Cell Phone:** (510) 460-2793.
- Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 using cellular or campus phone
- Notify campus officials by dialing (408) 354-2730 for main office ext. 214

What to say:

- Name and telephone number of caller as well as campus address
- Nature of emergency (medical or non-medical)
- Number of athletes involved
- Condition of athlete(s) (stable or not)
- Initial treatment by first responder
- Specific directions to scene of emergency
- Any other information needed by dispatcher
- Stay on the line and follow all instructions

Emergency Communication

Communication is of vital importance to providing a quick response to a medical emergency. All emergency personnel must be able to work together and communicate effectively to ensure fast and adequate response to emergency situations. Access to a working telephone (mobile or landline) or other communication devices such as walkie-talkies must be available. Communication devices should be charged and checked prior to athletic events and a backup plan should be in place. A back-up plan may consist of having knowledge of where to find the certified athletic trainer and campus officials during all athletic events.

Emergency Plan: Helm Field – Football/ Track/ Soccer

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

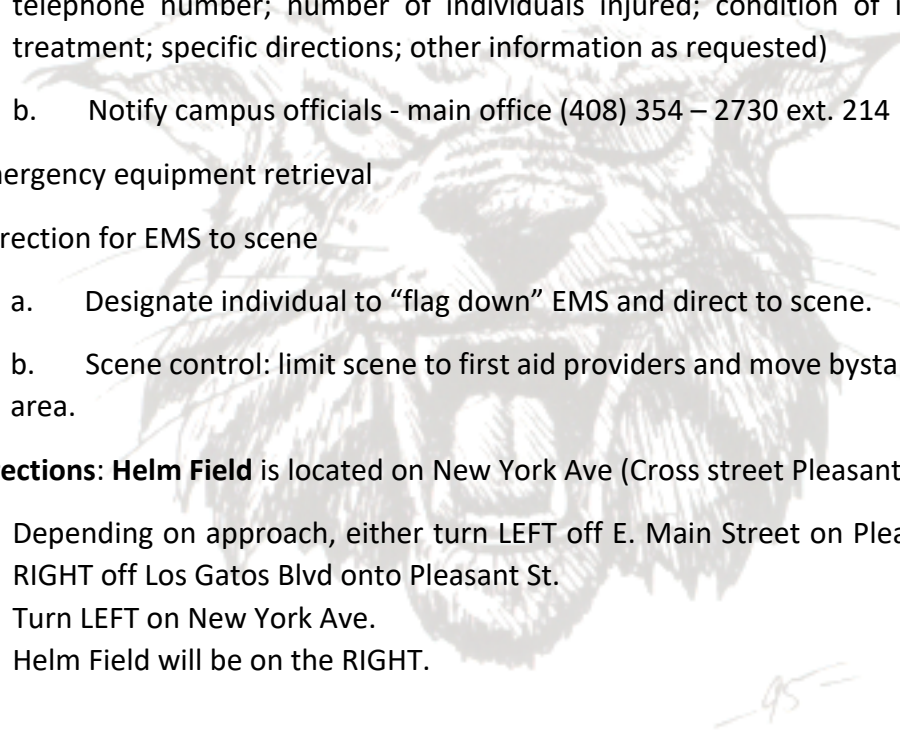
Emergency Communication: Call Athletic Training Room (408-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas, 510-460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; AED's located in Field House (primary) as well as in the Athletic Training Room (secondary)

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 from cellular phone or 911 from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene.
 - b. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions: Helm Field is located on New York Ave (Cross street Pleasant St.)

1. Depending on approach, either turn LEFT off E. Main Street on Pleasant St., or turn RIGHT off Los Gatos Blvd onto Pleasant St.
 2. Turn LEFT on New York Ave.
 3. Helm Field will be on the RIGHT.
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Emergency Plan: Los Gatos High School Weight Room

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

Emergency Communication: Call Athletic Training Room (408)-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas (510) 460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; AED's located in Field House (primary) as well as in the Athletic Training Room (secondary).

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 from cellular phone or from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene.
 - b. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions: Los Gatos High School Weight Room is located on New York Ave (Cross street Pleasant St.)

- 1) Depending on approach, either turn LEFT off E. Main Street onto Pleasant St., or turn RIGHT off Los Gatos Blvd onto Pleasant St.
- 2) Turn LEFT on New York Ave.
- 3) Weight room will be on the RIGHT past the football field entrance.

Emergency Plan: Helm Gymnasium

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

Emergency Communication: Call Athletic Training Room (408-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas (510) 460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; Primary AED located in the main hallway of the gym. Secondary AED in the Field House by the football field. Athletic Trainer also has AED on hand.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 from cellular phone or from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene.
 - b. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions: Helm Gymnasium is located on New York Ave (Cross street Pleasant St.)

- 1) Depending on approach, either turn LEFT off E. Main Street on Pleasant St., or turn RIGHT off Los Gatos Blvd onto Pleasant St.
- 2) Turn LEFT on New York Ave.
- 3) Helm Gymnasium is on the LEFT passed Chicago Ave.

Emergency Plan: Los Gatos High School - Pool

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

Emergency Communication: Call Athletic Training Room (408-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas (510) 460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; Primary AED located in the Pool Office. Secondary AED located in the Main hallway of Helm Gymnasium. Tertiary AED located with Athletic Trainer.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 from cellular phone or from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene.
 - b. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions: Los Gatos High School Pool is located on Chicago Ave (Cross street is New York Ave.)

- 1) Depending on approach, either turn LEFT off E. Main Street on Pleasant St., or turn RIGHT off Los Gatos Blvd on Pleasant St.
- 2) Turn a LEFT on New York Ave.
- 3) Turn Left on Chicago Ave. and the pool will be located on the RIGHT.

Emergency Plan: Los Gatos High School - Small Gymnasium/ Dance Studio

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

Emergency Communication: Call Athletic Training Room (408-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas (510) 460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; Primary AED located in the Pool Office. Secondary AED located in the main hallway of Helm Gymnasium. Tertiary AED located with Athletic Trainer.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 from cellular phone or from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene
 - b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Los Gatos High School Small Gymnasium and Dance Studio is located on Chicago Ave (Cross street is New York Ave.)

- 1) Depending on approach, either turn LEFT off E. Main Street on Pleasant St., or turn RIGHT off Los Gatos Blvd on Pleasant St.
- 2) Turn LEFT on New York Ave.
- 3) Turn LEFT on Chicago Ave. and the side entrance to the small gymnasium and Dance Studio will be located on the RIGHT.

Emergency Plan: Los Gatos High School - Baseball Field

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

Emergency Communication: Call Athletic Training Room (408-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas (510) 460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; Primary AED located in the baseball field office. Secondary AED Located in the Filed House near the football field. Tertiary AED located with Athletic Trainer.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 from cellular phone or from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene
 - b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Helm Field is located on New York Ave (Cross street Pleasant St.)

- 1) Depending on approach, either turn LEFT off E. Main Street on Pleasant St., or turn RIGHT off Los Gatos Blvd onto Pleasant St.
- 2) Turn LEFT onto New York Ave.
- 3) The baseball field will be located on the RIGHT through the parking lot.

Emergency Plan: Los Gatos High School – Tennis Courts

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

Emergency Communication: Call Athletic Training Room (408-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas (510) 460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; Primary AED located In between Softball and lower field in ice machine room. Secondary AED Located in the Filed House near the football field. Tertiary AED located with Athletic Trainer.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or Call 911 from cellular phone or from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene.
 - b. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions: Los Gatos High School Tennis Courts are located on New York Ave (Cross street Pleasant St.)

- 1) Depending on approach, either turn LEFT off E. Main Street on Pleasant St., or turn RIGHT off Los Gatos Blvd onto Pleasant St.
- 2) Turn LEFT onto New York Ave.
- 3) The Tennis Courts will be located on the LEFT at the end of New York Avenue.

Emergency Plan: Los Gatos High School – Softball and Lower Field

Emergency Personnel: Certified athletic trainer on site for practice and competition and additional sports medicine staff if available.

Emergency Communication: Call Athletic Training Room (408-354-2730 ext. 418); certified athletic trainer carries cell phone (Jacob Rojas (510) 460-2793).

Emergency Equipment: Supplies maintained in Athletic Training Room; Primary AED located In between Softball and lower field in ice machine room. Secondary AED Located in the Filed House near the football field. Tertiary AED located with Athletic Trainer.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Contact the Los Gatos Monte Sereno Police Department directly at 408-354-8600 or call 911 from cellular phone or from campus land-line (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
 - b. Notify campus officials - main office (408) 354 – 2730 ext. 214
3. Emergency equipment retrieval
4. Direction for EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene.
 - b. Scene control: limit scene to first aid providers and move bystanders away from area.

Venue Directions: Los Gatos High School Tennis Courts are located on New York Ave (Cross street Pleasant St.)

- 1) Depending on approach, either make a LEFT off E. Main Street onto Pleasant St., or make a RIGHT off Los Gatos Blvd onto Pleasant St.
- 2) Turn LEFT on New York Ave.
- 3) Follow New York Ave until it dead ends and turn LEFT, proceed to the fence at the end of the parking lot.