

# Emergency Action Plan For Archbishop Mitty Athletics Program

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

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# Emergency Action Plan – Archbishop Mitty High School

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## **Personnel Involved in Development**

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

Chris Chung MD, Team Physician

Chelsea Waldrup MA ATC, Head Athletic Trainer

Scott Martinez MS ATC, Assistant Athletic Trainer

Brian Eagleson, Athletic Director

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## 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
Added Chris Chung MD	3	October 22, 2021
Added Scott Martinez	3, 9, 10	April 2, 2025
Changed President name	10	October 22, 2021
Change nearest phone * must dial 9-911. New phone system does not require	12	October 22, 2021
<i>*add rows as necessary</i>		

## EMERGENCY ACTION PLAN FOR ATHLETICS OVERVIEW

### Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

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 and 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.

### Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

### Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, and prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All coaches are required to have CPR, AED, and concussion management, sudden cardiac arrest, and heat illness training certifications.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders.

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Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The four basic roles within the emergency team are:

**Establish scene safety and immediate care of the athlete:**

This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).

**Activation of Emergency Medical Services:**

This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team.

**Equipment Retrieval:**

May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.

**Direction of EMS to the scene:**

One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

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## Activating Emergency Medical Services

Call 9-1-1

Provide information

Name, address, telephone number of caller

Nature of the emergency (medical or non-medical)\*

Number of athletes

Condition of athlete(s)

First aid treatment initiated by first responder

Specific directions as needed to locate the emergency scene (i.e.

“use the south entrance to the school off Asylum St.”)

Other information requested by the dispatcher

**DO NOT HANG UP FIRST**

\*if non-medical, refer to the specified checklist of the school’s non-athletics emergency action plan

## Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page 11 for emergency communication guidelines for Archbishop Mitty.

## Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experiences doubt in their mind regarding the severity of the situation should consider a “load and go” situation and transport the individual.

## 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.

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## 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, and coaches 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 Archbishop Mitty helps ensure that the athlete will have the best care provided when an emergency situation does arise.



# Emergency Action Plan – Archbishop Mitty High School

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## Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
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.

## Chain of Command

The athletic training should always act as primary care-givers at the site of the injury or accident (when on-site) and would manage the situation according to the following rank:

1. *Chelsea Waldrup, MA ATC*
2. *Scott Martinez, MS ATC*
3. *Brian Eagleson, AD*
4. *Head Coach*
5. *Assistant Coach*

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

1. *Head Coach*
2. *Athletic Director*
3. *Associate Athletic Director*
4. *Assistant Coach*

# Emergency Action Plan – Archbishop Mitty High School

## Emergency Telephone Numbers

This list is only to be used in case of an emergency.

Off Campus Contacts	Phone Number
Emergency	911
Police department	(408) 277-8911
Fire and Ambulance	(408) 277-8991
SC Valley Medical Hospital	(408) 885-5000
Good Samaritan Hospital	(408) 559-2011
Poison Control Center	(800) 222-1222

On Campus Offices	Phone Number
Athletic Training Room	(408) 342-4373
Athletic Director	(408) 342-4317
Main Office	(408) 252-6610
Administrative Office	(408) 252-6610
Dean's Office	(408) 342-4310

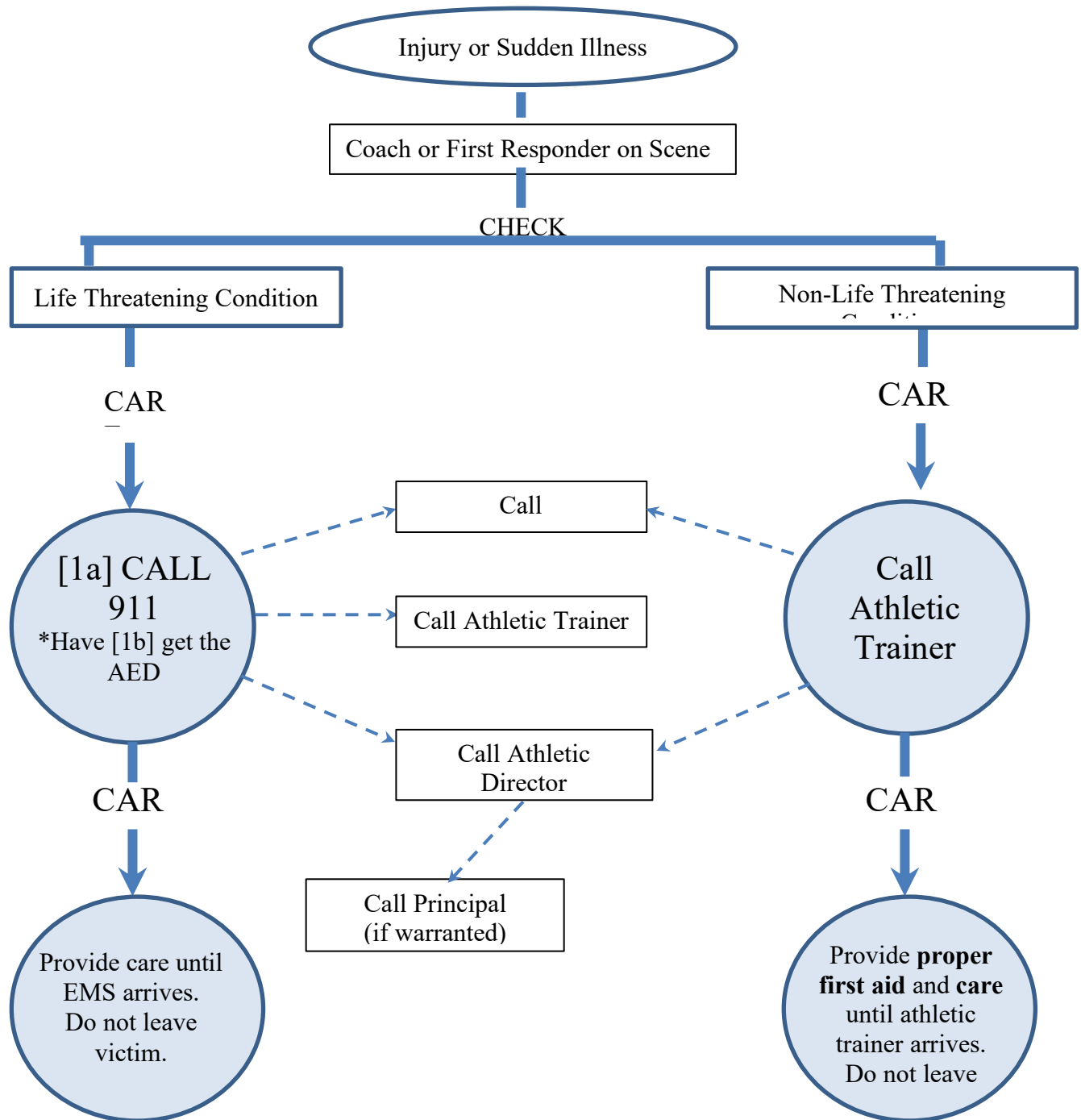
Title	Name	Office	Cell
Athletic Trainer	Chelsea Waldrup	(408) 342-4373	(510) 909-2430
Athletic Trainer	Scott Martinez	(408) 342-4373	(714) 209-8049
Athletic Director	Brian Eagleson	(408) 342-4317	(408) 205-2487
President	Latanya Hilton	(408) 342-4209	(510) 825-1941

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<b>Principal</b>	Kate Caputo	(408) 342-4229	(408) 921-8617
<b>Associate Principal</b>	Keith Mathews	(408) 342-4203	(831) 840-1497
<b>Assistant Principal</b>	Jim Fallis	(408) 342-4310	(408) 234-7166

## Emergency Situation Contact Tree



After the situation is controlled: Contact (phone or email)  
*Athletic Trainer*  
*Parent*  
*Athletic Director*

# Emergency Action Plan – Archbishop Mitty High School

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Athletic Trainer may at their discretion contact sports medicine physician for guidance

## Emergency Equipment Locations

### **Emergency Equipment:**

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit on site for events covered by ATC
  - First Aid Kit located with coach
1. AED
    - a. Located with ATC for all covered events
    - b. Additional AED located outside Athletic Training Room
    - c. Additional AED located on the outside corner of room 505 and 506 near the varsity baseball field
    - d. Additional AED located outside of Parker Hall
    - e. Additional AED located outside the Attendance office
    - f. Additional AED located outside the Advancement office
  2. Nearest phone
    - a. Athletic Trainer's personal cell phone when covering events
    - b. Coaches' personal cell phones (with emergency numbers attached here)
    - c. In Archbishop Mitty – there is a phone in the Athletic Training Room on the desk
  3. Rescue Inhaler
    - a. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
    - b. Inhaler must be left with coach (labeled with name) during practices and games (not left in personal bag)
    - c. Athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.
  4. Epi Pen
    - a. Coaches are responsible for each student who has an epi pen and is responsible for bringing their epi pen with them to all practices/games
    - b. Epi pen must be left with coach (labeled with name) during practices and games (not left in personal bag)
    - c. Athletic trainer may be given a backup Epi pen by the parent or child to keep as a backup in the med kit.
  5. Splints
    - a. With ATC during events or in ATR
  6. Spine boards/Cervical Collar
    - a. Will be provided by EMS upon arrival
  7. Bio-hazard Materials
    - a. Red bags – in each med kit and in ATR
    - b. Disposal Bin – in ATR

# Emergency Action Plan – Archbishop Mitty High School

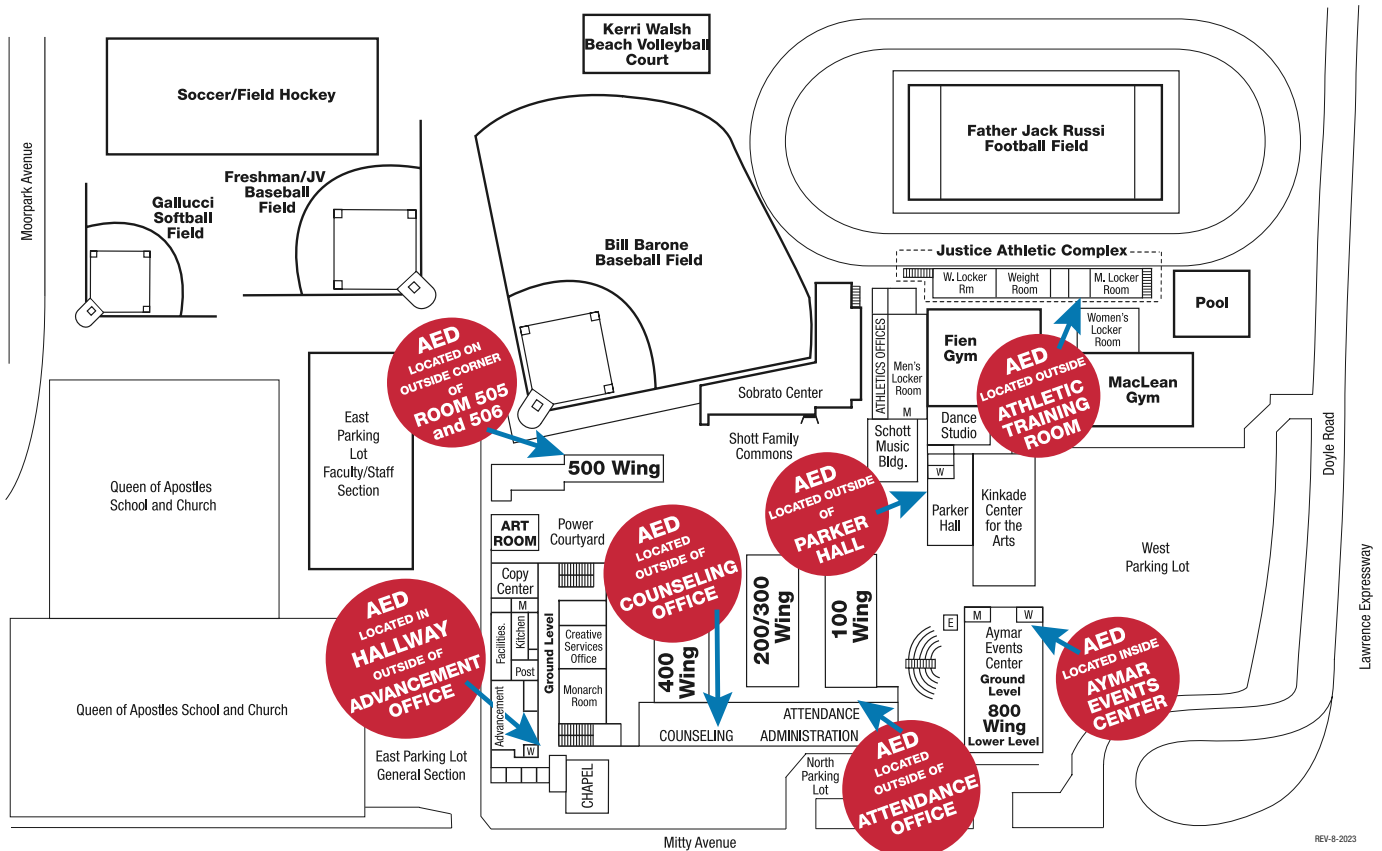
## Archbishop Mitty AED Location



### ARCHBISHOP MITTY HIGH SCHOOL ATHLETICS FACILITIES

5000 Mitty Way, San Jose, CA 95129 • (408) 252-6610 • [www.mitty.com](http://www.mitty.com)

### AED – AUTOMATED EXTERNAL DEFIBRILLATOR LOCATIONS



REV-8-2023

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## General Plan of Action

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
  - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!
  - b. Check card for 911 call instructions for your location
4. Perform emergency CPR/First Aid
  - a. If severe bleeding – instruct individual to assist with bleeding control
5. Instruct coach or bystander to get AED
6. Instruct coach or bystander to control crowd
7. Contact the Athletic Trainer of Archbishop Mitty if they are present at the school but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Vice Principal
11. Instruct individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. Assistant coach or school employee must accompany athlete to hospital – either in ambulance or follow by car
14. Document the event; both injury report and Diocese incident report

## Emergency Action Procedures Fien and Maclean Gymnasiums

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **5000 Mitty Way San Jose 95129; Cross Streets: Lawrence Expressway and Mitty Way**
    - e) **Access West parking lot from Mitty Way**
    - f) **Meet EMS at the front of West parking lot.**
    - g) **Meet EMS at front of Gyms by plantar boxes**
    - h) Any additional information
    - i) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
  - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
  - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief



## Emergency Action Plan Stadium Field

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **5000 Mitty Way San Jose 95129; Cross Streets: Lawrence Expressway and Mitty Way**
    - e) **Access West parking lot from Mitty Way**
    - f) **Meet EMS at front of West parking lot and direct to access between gyms**
    - g) **Meet EMS at entrance to stadium field, by lion statue**
    - h) Any additional information
    - i) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
  - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
  - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

## Emergency Action Plan Varsity Baseball Field

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **5000 Mitty Way San Jose, 95129; Cross Streets: Lawrence Expressway and Mitty Way**
    - e) **Access East Parking lot from Mitty Way**
    - f) **Meet EMS at the entrance of the East parking lot**
    - g) **Meet EMS at gate to baseball field**
    - h) Any additional information
    - i) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
  - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
  - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

## Emergency Action Plan 4 Acre Field/ Softball Field

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **5000 Mitty Way San Jose, 95129; Cross Streets: Lawrence Expressway and Mitty Way**
    - e) **Access East Parking lot from Mitty Way**
    - f) **Meet EMS at the entrance to the East parking lot; Meet EMS at gate entrance on Moorpark Ave.**
    - g) **Meet EMS at gate to baseball field**
    - h) Any additional information
    - i) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
  - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
  - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

## Emergency Action Plan Aymar Event Center

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **5000 Mitty Way San Jose, 95129; Cross Streets: Lawrence Expressway and Mitty Way**
    - e) **Access West Parking lot from Mitty Way**
    - f) **Meet EMS at front gate to West parking lot**
    - g) **Meet EMS at entrance to Aymar Event center**
    - h) Any additional information
    - i) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
  - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
  - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

## Emergency Action Plan Swimming Pool

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **5000 Mitty Way San Jose, 95129; Cross Streets: Lawrence Expressway and Mitty Way**
    - e) **Access West Parking lot from Mitty Way**
    - f) **Meet EMS at front gate of the entrance of the West lot**
    - g) **Meet EMS at entrance to Pool entrance**
    - h) Any additional information
    - i) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
  - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
  - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

## Emergency Action Plan John Mise Park

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **594 Park Meadow Drive; San Jose 95129; Cross Streets Moorpark Ave and Mitty Way**
    - e) **Access to field on John Mise Ct located on east side of the park.**
    - f) **Meet EMS at gate entrance from John Mise Ct.**
    - g) Any additional information
    - h) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
  - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
  - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

## Emergency Action Plan Foothill College (Football games)

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Archbishop Mitty's Athletic Trainer, Team Physician will be on site for all home football games at Foothill College.

Archbishop Mitty security staff will also be present at gates and the field and will have direct access to emergency services.

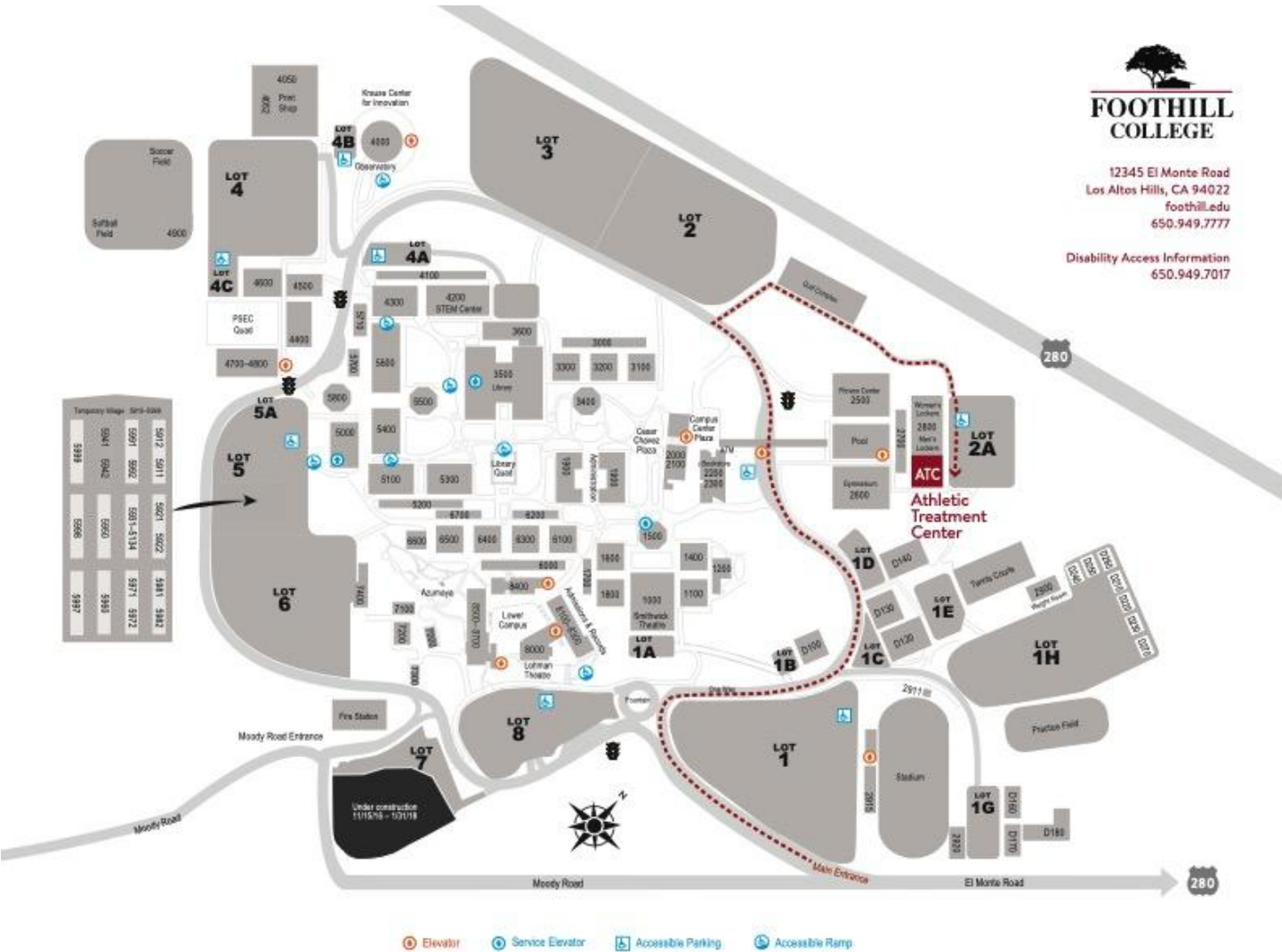
### Emergency Procedures:

- 1) Check the scene
  - a) Is it safe for you to help?
  - b) What happened?
  - c) How many victims are there?
  - d) Can bystanders help?
- 2) Instruct AMHS Security to call 911
  - Provide the following information
    - a) Who you are
    - b) General information about the injury or situation
    - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*).
    - d) **12345 El Monte Road; Los Altos Hills, CA 94022; Cross Streets Highway 280 and El Monte Road**
    - e) **Access from main entrance onto Loop Road into parking lot 1.**
    - f) **Meet EMS at gate leading to field and direct to site of emergency**
    - g) Any additional information
    - h) **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
- 3) Perform emergency CPR/First Aid
  - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
    - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
  - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Archbishop Mitty if not present on scene
- 6) Meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) Designate an individual to "flag down" and direct to scene
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- 7) Assist ATC and/or EMS with care as directed
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- 9) Document event and debrief



# Emergency Action Plan – Archbishop Mitty High School

Foothill Map



12345 El Monte Road  
Los Altos Hills, CA 94022  
foothill.edu  
650.949.7777

Disability Access Information  
650.949.7017



## Rehearsal Strategy

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

Coaches at Archbishop Mitty 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 and will include 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 will be responsible for ensuring a proper and adequate answer to all questions.

The documentation of attendance will be stored with the athletic trainer.

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.

# Emergency Action Plan – Archbishop Mitty High School

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## Documentation of Emergency Equipment Maintenance AED

Responsible Party for ensuring AED Maintenance:

The Diocese of San Jose has an agreement with Cintas that provides monthly AED inspections and maintenance. LifeREADY 360 also provides documentation of AED inspection and maintenance.

*AEDs should be checked every month*

### Approval and Verification Page:

This document has been read and revised by the Archbishop Mitty High School athletic trainer, team physician and athletic director.

Team Physician: \_\_\_\_\_

Date: \_\_\_\_\_

Athletic Trainer: \_\_\_\_\_

Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

Date: \_\_\_\_\_