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PRESENTED BY: OSBORN, HEATHER

AZ COLLEGE PREP

1150 W. ERIE STREET, CHANDLER, AZ 85224

ACP-E SUPERVISION & LOCKER ROOM PLAN

TABLE OF CONTENTS

CLASS PERIODS 1-6.....	3
5 th Hour Varsity Locker.....	3
6 th Hour Varsity Locker.....	3
ZERO HOUR ATHLETICS & BEFORE SCHOOL PRACTICES.....	3
AFTER SCHOOL PRACTICES.....	4
FACILITIES.....	4
Weight Room.....	4
Wrestling Room.....	4
Gym.....	4
Fields.....	5
GAME DAYS.....	5
Officials at ACP-E.....	5
ATC's for Home Games.....	5
Girls Volleyball & Badminton.....	5
Boys & Girls Basketball.....	5
Wrestling.....	5
Boys & Girls Soccer.....	6
Boys Volleyball.....	6
GAMES AT AJHS.....	6
Football.....	6
Softball.....	6
Boys & Girls Tennis.....	6
OFF-CAMPUS SPORTS.....	7
Swim.....	7
Golf.....	7
Track & Field.....	7
Beach Volleyball.....	7
STAFF.....	7
Administration.....	7
Coaching Staff.....	8

Security Personnel.....	9
APPENDIX A (ACP EMERGENCY ACTION PLAN).....	10
APPENDIX B (ACP FOOTBALL LOCKER ROOM SUPERVISION PLAN).....	22
APPENDIX C (AJHS EMERGENCY ACTION PLAN).....	24
APPENDIX D (AJHS EMERGENCY ACTION PLAN FOR COACHES).....	29

CLASS PERIODS 1-6

The Girls and Boys Locker Rooms are locked when there is not an adult present. During the first and last ten minutes of each class period, Coach Michelle Lefevre supervises the Girls Locker Room and Coach Paul Huffman supervises the Boys Locker Room. During Coach LeFevre's prep (6th period), Coach Heather Orr supervises the Girl's Locker Room and during Coach Huffman's prep (5th period), Coach Myron Blueford supervises the Boy's Locker Room.

While students are working out in the gym, weight room, or wrestling room and need to use the restroom, they may use the facilities located in the foyer.

If a student is called out of class and needs to access their items in a locker, our security guard (Roy "Skeeter" Mesquita) or another staff member accompanies that student to the locker room to unlock it and lock it back up.

Coach Lefevre has a list of all female student lockers and Coach Huffman has the list of all male student lockers. They also possess the master key to access the locks if needed. Sports are situated together in the locker room. Due to the limited lockers in the locker room, most lockers are shared by two athletes.

5TH HOUR VARSITY LOCKER (FEMALE) & YOGA

Coach Orr and Coach Blueford are in charge of the female athletes in the locker class. Coach Lefevre is in charge of the students in yoga. Yoga takes place in the library. Coaches Orr and Blueford supervise the gym and surrounding facilities that their athletes are using.

6TH HOUR VARSITY LOCKER (MALE)

Coach Orr, Coach Blueford, Coach Huffman, and Coach Alberto Millan are in charge of supervision of the athletes in this class period.

ZERO HOUR ATHLETICS & BEFORE SCHOOL PRACTICES

The Girls and Boys Locker Rooms are locked when there is not an adult present. Spiritline has a zero hour class in the gym with Coaches Trish Skaff, Belle Medlock, and Kim Economou. One of the coaches let the girls into the locker room to put their belongings into their lockers at the beginning of class (6:50am) and stays with them until the last girl leaves the locker room. The locker room is then locked.

After class, Coach Skaff supervises the locker room from 7:25am-7:42am while the girls get ready for 1st hour. Cross country practices before school and the female XC athletes know that during this time they are allowed into the locker room to get ready as well.

The cross country female athletes can also access the locker room when Mrs. Jimenez opens the locker room for them and supervises them in the mornings. If she is not there, they must wait for Coach Skaff.

The male cross country athletes access the locker room after practice with Coach Skeeter. He opens it, supervises them and then locks it back up.

This will be the same procedure for track and field athletes in the spring. All other sports practice during athletic locker or after school.

AFTER SCHOOL PRACTICES

Coach Huffman is in the boy's locker room immediately after school if there are male athletes that need to change that are not in the 6th period Varsity Locker class and have practice after school. If he is not on campus, the locker room will be locked and athletes come to the office to get Skeeter to open the locker room and supervise them. We are fortunate to have many male coaches that can also stand in for Coach Huffman on days that he has to leave for wrestling meets or is not on campus.

The in-season female coach is assigned to supervision of the female athletes in the locker room for changing purposes. If the coach is unavailable, either Coach LeFevre or another female staff member is called in. The girl's locker room is locked after athletes change.

Swim practices at Arrowhead and Chandler High School. The athletes change after school in the ACP-E locker rooms before traveling to the off-site facilities.

Golf practices at local golf courses, most often at San Marcos. The athletes change after school in the ACP-E locker rooms before traveling to the off-site facilities.

Beach Volleyball practices at Chuparosa park. The athletes change after school in the ACP-E locker rooms before traveling to the off-site facilities.

PRACTICES, CAMPS, CLINICS & OPEN GYM (GENERAL)

All practices, camps, clinics, and open gym times need to be on the master calendar so that the athletic department is aware of what is going on with all teams in and out of season. This even applies to off-campus sports. Make sure that facility requests are approved.

FACILITIES

WEIGHT ROOM

The weight room is locked at all times unless there is a class (3rd hour) or it is being used by the Varsity locker class (5th & 6th hours) or a team. The weight room must be reserved through Penny Medlock using a facility request when used before or after school so that we are aware who is in there at all times. All weights must be re-racked and equipment must be put away at the end of each session for the safety of all students and staff. No students are allowed without a staff member present.

WRESTLING ROOM

The wrestling room is locked at all times unless it is being used by the Varsity locker class (5th & 6th hours) or a team. The wrestling room must be reserved through Penny Medlock using a facility request when used before or after school so that we are aware who is in there at all times. The wrestling room must be cleaned after each session. No students are allowed without a staff member present.

GYM

The gym is locked at all times unless it is being used a class or a team. The gym must be reserved through Penny Medlock using a facility request when used before or after school so that we are aware who is in there at all times. No students are allowed without a staff member present.

FIELDS

Fields must be reserved through Penny Medlock using a facility request when used before or after school so that we are aware who is using it at all times. Students must be accompanied by a staff member when using the fields.

GAME DAYS

GAMES AT ACP-E

OFFICIALS AT ACP-E

Officials are placed in the weight room so they can lock up their personal belongings. Bottled water is provided to them at half time.

ATC'S FOR HOME GAMES

An ATC will be present in the gym for Volleyball, Basketball, and Wrestling and will be on the field for Soccer. The ATC will be on-campus during Badminton matches. The ATC has developed the ACP High School Emergency Action Plan (see Appendix A). An ATC will be on-campus to assist with jr. high sports on campus as well.

GIRLS VOLLEYBALL & BADMINTON

Home and visiting teams must both share the girl's locker room because football is currently in season and occupying the boy's locker room. The home team coordinates with the visiting team as to when each team will be in there. A coach needs to be in the locker room with the team while in the locker room. The outside door is locked during games; the inside door is monitored by security and administration. Fan entrance is through the front of the gym in the foyer where tickets are sold; fans use the restrooms in the foyer.

BOYS & GIRLS BASKETBALL

Coaches must be in the locker room with their team while athletes are in there. Security and administration will monitor the interior locker room doors. Exterior locker room doors will be locked.* Fan entrance is through the front of the gym in the foyer where tickets are sold; fans use the restrooms in the foyer.

WRESTLING

Male athletes use the boy's locker room with their school coach present. The exterior door is locked. The interior door is monitored by security and administration. The female locker room interior and exterior doors will be locked. If there are female athletes, a female staff member will accompany the athlete into the girl's locker room at all times; the interior door will only be unlocked when access is needed. Fan entrance is through the front of the gym in the foyer where tickets are sold; fans use the restrooms in the foyer.

BOYS & GIRLS SOCCER

Coaches must be in the locker room with their team while athletes are in there. They will access the locker rooms through the exterior doors; the interior doors will be locked. Security and administration will monitor the exterior locker room doors.* Fan entrance is through the gates on the south side of the Varsity (east field) where tickets are sold; fans use the restrooms in the foyer of the gym.

*In the event of soccer and basketball games at the same time, all boys teams will use the boy's locker rooms and girls will use the girl's locker rooms. The home team coordinates with the visiting team as to when each team will be in there. A coach needs to be in the locker room with the team while in the locker room.

BOYS VOLLEYBALL

Coaches must be in the locker room with their team while athletes are in there. Security and administration will monitor the interior locker room doors. Exterior locker room doors will be locked. Fan entrance is through the front of the gym in the foyer where tickets are sold; fans use the restrooms in the foyer.

GAMES AT AJHS

FOOTBALL

See Football Locker Room & Supervision Plan (see Appendix B); additionally, there is a game plan with specific details about each game in the ACP Football Game Day binder for each game that is also emailed with security, Chandler PD working the game, game workers, the ATC's, the visiting school, officials, and administration the Wednesday before each home game. The binder is taken to each game by Heather Osborn, Athletic Director. A minimum of one ATC and one team physician will be present at each home game.

SOFTBALL

Softball games are played on the 8th grade softball field on the southeast side of the AJHS campus off Ironwood Drive. Locker rooms are not used for softball. Restrooms are located in the gym lobby for fans. An administrator is present at softball games; security is not on hand for softball games.**

BOYS & GIRLS TENNIS

Softball games are played on the tennis courts east of the gym. Locker rooms are not used for tennis. Restrooms are located in the gym lobby for fans. Administration is at many tennis of matches. They are there when there are not other events going on needing supervision; security is not at tennis matches.**

**See attached AJHS Emergency Action Plan and Coaches Emergency Action Plan (Appendices C & D).

OFF-CAMPUS SPORTS

SWIM

Currently swim does not host any swim meets.

GOLF

Golf hosts meets at San Marcos Golf Club. Restrooms are public restrooms at the golf club. Administration stops by many of the golf meets and follows along the course.

TRACK & FIELD

Currently track and field does not host any track meets.

BEACH VOLLEYBALL

Beach Volleyball hosts it's matches at Chuparosa Park. Restrooms are public restrooms at the park. Administration stops by many of the matches.

STAFF

ADMINISTRATION

PRINCIPAL

Rob Bickes	480-634-0216 cell	480-424-8008 office
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ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR

Heather Osborn	480-815-8265 cell	480-424-8009 office
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PRINCIPAL'S ADMINISTRATIVE ASSISTANT

Roslyn Wilson	480-560-0325 cell	480-424-8007 office
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ATHLETICS ADMINISTRATIVE ASSISTANT

Penny Medlock	480-236-3568 cell	480-424-8097 office
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ATC'S

Iliniza "Ili" Imerman	740-506-6812 cell	480-424-8087 office
Amy Patrick	360-751-1738 cell	

EQUIPMENT MANAGER

Reggie Valdez 480-338-1486 cell

COACHING STAFF

Myron Blueford, Football	602-686-9374 cell	480-424-8005 room
Zack Webb, Football	480-845-2741 cell	
Liam Hadley, Football	480-298-6562 cell	
Adam Lindstrom, Football/Wrestling	480-250-7369 cell	480-424-8024 room
Steve Dodd, Football	480-559-1597 cell	
Jbarr Harris, Football	480-766-0149 cell	
Jcory Horne, Football	623-238-8365 cell	
Alan Dosmann, XC/Track	480-620-2008 cell	
Roy Mesquita, XC/G Soccer/Softball	480-254-1662 cell	480-424-8022 office
Heather Orr, G Volleyball/B Volleyball	480-252-0102 cell	480-424-8016 office
Britni Michaelson, G Volleyball/B Volleyball	928-699-9035 cell	480-424-8046 room
Michelle LeFevre, G Volleyball	602-361-1091 cell	480-424-8016 office
Jen Accra, Swim	480-332-6666 cell	
Katy Hansen, Swim/G Tennis	480-512-1798 cell	
Rachna Nath, Badminton	602-703-7022 cell	480-424-8032 room
Teresa Lake, Badminton	480-219-5053 cell	480-424-8012 office
Mark Martinez, B Basketball	602-763-3319 cell	480-424-8049 room
Jamie Petrie, B Basketball	602-690-4552 cell	
JC Martinez, B Basketball/B Tennis	602-403-6537 cell	
Veronica Celaya, G Basketball	480-540-2010 cell	480-224-2935 room
Larry Celaya, G Basketball	480-694-2062 cell	
Alberto Millan, B Soccer/Track	520-307-1227 cell	
Hector Rivera, B Soccer/Track	626-437-7453 cell	
Darragh Boyle, B Soccer	623-261-1123 cell	
Kelli Saadi, G Soccer/Softball	610-223-9921 cell	480-883-4768 office
Paul Huffman, Wrestling	480-296-4346 cell	480-424-8015 office
Jared Bigelow, Wrestling	602-377-5168 cell	
Jim Bishop, Wrestling	480-390-9368 cell	

Connor Fraser, Golf	402-670-7653 cell	480-424-8055 room
Dillon Cox, Beach Volleyball	480-452-2797 cell	
Doug Williams, B Volleyball	623-236-4934 cell	

SECURITY PERSONNEL

LEAD SECURITY

Roy "Skeeter" Mesquita	480-254-1662 cell	480-424-8022 office
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OTHER SECURITY CONTACTS

Lisa Kim- CHS

Luis Contreras- District

Jennifer Hall- District

Frank Hernandez- AJHS

Kelli Broom- HHS

Carl Collins- HHS

APPENDIX A

ARIZONA COLLEGE PREPARATORY HIGH SCHOOL



EMERGENCY ACTION PLAN

REVISED SEPTEMBER 2017

ILINIZA IMERMAN, AT, ATC, LMT

AMY PATRICK, AT, ATC

TABLE OF CONTENTS

Introduction	3
Components of Emergency Action Plan	3
Emergency Personnel	3
<i>Basic Roles of Emergency Response Team</i>	4
Emergency Communication	4
Emergency Equipment	5
Reporting Injuries to Athletic Trainer	5
Conclusion	5

APPENDICIES

A. Role of First Responder if Athletic Trainer is Not Present	6
B. Map of ACP-Erie	7
C. East Field Script	8
D. Gymnasium Script	9
E. West Field Script	10
F. Map of Andersen Junior High	11
G. Andersen Junior High Script	12

INTRODUCTION

Although many of the injuries that occur during athletics tend to be minor, serious and life threatening injuries can arise. These types of emergencies have a relatively low incidence rate, but can occur unpredictably and without any warning. In the event of an emergency it is crucial that an emergency action plan be in place to handle the situation.

Potential emergencies can be avoided by pre-participation physicals, proper medical coverage at athletic events, safe training and practice techniques, and other safety precautions. Because emergencies are unavoidable in athletics, implementation of an emergency action plan and proper preparation on the part of Arizona College Preparatory will make it possible for each emergency situation to be managed in a timely and appropriate manner.

Components of Emergency Action Plan

- Emergency Personnel
- Emergency Communication
- Emergency Equipment

EMERGENCY PERSONNEL

The type and degree of sports medicine coverage for an athletic event may vary, based on factors that include sport or activity, venue or setting, and type of training or competition. Typically, the first person(s) on hand during an athletic emergency is a member of the sports medicine staff, most commonly the certified athletic trainer (ATC). The team physician may not be present during practices or competitions. Certification in cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), first aid, prevention of disease transmission, and emergency action plan review is required for members of the sports medicine staff.

In some instances, the first person(s) on hand might be a member of the coaching, or athletic department staffs. Certification in cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), first aid, prevention of disease transmission, and emergency action plan review is required for any Arizona College Preparatory coaches or personnel associated with practices, competitions, or skills instruction.

The implementation of an emergency action plan is not completed without the formation of an emergency response team. The emergency response team is typically made up of the following:

- Certified Athletic Trainer (ATC)
- Team Physician(s)
- Emergency Medical Technician (EMT)
- Athletic training student aides
- Coaches

Each member of the emergency response team will have a role during an emergency. These roles may vary during an emergency due to a number of various factors. **It is important that members of the emergency response team know their roles no matter what the emergency situation.**

Basic Roles of Emergency Response Team

1. **Immediate Care of Athlete**— The most qualified member of the emergency response team on scene will direct or provide acute care to the athlete in need. Those with lower credentials on scene should yield to those with more credentials or training.
2. **EMS Activation**— Activating EMS may be done by anyone, but the person chosen for this duty should be someone that communicates well over the telephone, can remain calm under pressure, and is familiar with the facilities and the location of the athlete. The person chosen for this duty should be someone that is not providing immediate care to the athlete, unless they are alone at the scene.

Making the Call: 9-1-1 (if available)

Chandler Police 250 E Chicago St.
Chandler, AZ 85225
(480) 782 – 4000

Chandler Fire 151 E Boston St.
Chandler, AZ 85225
(480) 782 – 2120

Providing Information: **Name** (of caller)
Paramedics needed at **(Address)**
Athlete is located at **(Venue)**
Ambulance will be met at **(Location)**
Caller is calling from **(Phone Number)**
*Scripts specific to location available in Appendices

3. **Equipment Retrieval**— Someone who is familiar with location and the type of equipment needed should retrieve emergency equipment.
4. **Directing EMS to Emergency Scene**— One person should meet and direct EMS as they arrive to the facility. This person should know the access points for EMS and be familiar with the fastest way to the emergency scene.

EMERGENCY COMMUNICATION

Proper communication is the key to quick emergency care of athletes in emergency situations. It is important to know the location of a working telephone at any athletic event. The most common form of communication is a cellular phone, but it is also important to know the location of working a landline, as well as the number needed to dial out.

ACP Landlines Locations

**Dial 9 & then the phone number*

Nearest East Field/Gymnasium: Boys' Locker Room (Coaches' Office)
Athletic Training Room
Girls' Locker Room (Coaches' Office)
Nearest West Field: Drama Room (Equipment Manager's Office)

Coaching, athletic training, and medical staffs should have a working telephone available to them during any team workout, practice, or game. Access to a working telephone, landline or cellphone, should be arranged prior to any athletic event.

EMERGENCY EQUIPMENT

Emergency personnel should be familiar with the different types, functions, and operations of emergency equipment. Emergency equipment should be in good operating condition and checked on a regular basis. All necessary emergency equipment should be at the site of the athletic event and quickly accessible.

AED Location at ACP-E: Office copy room (*Nearest north door leading to the courtyard*)

AED Locations at Andersen Jr. High: Nurse's Office

Southwest corner of gymnasium

Due to the limited number of AEDs on ACP-E's campus the ***AED will be present at each venue for games/competitions only. For all other athletic events (practices, camps, conditionings, etc.) the AED will remain in the office copy room. ***

REPORTING INJURIES TO ATHLETIC TRAINER

All injuries or illnesses sustained on campus, during any athletic event, should be reported to the athletic training staff in a timely manner. In the event of an athlete being injured (non-medical emergency) and a certified athletic trainer (ATC) is not on campus, the ATC should be notified of the injury via coach, and injured athlete should report to ATC the next day for evaluation/treatment.

In the event of a medical emergency and an ATC is not on campus, best judgement should be used in activating EMS or referring athlete to seek immediate medical care. After ensuring injury has been properly taken care of (athlete is transported to hospital, taken to urgent care by parents, etc.) coach should notify ATC of injury immediately.

Arizona College Preparatory Athletic Trainers

Head Athletic Trainer: Iliniza Imerman, AT, ATC, LMT
(740) 506 – 6812 (c)
(480) 424 – 8087 (o)
iliniza.imerman@dignityhealth.org

Assistant Athletic Trainer: Amy Patrick, AT, ATC
(360) 751 – 1738 (c)
(480) 424 – 8087 (o)
amy.patrick@dignityhealth.org

CONCLUSION

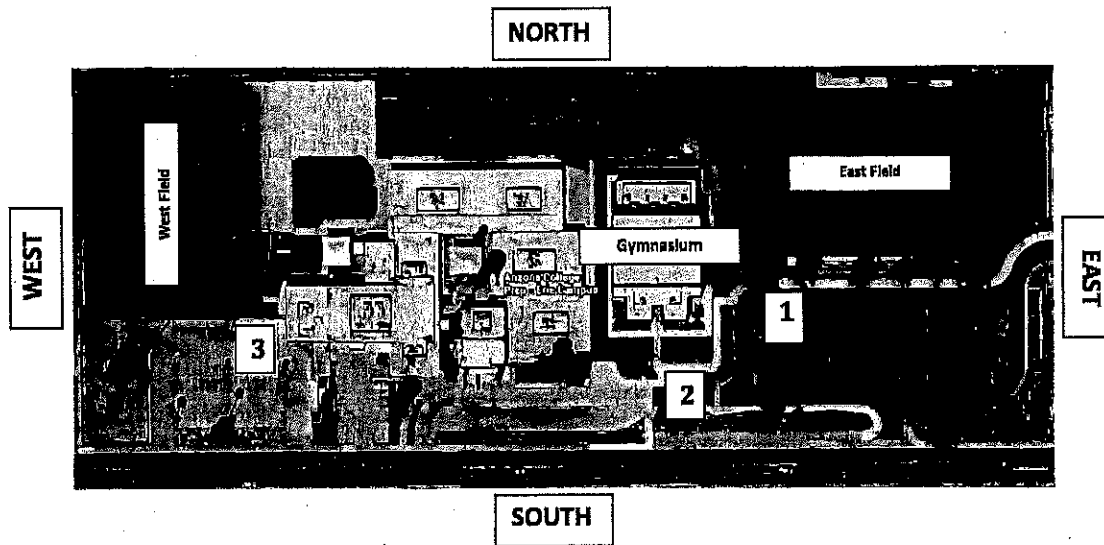
The importance of being readily prepared for any serious or life-threatening injury in athletics cannot be emphasized enough. An athlete's health and safety may depend on how well prepared all administrative, coaching, and medical staffs are in the event of an emergency. It is important that all personnel involved with athletics are aware of their roles and responsibilities during an emergency situation. The emergency action plan should be reviewed at least once a year by all personnel, along with up-to-date CPR trainings. With the development and implementation of an emergency action plan, Arizona College Preparatory ensures that our student athletes will receive proper care when an emergency situation arises.

Appendix A

ROLES OF FIRST RESPONDER IF ATHLETIC TRAINER IS NOT PRESENT

1. Immediate care for injured or ill student athlete
2. Activate EMS for the following conditions:
 - a. Unconsciousness
 - i. IF NECESSARY: Initiate basic life support (CPR/Rescue breathing or AED)
 - b. Severe head injury
 - c. Spinal injury
 - i. DO NOT MOVE ATHLETE – EMS will properly move athlete upon arrival
 - ii. For football – DO NOT REMOVE ANY EQUIPMENT
 - d. Seizure
 - e. Severe allergic reaction (Food, bee stings, etc.)
 - f. Injury with obvious deformity (Swelling, fracture, or dislocation)
 - i. Splint or stabilize if possible
 - g. Cardiac arrest/distress
 - h. Respiratory arrest/distress
 - i. Uncontrollable bleeding
 - i. Provide first aid within your scope of practice
 - j. Severe heat illness
 - i. Begin cooling using ice bags ASAP
3. Instruct someone to call 911
4. Instruct someone to meet EMS at designated location.
5. If parents are not present at time of injury, coach or someone authorized by parents must travel with athlete to hospital.
6. After athlete has been transported, parent should be contacted ASAP.
7. After athlete has been transported, ATC should be contacted and informed of injury ASAP.
8. Fill out an injury/incident report

Appendix B



Ambulance to East Field

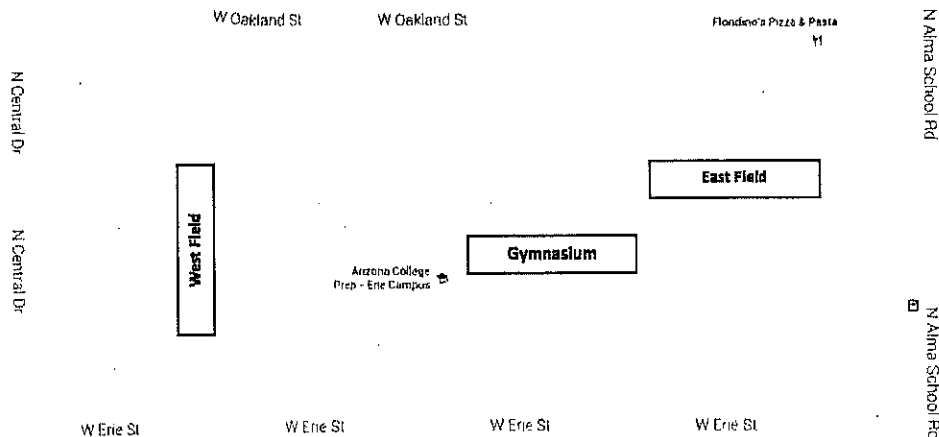
1. Ambulance should park in front of the entrance gate to east soccer field (*indicated by box labeled 1 in picture above*). EMS will enter through gate at the southwest side of the varsity soccer field, directly in front of where they are parked.

Ambulance to Gymnasium (Gym, weight room, & wrestling room)

2. Ambulance should park in front of the entrance gate to gymnasium field (*indicated by box labeled 2 in picture above*). EMS will enter through gate at the south end of the gym, directly in front of where they are parked.

Ambulance to West Field

3. Ambulance should park in front of the entrance gate to west soccer field (*indicated by box labeled 3 in picture above*). EMS will enter through gate at the southeast of the soccer field, directly in front of where they are parked.



Appendix C



EMERGENCY ACTION PLAN

POSTED AT ACP ERIE: EAST FIELD

1. Remain calm
2. Dial 911
3. My name is _____
4. I need paramedics at: Arizona College Preparatory High School
5. My exact address is: 1150 W. Erie Street
Chandler, AZ 85224
6. The athlete is located: Specific location of field
(Northwest corner, midfield, etc.)
7. The ATC or coach will send someone to meet EMS
8. Ambulance will be met at (what entrance, door, what side of building):
9. I am calling from (phone #) _____
10. Allow operator to hang up first

Appendix D



EMERGENCY ACTION PLAN

POSTED IN ACP ERIE: GYMNASIUM

1. Remain calm
2. Dial 911
3. My name is _____
4. I need paramedics at: Arizona College Preparatory High School
5. My exact address is: 1150 W. Erie Street
Chandler, AZ 85224
6. The athlete is located: Gymnasium
Weight room
Wrestling room
Girl's locker room
Boy's locker room
7. The ATC or coach will send someone to meet EMS
8. Ambulance will be met at (what entrance, door, what side of building):
9. I am calling from (phone #) _____
10. Allow operator to hang up first

Appendix E

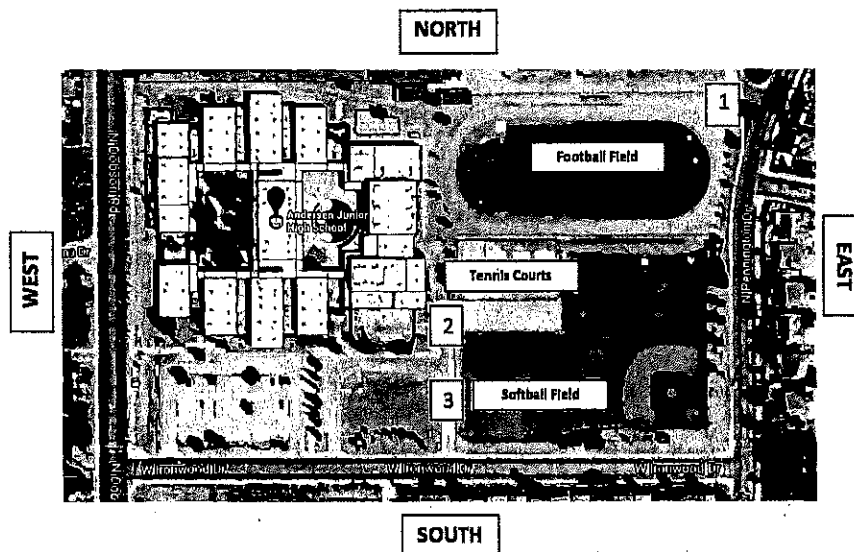


EMERGENCY ACTION PLAN

POSTED AT ACP ERIE: WEST FIELD

1. Remain calm
2. Dial 911
3. My name is _____
4. I need paramedics at: Arizona College Preparatory High School
5. My exact address is: 1150 W. Erie Street
Chandler, AZ 85224
6. The athlete is located: Specific location of injured athlete
(Northwest corner, midfield, etc.)
7. The ATC or coach will send someone to meet EMS
8. Ambulance will be met at (what entrance, door, what side of building):
9. I am calling from (phone #) _____
10. Allow operator to hang up first

Appendix F

**Ambulance to Football Field**

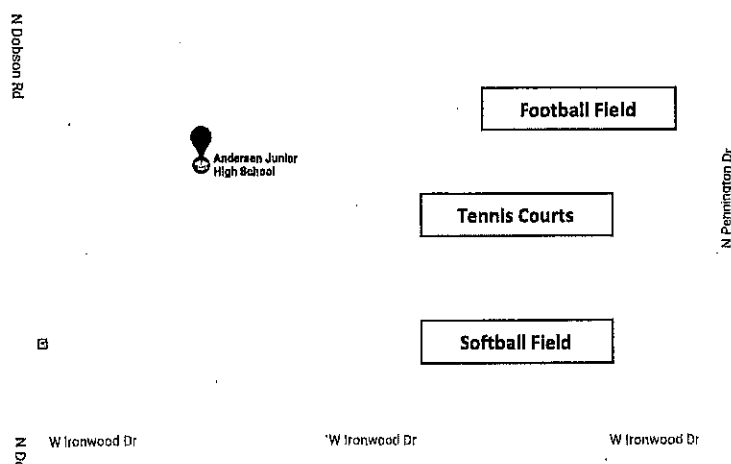
1. Ambulance should park in front of northeast gate of football field (*indicated by box labeled 1 in picture above*). EMS can drive through this gate and onto gravel track, parking in the closest location to injured athlete.

Ambulance to Tennis Courts

2. Ambulance should park in front of the entrance gate to tennis court (*indicated by box labeled 2 in picture above*). EMS will enter through gate at the south side of tennis courts, directly in front of where they are parked.

Ambulance to Softball Field

3. Ambulance should park in front of the southwest bleachers of softball field (*indicated by box labeled 3 in picture above*). EMS will enter through northwest gate of the softball field, just north of where they are to park.



Appendix G



EMERGENCY ACTION PLAN

POSTED AT ANDERSEN JUNIOR HIGH

1. Remain calm
2. Dial 911
3. My name is _____
4. I need paramedics at: Andersen Junior High
5. My exact address is: 1255 N Dobson Rd.
Chandler, AZ 85224
6. The athlete is located: Football Field
Tennis Courts
Softball Field
**Mention specific location of injured athlete
(Northwest corner, midfield, etc.)*
7. The ATC or coach will send someone to meet EMS
8. Ambulance will be met at (what entrance, door, what side of building):
9. I am calling from (phone #) _____
10. Allow operator to hang up first

APPENDIX B

ACP Football Locker Room Supervision Plan

This procedure is in place to ensure that there is supervision in the boy's locker room during football activities. While football players are in the locker room there will be a coach present at all times. Below is the procedure for each scenario.

Practice times:

After school, players will be allowed in the locker room while Coach Huffman is in attendance after his 6th hour class. Players are instructed to dress out and leave the locker room area before Coach Huffman leaves for the day. The locker room door will be locked and secure.

After team meeting, players are escorted to the gym by a coach who will unlock the locker room and remain in the locker room until all players have dressed out exited the locker room. Upon the last players exit the locker room door will be locked and secure.

If a player needs to use the restroom, a coach will escort them to the locker room and stand by outside of the locker room until the player is finished. Once the player exits, he will ensure that the door is locked and secure.

After practice, a coach will let players in the locker room and stay in attendance until all players have left the locker room area. Once players have left, he will make sure that the door is locked and secure.

Game days:

A coach will open the ACP Erie locker room at the appropriate time to allow players to dress out. There will be a coach present until the last player leaves the locker room. Once players have left, he will make sure that the door is locked and secure.

Once we arrive to Andersen Jr High or away game site, a coach will escort the team to the locker room and stay in attendance until all players have exited. Once players have left, he will make sure that the door is locked and secure.

During half time and post-game, a coach will escort the team to the locker room and remain in attendance until the last player leaves. He will ensure that the locker room door is locked and secure.

Return to ACP-Erie:

Once the team returns to the ACP- Erie site post game, a coach will escort the team to the locker room and stay in attendance until the last player exits. Once players have left, he will make sure that the door is locked and secure.

***All ACP football coaches are aware and have agreed to report any and all incidents that may be perceived as inappropriate. All incidents will be escalated to the Athletic Director and /or Principal.**

***Players are instructed to report any and all behavior that may be perceived as inappropriate. They have all been insured that the reporting will remain anonymous.**

***Players have all been instructed to only be in the locker room if there is CUSD faculty or staff member present. If they are found in the locker room unattended by an adult, they are subject to disciplinary actions through the ACP Football "I will" Statement agreement.**

APPENDIX C

ANDERSEN JR. HIGH

EMERGENCY ACTION PLAN (EAP)

1255 N. Dobson Rd. Chandler, AZ 85224

Overview

As emergencies may occur at anytime and during any activity, it is imperative that individuals involved with school athletic activities be prepared. Athletic organizations have a duty to develop an Emergency Action Plan (EAP) that can be implemented immediately when necessary to provide appropriate standards of emergency care to student-athletes. Preparation involves formulation of an EAP, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of Emergency Medical Services (EMS), and continuing education in the area of emergency medicine and planning. Hopefully, with thorough pre-participation examinations (PPEs), adequate medical coverage, safe practice and training techniques, 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.

The *Sports Medicine Team* may be comprised of appropriate health care professionals in consultation with administrators, coaches, parents and participants. Appropriate health care professionals may be: certified athletic trainers (ATs), team physicians, consulting physicians, school nurses, physical therapists, Emergency Medical Services (EMS), dentists and other allied healthcare professionals. The *Athletic Training Staff* is comprised of certified athletic trainers.

Components of the Emergency Plan

These are the basic components of every emergency action plan for athletics:

1. Personnel
2. Communication
3. Equipment
4. Roles of Sports Medicine Team
5. Venue Directions

Personnel

With athletic practice and competition, the first person on the scene for an emergency situation is typically a member of the Sports Medicine Team, most commonly a certified athletic trainer. The type and degree of athletic training coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in many instances may be a coach or other institutional personnel. Certification

in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency action plan review is strongly recommended for all individuals associated with athletic practices, competitions, skills instruction, and strength and conditioning sessions.

The development of an EAP cannot be complete without a Sports Medicine Team. The Sports Medicine Team may consist of a number of healthcare providers including physicians, emergency medical technicians (EMTs), certified athletic trainers, coaches, parents, and possibly other bystanders. Roles of these individuals within the Sports Medicine Team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head athletic trainer.

Roles of Coaches/Security

- Direct EMS personnel (ambulance) to scene;
- Designate individual to “flag down” EMS and direct to scene;
- Unlock gates if no administration is present.

Roles of Administrative Staff

- Scene control: limit scene to Sports Medicine Team and move bystanders (including players) away from area.
- Ensure parking lot is clear and accessible to emergency personnel
- Unlock any gates from parking lot and driveway into complex

There are four basic roles when responding to a medical emergency:

1. Establish safety of the scene and immediate care of the athlete

This should be completed by the most qualified individual on the scene.

2. Activate Emergency Medical Services (EMS) / Call 911

Time is the most critical factor in emergency situations. The decision of activating EMS and the action of calling 911 should be expedient. Utilize the School Resource Officer/s (SRO) to activate EMS or have the athletic trainer on scene choose who will initiate the call.

3. Emergency equipment retrieval

Retrieval of emergency equipment such as the AED, or vacuum splints, may be done by anyone on the Sports Medicine Team who is familiar with the types and location of the specific equipment needed. Coaches are good choices for this role.

4. Direct EMS to the scene

Once EMS has been activated, steps will need to be taken to ensure they have quick access to the scene. Gates and doors may need to be unlocked/opened, and EMS may need to be directed to the scene. Direction to the scene may be done by waving EMS down, pointing directions, or having EMS follow an individual to the scene. One staff member should be responsible for meeting EMS as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student-aide, administrator, or coach may be appropriate for this role.

Activating Emergency Medical Services (EMS)

Make the Call:

Dial 9-1-1

Provide Information:

- Provide the name, address, telephone number of caller
- Provide the nature of emergency, whether medical or non-medical
- Provide the age and quantity of athletes involved
- Provide the condition of athlete(s), vitals, breathing, pulse etc.
- Provide a description of any treatment given
- Give specific directions to the emergency scene ("Come to west side of the gym , enter off Quartz Street, we are at the furthest field west on campus")
- Provide other information as requested by dispatcher

Communication

Communication is the key to quick emergency response. Athletic trainers and EMS must work together to provide the best emergency response capability and should have contact information such as telephone tree/chain established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

Equipment

All necessary emergency equipment should be on-site and quickly accessible. Members of the Sports Medicine Team should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and members of the Sports Medicine Team must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis. Creating an equipment inspection log book for continued inspection is strongly recommended. The school's certified athletic trainers should be trained and responsible for the care of the medical equipment. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

AED Locations

School nurses office and Southwest corner of the gymnasium.

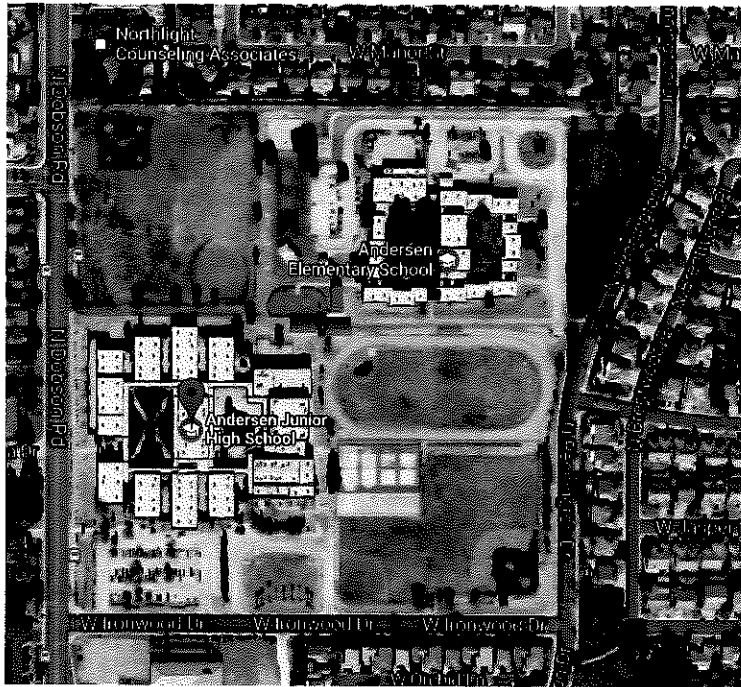
Medical Emergency Transportation

Emphasis should be placed at having a "prearranged route" for EMS. Entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will be utilized for activating emergency transport.

In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment are available to deliver appropriate care. Care must be taken to ensure that the athletic activities and areas are supervised should the certified athletic trainer, or other healthcare provider leave the site when an athlete is transported. Any emergency situation

in which there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is neurovascular compromise, should be considered a medical emergency and CPR protocols should be followed. The exception to this guideline is in the case of an athlete who is suspected of having exertional heat stroke; in which case, after activating EMS, the athlete's body temperature should be cooled prior to transportation.

In emergency situations, the first responder must call 9-1-1 first then the on-site certified athletic trainer and administrator. In non-emergency situations, the first responder should call the on-site athletic trainer and administrator first.



Directions to possible injury locations

- If the injury takes place in the gymnasium EMS will enter the school parking lot off of Ironwood Dr. and enter the school through the east south facing gates which lead into the gymnasium.
- If the injury takes place on the football/soccer field EMS will enter the Northeast side of the field off of Pennington Dr. and onto the field.
- If the injury occurs on the north baseball/softball/soccer fields EMS will enter into the Andersen Elementary School parking lot and continue to the west side of Andersen Elementary to the field.
- If the injury occurs on the Southeast baseball/softball field EMS will park on Ironwood Dr. next to the field with the injured player.

Referral Facilities

In the case of a medical emergency, there may be several facilities available for referral. The decision on which facility to transport the athlete to may depend on various factors, including the specific circumstances of the emergency situation, AT recommendation, EMS recommendation,

and/or parent/guardian preference. Below is a list of hospital emergency departments listed in order of proximity to each high school within Gilbert Public Schools. See Appendix A for detailed directions and maps to each facility.

Andersen Junior High School

1. Dignity Health Chandler Regional Medical Center (1.9 miles)
1955 West Frye Road, Chandler, AZ 85224
2. Banner Desert Medical Center (4.5 miles)
1400 South Dobson Rd, Mesa, AZ 85202
3. Dignity Health Mercy Gilbert Medical Center (7.6 miles)
3555 South Val Vista Drive, Gilbert, AZ 85297

Visiting Athletes-Injury Management

In the event that a visiting athlete is injured, the athletic trainer will follow standard operating procedures for treatment and referral. The athletic trainer will make best efforts to contact the parent(s)/guardian(s)/other of the athlete. Ideally the athlete should be released to the parent(s)/guardian(s)/other, but may also be released to the coach or other individual if allowed by parent(s)/guardian(s)/other.

Reporting Injuries to the Athletic Trainer

Injuries or illnesses sustained on campus should be reported to the athletic trainer immediately. If an athlete is injured and an athletic trainer is not available at the time, the athletic trainer should be notified and the injured athlete report to the athletic trainer the next day. In the event an athletic trainer is not accessible and a severe injury or medical emergency occurs, best judgement should be used in activating EMS or referring the athlete immediately for further medical care. All athletes seen by a medical professional (other than the athletic training staff) for an injury, must provide documentation to the school (diagnosis, plan of care, clearance notes, surgical report, release notes, physical therapy notes). In either the presence or absence of a physician release form, it is at the discretion of the athletic trainer, in conjunction with the directing physician, as to whether or not the athlete will be allowed to resume practice or participate in games.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. It is best practice to invest athletic department "ownership" in the emergency action plan by involving the entire Sports Medicine Team, including athletic administration and sport coaches. The emergency action plan should be reviewed at least once a year with all pertinent members of the Sports Medicine Team. Additionally, CPR and first aid refresher training should occur on a regularly scheduled basis (annually or semi-annually). Through development and implementation of the emergency action plan, Sports Medicine Teams within Gilbert Public Schools aim to ensure that the athletes will have the best care provided when an emergency situation does arise.

APPENDIX D

ANDERSEN JR. HIGH

EMERGENCY ACTION PLAN (EAP) for COACHES

1255 N. Dobson Rd. Chandler, AZ 85224

First Responder (Coaches or AD if present) call

- Unconscious Call 911 then trainer
- Compound fracture 911 then trainer
- No emergency Injury notify trainer by radio or phone
Athletic Trainer Cell # - (708) 601-3174
AD Cell # - (480) 678-9509

Roles of Coaches/Security

- Direct EMS personnel (ambulance) to scene;
- Designate individual to "flag down" EMS and direct to scene;
- Unlock gates if no administration is present.

Roles of Administrative Staff

- Scene control: limit scene to Sports Medicine Team and move bystanders (including players) away from area.
- Ensure parking lot is clear and accessible to emergency personnel
- Unlock any gates from parking lot and driveway into complex

Parents will also be notified by coach, administrator, or athletic trainer

First responder will follow First Aide or CPR protocol if needed

AED locations- Nurses office and South west end of the Gymnasium

Nearby Hospitals:

Dignity Health Chandler Regional Medical Center (1.9 miles)
 1955 West Frye Road, Chandler, AZ 85224

Banner Desert Medical Center (4.5 miles)
 1400 South Dobson Rd, Mesa, AZ 85202

Dignity Health Mercy Gilbert Medical Center (7.6 miles)
 3555 South Val Vista Drive, Gilbert, AZ 85297