

Emergency Action Plan For Taylor High School 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 – Taylor High School

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.

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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, First Aid, AED, and concussion management training certifications.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. 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 pages 11-12 emergency communication guidelines for Seabreeze High School.

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.

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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.

Post EAP Activation Procedures:

Documentation

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

Debriefing

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

Conclusion

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

Emergency Action Plan – Taylor High School

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the relevant EAP will be posted at each location.
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:

Chain of command with AT present:

1. Certified Athletic Trainer
2. Athletic Director
3. Head 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:

Chain of command without AT present:

1. Athletic Director
2. Head Coach

_____ CHAIN OF COMMAND
Most medically qualified

**this chain of command would be completed per team in the event that the chain is different per team*

Emergency Action Plan – Taylor High School

Emergency Telephone Numbers

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

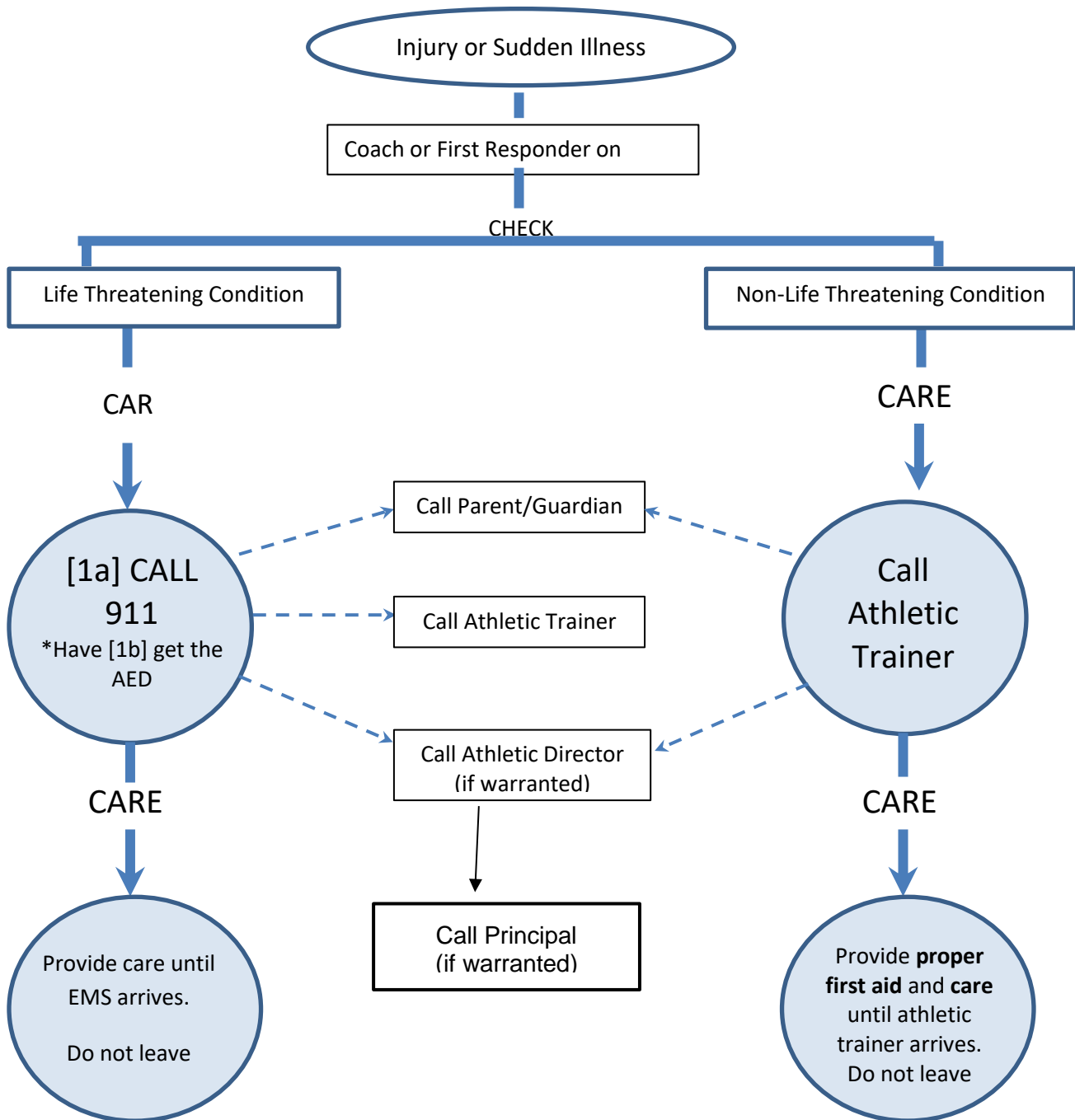
| Off Campus Contacts | Phone Number |
|----------------------------|----------------|
| Emergency | 911 |
| Police department | (386) 736-5999 |
| EVAC | (386) 252-4900 |
| AdventHealth DeLand | (386) 943-4522 |
| AdventHealth Daytona Beach | (386) 231-6000 |
| Hazardous Materials | (800) 320-0519 |
| Poison Control Center | (800) 222-1222 |

| On Campus Offices | Phone Number |
|-------------------------|--------------|
| Athletic Training Room | 23785 |
| Nurse | 23998 |
| Athletic Director | 23766 |
| Main Office | 23700 |
| Student Resources | 23714 |
| School Counselor Office | 23743 |

| Title | Name | Office | Cell |
|-----------------------|-----------------------------|--------|--------------|
| Head Athletic Trainer | Emily Merriman, LAT, ATC | | 574-344-8385 |
| Athletic Director | Gavin Mueller, M.B.A. | 23766 | 386-785-8173 |
| Principal | Kathy Gibbons | 23712 | |
| Nurse | | 23998 | |

Emergency Action Plan – Taylor High School

Emergency Situation Contact Tree



After the situation is controlled: Contact (phone or email)
Gavin Mueller 386-785-8173

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

Emergency Action Plan – Taylor High School

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.
 2. Nearest phone
 - a. Athletic Trainer's personal cell phone when covering events
 - b. Coaches' personal cell phones
 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 (If the athlete does not have it they WILL NOT participate in practice/game.)
 - 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 (If the athlete does not have it they WILL NOT participate in practice/game.)
 - 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

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Taylor High School AED Location



The main AED for inside Taylor High School is located in the Gymnasium, inside the athletic training room. It will be taken outside during outdoor sports and will be in the gym for basketball and volleyball.

Emergency Action Plan – Taylor High School

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 Taylor High School if they are present at the school but not on scene
8. Contact parents
9. Contact Head Athletic Trainer
10. Contact Athletic Director
11. Contact Principal/Vice Principal
12. Instruct individual to meet ambulance to direct to appropriate site
13. Assist with care as necessary
14. Assistant coach must accompany athlete to hospital – either in ambulance or follow by car
15. Document the event

Emergency Action Plan – Taylor High School

Taylor High School Emergency Action Procedures Gymnasium and Weight Room

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:

One of Taylor High School's athletic trainers 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*).
 - i. 100 E Washington Ave, Pierson FL 32180**
 - ii. 29.247173, -81.456895**
 - d) Any additional information
 - e) ***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 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 – Taylor High School

Taylor High School Emergency Action Plan

Stadium

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:

Taylor High School'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
 - a. -Provide the following information
- 3) Who you are
- 4) General information about the injury or situation
- 5) 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*).
 - i. 100 E Washington Ave, Pierson FL 32180**
 - ii. 29.247897, -81.458039**
- 6) Any additional information
- 7) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 8) 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!!**
- 9) Designate coach or bystander to control crowd
- 10) Contact the Athletic Trainer if not present on scene
- 11) 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.
- 12) Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
- 13) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 14) Document event and debrief

Emergency Action Plan – Taylor High School

Emergency Action Plan

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:

Taylor High School'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
 - a. -Provide the following information
- 3) Who you are
- 4) General information about the injury or situation
- 5) 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*).
 - i. 100 E Washington Ave, Pierson FL 32180
 - ii. **29.249005, -81.457208**
- 6) Any additional information
- 7) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 8) 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!!**
- 9) Designate coach or bystander to control crowd
- 10) Contact the Athletic Trainer if not present on scene
- 11) 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.
- 12) Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
- 13) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 14) Document event and debrief

Taylor High School Emergency Action Plan

Emergency Action Plan – Taylor High School

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:

Taylor High School'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
 - a. -Provide the following information
- 3) Who you are
- 4) General information about the injury or situation
- 5) 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*).
 - i. 100 E Washington Ave, Pierson FL 32180**
 - ii. 29.248653, -81.457076**
- 6) Any additional information
- 7) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 8) 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!!**
- 9) Designate coach or bystander to control crowd
- 10) Contact the Athletic Trainer if not present on scene
- 11) 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.
- 12) Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
- 13) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 14) Document event and debrief

Taylor High School Emergency Action Plan

Practice Football Field/Tennis Courts

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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:

Taylor High School'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
 - a. -Provide the following information
- 3) Who you are
- 4) General information about the injury or situation
- 5) 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*).
 - i. 100 E Washington Ave, Pierson FL 32180**
 - ii. 29.247336, -81.456245**
- 6) Any additional information
- 7) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 8) 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!!**
- 9) Designate coach or bystander to control crowd
- 10) Contact the Athletic Trainer if not present on scene
- 11) 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.
- 12) Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
- 13) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 14) Document event and debrief

EMERGENCY CONDITIONS: LIGHTNING POLICY

Proactive Planning

- Assign one person at the facility to monitor the weather at the venue. When the Certified Athletic Trainer (ATC) is present, they are the person in charge of monitoring and making the suspension and return to activity decisions.
- When lightning is within a 10-mile radius of the field, practice or competition must be suspended.
- Suspend play and take shelter immediately in an approved safe location.

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- Thirty-minute rule. Once play has been suspended, wait at least 30 minutes once lightning has not happened in the 10-mile radius.
- Any subsequent lightning in the 10-mile radius, after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
- At Municipal Stadium or Ormond Beach Sports Complex there are lightning detection systems in place that when activated the fields will be cleared. The system will beep and stop flashing when lightning clears the 10-mile radius.

Safe Locations

- For each venue, identify substantial, fully enclosed buildings with wiring and plumbing, such as a school, field house, library, home, or similar habitable (eg, where people live and work) building to serve as a safe place from lightning. Identify these locations before the event and inform participants of them. Access to these buildings during outdoor activities must be assured.
- Fully enclosed metal vehicles such as school buses, cars, and vans are also safe locations for evacuation.

Unsafe Locations

- Unsafe locations include most places termed shelters, such as picnic, park, sun, bus, and rain nonmetal shelters and storage sheds.
- Locations with open areas, such as tents, dugouts, refreshment stands, gazebos, screened porches, press boxes, and open garages are not safe from a lightning hazard
- Tall objects (eg, trees, poles and towers, and elevated areas) are potential lightning targets and should be avoided. Large bodies of water, including swimming pools, are unsafe areas
- Injuries have been reported to people inside a building who were using plumbing or wiring or were near enough to the structure to receive a side flash from lightning. Close proximity to showers, sinks, locker rooms, indoor pools, appliances, and electronics can be unsafe.

EMERGENCY CONDITIONS: HEAT STROKE TREATMENT

Follow these steps to initiate emergency treatment:

- Remove all equipment and excess clothing.
- Cool the athlete as quickly as possible within 30 minutes via whole body ice water immersion (place them in a **tub/stock tank** with ice and water approximately 35–58°F); stir water and add ice throughout cooling process.
- If immersion is not possible (no tub or no water supply), take athlete to a shaded, cool area and use rotating cold, wet towels to cover as much of the body surface as possible.

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- Maintain airway, breathing and circulation.
- After cooling has been initiated, activate emergency medical system by calling 911.
- Monitor vital signs such as rectal temperature, heart rate, respiratory rate, blood pressure, monitor CNS status.
 - If rectal temperature is not available, DO **NOT** USE AN ALTERNATE METHOD (oral, tympanic, axillary, forehead sticker, etc.). These devices are not accurate and should never be used to assess an athlete exercising in the heat.
- Cease cooling when rectal temperature reaches 101–102°F (38.3–38.9°C).

Exertional heat stroke has had a 100% survival rate when immediate cooling (via cold water immersion or aggressive whole body cold water dousing) was initiated within 10 minutes of collapse.

EQUIPMENT LIST

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Wet Bulb Globe Temperature (WBGT) Device ● Rectal thermometer ● Lubricating gel ● Immersion Tub (1/3 filled with water) ● Cooler with ice ● 3-4 towels ● Tent for shade (garage entry by tennis courts) | <ul style="list-style-type: none"> With Athletic Trainer With Athletic Trainer With Rectal Thermometer Set up by the tennis courts Set up by the tennis courts Set up by the tennis courts |
|---|--|

Documentation of Emergency Equipment Maintenance

Responsible Party for ensuring AED Maintenance: Emily Merriman

AEDs should be checked every month

| Date | AED Location | Status | Notes |
|------|--------------|--------|-------|
| | | | |
| | | | |

Emergency Action Plan – Taylor High School

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

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

Coach Name (print) _____

Sport _____

Signature _____

Date _____