

**GARRISON FOREST SCHOOL
EMERGENCY ACTION PLAN**

Location: Auxiliary Gymnasium

Address: 300 Garrison Forest Road, Owings Mills, MD 21117

AED Location: In Searle Athletic Center at top of the stairs next to the janitor's closet
Security Office (first floor of Searle Building)

Emergency Personnel:

1. Certified Athletic Trainer - if available
2. Head Coach
3. Assistant Coach
4. Athletic Administrator
5. Campus Security

Emergency Communication:

Certified Athletic Trainer, Coaches, and Athletic Administrator will carry a cell phone in case of emergency

Emergency Equipment:

A medical kit will be available on site at events, with the Athletic Trainer or in the athletic training room
AED- see locations above

Roles of Emergency Personnel:

1. Immediate care of the injured athlete
 - The first responder will assess the situation, determine the plan of action and provide immediate first aid care
2. Emergency equipment retrieval
 - Assigned personnel will retrieve the appropriate equipment
3. Activation of Emergency Medical System (EMS)
 - Assigned personnel will activate EMS by calling 9-1-1
 - Assigned personnel will notify campus security at 443-744-3708
 - Provide the following information to the EMS dispatcher:
 - Identify your name and phone number*
 - Reason for emergency*
 - Location of injury (specific field or gym)*
 - Injured person's age, gender*
 - Injured person's status (unconscious, conscious, pulse, breathing, etc.)*
4. Direction of EMS to the scene
 - EMS will access the venue through the Lower Lobby (gymnasium, locker rooms) or the Upper Lobby (fitness room, dance studio, indoor track)
 - Coach will limit the scene to first aid providers and move bystanders away from the area

Important Telephone Numbers

Emergency Medical System (EMS)..... 911

Security..... 443-744-3708 (Cell)

**GARRISON FOREST SCHOOL
EMERGENCY ACTION PLAN
Searle Athletic Center/Main Gym**

Venue Directions with Map:

- Coming West bound from Reisterstown Rd
- Turn right onto Garrison Forest Rd, through the gated entrance
- Take first right
- The Auxiliary Gym is located in the second building on left hand side (Directly next to the Searle Athletic Center)

