



Emergency Action Plan PHMS & PHHS Athletics

Introduction

The PHSD Athletics Emergency Action Plan is designed to be a guide for all emergency situations that occur during all athletic events, practices, and trips. This document will guide the supervising adult in taking immediate and appropriate action in ensuring that all students are safe.

Most injuries sustained during athletics or other physical activities are relatively minor. Therefore, athletic programs can develop a false sense of security over time because of the relatively low incidence of catastrophic injuries. Potential limb or life-threatening emergencies can occur at any time, at any level, and without warning. These emergencies include, but are not limited to: spinal injuries, head injuries, severe bleeding, shock, gross deformity to a bone or joint, heat illness, abdominal trauma, asthma or cardiovascular arrest.

The development, implementation and practice of an emergency action plan will help ensure that all personnel are well prepared. This document will guide all individuals to act in not only quickly, but also coordinated fashion while appropriately managing emergencies. After all, a student-athlete's survival may hinge on how well trained and prepared an athletic department is.

Management of emergency situations during athletic activities may involve athletic trainers, students, coaches, officials, game management personnel, team managers, school administrators, emergency medical personnel and physicians all working together.

During most athletic contests and practices, the first responder to an emergency is the Head Coach and/or Athletic Director. There may be times, such as varsity contests or tournaments, where emergency personnel (Pleasant Hill Goshen Fire and Rescue) will be present.

Duties within the Athletic Department personnel include establishing scene safety, providing immediate care to the injured student-athlete, activation of the emergency medical system, equipment retrieval and direction of EMS to the scene.

The most important duties include establishing scene safety and immediate care of the injured person. Game management staff will limit scene access and move teams and spectators away from the area. Only the student-athlete's parent(s)/guardian(s) should be allowed near the scene as well as any volunteer/first aid assistance from spectators that has been approved at the discretion of the on-scene school administrator. Assistant coaches should continue to supervise the team during an emergency. The most qualified individual on the scene should provide all acute care in an emergency until emergency responders arrive.

EMS activation should be done as soon as the situation is deemed an emergency. When in doubt – call 911! Activating EMS may be done by athletic director personnel, a volunteer, or a reliable student. However, the person chosen for this duty should be someone who is calm under pressure and communicates well over the telephone. This person should also be familiar with the location and address of the sporting venue. It is important to verify good cell phone reception and/or access to a landline.

The person responsible for meeting emergency medical personnel as they arrive should have keys to any locked gates or doors that may slow the arrival of EMS. The person who calls 911 is appropriate for this role or designating someone to do it in their stead. In most cases, this will be the Athletic Director or administrator.

Equipment retrieval may be done by any athletic department personnel or a reliable student who is familiar with the types and location of the specific equipment needed. Student managers and coaches are good choices for this role.

As Pleasant Hill School District does not have an Athletic Trainer on staff, it is important to notify the host school to inform them that they may need the assistance of their Athletic Trainer, if available. The Athletic Director will be responsible for communicating with the visiting school the lack of Athletic Trainer availability for all home events.

Each Head Coach should have a written copy of the EAP in their Coaches Handbook. This EAP should be reviewed at least once a year with all athletic department personnel. The importance of being properly prepared when an athletic injury arises cannot be stressed enough. This EAP helps ensure that an injured athlete will receive a high level of coordinated care during an emergency.

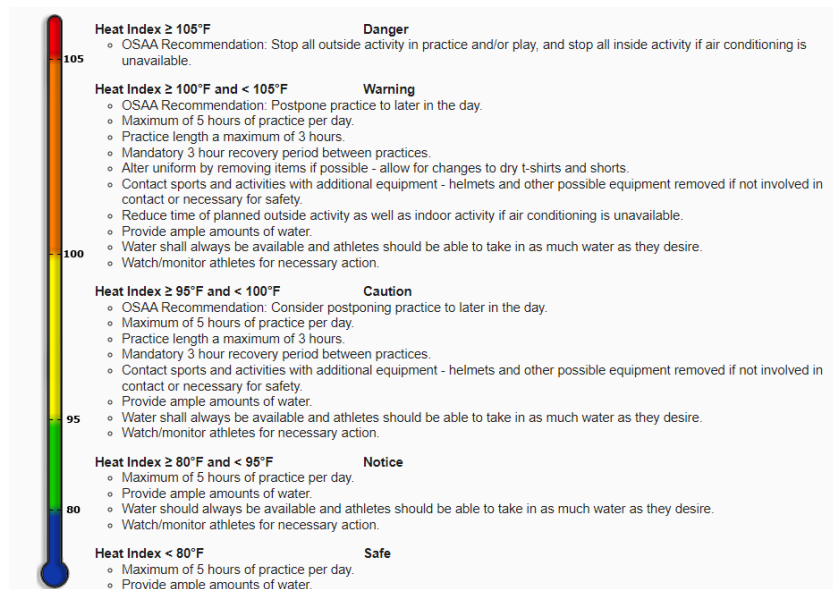
Air Quality and Heat Index

Air quality and heat index will be monitored by the Athletic Director or designee. PHSD will follow OSAA protocol regarding air quality and heat index. Per OSAA policy, school personnel shall use the AirNow Fire and Smoke map at <https://fire.airnow.gov/> to monitor air quality. As a rural school district with no direct Air Reporting Stations, it may be more viable to use the 5-3-1 Visibility Index.

- If visibility is over five miles, the air quality is generally good.
- If visibility is five miles away but generally hazy, air quality is moderate and beginning to deteriorate, and is generally healthy, except possibly for smoke sensitive persons.
- If under five miles, the air quality is unhealthy for young children, adults over age 65, pregnant women and people with heart and/or lung disease, asthma, or other respiratory illness.
- If under three miles, the air quality is unhealthy for everyone. Young children, adults over age 65, pregnant women and people with heart and/or lung disease, asthma, or other respiratory illness should minimize outdoor activity.
- If under one mile, the air quality is unhealthy for everyone. All outdoor activities, practices or contests should be cancelled, postponed or moved inside.

Mt. Pisgah is about 5 miles away from PHHS

OSAA Heat Index Protocol



OSAA Air Quality Protocol

Air Quality Index (AQI)	5-3-1 Visibility Index	Required Actions for Outdoor Activities
51 - 100	5-15 Miles	Athletes who are unusually sensitive to air pollution should consider indoor activities only. Athletes with asthma should have rescue inhalers readily available and pretreat before exercise <i>if</i> directed by their healthcare provider. All athletes with respiratory illness, asthma, lung or heart disease should monitor symptoms and reduce/cease activity if symptoms arise. Increase rest periods as needed.
101 - 150	3-5 Miles	Athletes who are unusually sensitive to air pollution should consider indoor activities only. Athletes with asthma should have rescue inhalers readily available and pretreat before exercise if directed by their healthcare provider. All athletes with respiratory illness, asthma, lung or heart disease should monitor symptoms and reduce/cease activity if symptoms arise. <i>Athletes with asthma or other lung diseases, heart conditions or diabetes may need additional rest breaks during practices / contests. Consider rescheduling to a different time and / or an area with a lower AQI. Schools should consider the impact of elevated AQI lasting for multiple days and the impact of prolonged exposure for athletes and staff on multiple practice session days when making decisions. Consider moving practices indoors, if available. Be aware that, depending on a venue's ventilation system, indoor air quality levels can approach outdoor levels.</i>
151 - 200	1-3 Miles	All outdoor activities (practice and competition) shall be canceled or moved to an area with a lower AQI. Move practices indoors, if available. Be aware that, depending on a venue's ventilation system, indoor air quality levels can approach outdoor levels.
>200	1 Mile	All outdoor activities (practice and competition) shall be canceled or moved to an area with a lower AQI. Move practices indoors, if available. Be aware that, depending on a venue's ventilation system, indoor air quality levels can approach outdoor levels.

Injury Reporting

When a student-athlete sustains an injury, the Head Coach is responsible for reporting the injury to the Athletic Director via the Student-Athlete Injury Reporting form within 24 hours. For serious injuries, including concussions, the Head Coach is responsible for reporting the injury to the Athletic Director and to the parents/guardians by midnight of the day of the injury. The Athletic Director will make the medical report on Finals Forms and notify the PHHS/PHMS Safety Team. If there is a medical emergency that requires EMS response, the Head Coach will notify the parent(s)/guardian(s) and the Athletic Director after calling 911.

Emergency Call Instructions

When you call an emergency medical service (911), you should:

1. Identify yourself and exact location.
2. Explain what happened and the type of injury.
3. Give address of athletic facility and exact instructions on how the ambulance is to reach the injured student-athlete. This would include the street address, gate information, building location, and entry information.
4. Stay on the line until the operator disconnects the call.
5. Return to the injury scene.

Emergency Phone Numbers

Local EMS: 911 (Remember to dial 9-911 if using a school landline)

District Athletic Director: Kyle McClain **503-724-9211 (Mobile)**

541-736-0706 (Office)

Middle School Athletic Director: Joe Neill **541-554-1107 (Mobile)**

Athletic Secretary: Noell D'Agosta **541-206-4149 (Mobile)**

Lane County Sheriff Non-Emergency: **541-682-4150**

Pleasant Hill MS/HS Physical Address: **84455 N Enterprise Road**
Pleasant Hill, OR 97455

Pleasant Hill School District Aerial Map



Yellow Star ★ = AED Location

PHSD Athletic Facilities

1. Turf Field/Track
2. HS Main Gym
3. HS Aux Gym
4. HS Weight Room
5. Tennis Courts
6. Blue Gym
7. Wrestling Room
8. HS Baseball Field
9. HS Varsity Softball Field
10. HS JV Softball Field
11. Elementary Gym
12. Youth Field #1
13. Youth Field #2
14. Lower Grass Field
15. Upper Grass Field

HS Main Gym, HS Aux Gym, and Weight Room

Emergency Personnel: Coaches trained in First Aid & CPR on site at every practice, workout and event. Athletic Director or other Administrator on site for all home contests.

Emergency Communication: Cell phones are preferred to activate EMS. Coaching staff should always have a cellular phone available. Additional landlines available in the locker room offices located on the south end and north end of the main gym as well as in the office on the east end of the aux gym.

When in doubt, call 911!

Emergency Equipment: Each team has their own medical kit available at every practice and event. It is the Head Coach's responsibility to ensure that it is stocked by bringing it to the Athletic Director for restocking when needed. Extra supplies and emergency equipment are located in the training room. Coaches will have access to Final Forms emergency contact information for each student-athlete.

AED: Located near the southwest corner of the main gym.

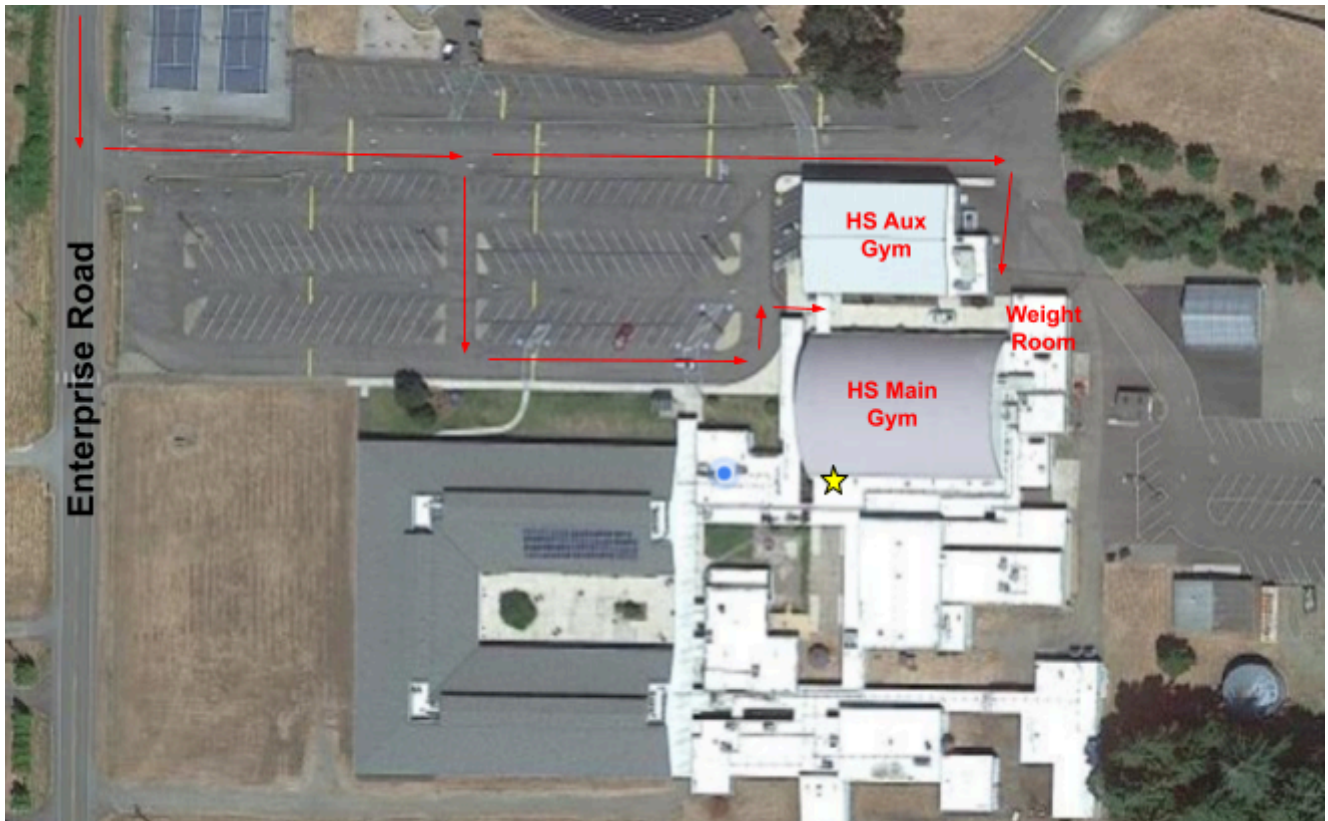
Roles of First Responders

1. **Immediate care of the injured or ill person:** Provided by coach or anyone trained in First Aid/CPR.
2. **Scene Control:** Game management staff and game officials will limit scene access. Only the parent(s)/guardian(s) of the injured athlete or volunteer medical/first aid assistance requested by the care provider should be allowed. Assistant coaches are responsible for supervising the team.
3. **Activation of EMS:** as directed by individual providing care. Provide information as requested by dispatcher. Do not hang up until the dispatcher ends the call.
4. **Emergency equipment retrieval:** As directed by individual providing care.
5. **EMS Direction/Transportation:** Designate an individual to direct EMS to the scene.

****No student-athlete will be transported in an ambulance without a parent or school official with them****

6. **Follow Up:** If the student-athlete's parent/guardian is not present, notify them immediately. This information will be found on the E-Card in Final Forms. If the Athletic Director is not present, notify them immediately after contacting the parent/guardian. The Head Coach or designee is responsible for completing an injury report on Final Forms. All inquiries about the injured athlete, media or otherwise, should be directed to the Athletic Director or other school administrators.

EMS Routes and Entry Points - HS Main Gym, HS Aux Gym, Weight Room and Hitting Facility



Yellow Star ★ = AED Location

HS Main Gym and Aux Gym: direct EMS to enter the west side of the parking lot through Enterprise Road. They will drive to the south side of the parking lot and park along the curb on the west side of the gym (east side of the parking lot). The EMS personnel will enter through the northwest double door of the main gym and the southwest door of the aux gym.

Weight Room and Hitting Facility: direct EMS to enter the west side of the parking lot through Enterprise Road. They will drive on the north side of the parking lot until they pass the aux gym. For weight room access, EMS will park on the north side of the weight room and enter through the west door. For the hitting facility, EMS will park on the north side of the hitting facility and enter through the north door.

Track & Turf Field, Tennis Courts, and Varsity Baseball Field

Emergency Personnel: Coaches trained in First Aid & CPR on site at every practice, workout and event. Athletic Director or other Administrator on site for all home contests.

Emergency Communication: Cell phones are preferred to activate EMS. Coaching staff should always have a cellular phone available. Additional landlines available in the locker room offices located on the south end and north end of the main gym as well as in the office on the east end of the aux gym.

When in doubt call 911!

Emergency Equipment: Each team has their own medical kit available at every practice and event. It is the Head Coach's responsibility to ensure that it is stocked by bringing it to the Athletic Director for restocking when needed. Extra supplies and emergency equipment are located in the training room. Coaches will have access to Final Forms emergency contact information for each student-athlete.

AED: Located on the outside of the track shed on the northeast side of the field.

Roles of First Responders

1. **Immediate care of the injured or ill person:** Provided by coach or anyone trained in First Aid/CPR.
2. **Scene Control:** Game management staff and game officials will limit scene access. Only the parent(s)/guardian(s) of the injured athlete or volunteer medical/first aid assistance requested by the care provider should be allowed. Assistant coaches are responsible for supervising the team.
3. **Activation of EMS:** as directed by individual providing care. Provide information as requested by dispatcher. Do not hang up until the dispatcher ends the call.
4. **Emergency equipment retrieval:** As directed by individual providing care.
5. **EMS Direction/Transportation:** Designate an individual to direct EMS to the scene.

****No student-athlete will be transported in an ambulance without a parent or school official with them****

6. **Follow Up:** If the student-athlete's parent/guardian is not present, notify them immediately. This information will be found on the E-Card in Final Forms. If the Athletic Director is not present, notify them immediately after contacting the parent/guardian. The Head Coach or designee is responsible for completing an injury report on Final Forms. All inquiries about the injured athlete, media or otherwise, should be directed to the Athletic Director or other school administrators.

EMS Routes and Entry Points - Track & Turf Field, Tennis Courts, and Varsity Baseball Fields



Yellow Star ★ = AED Location

Tennis Courts: direct EMS to enter the west side of the parking lot through Enterprise Road. The Tennis Courts are immediately to the left as you enter the parking lot. The EMS personnel will park on the east side of the Tennis Courts and enter through the west gate.

Track & Turf Field: direct EMS to enter the west side of the parking lot through Enterprise Road. They will drive on the north side of the parking lot until they reach the second gate entry to the facility. The Head Coach, Athletic Director, assistant coach, or reliable student must unlock the gate to allow EMS transportation and personnel to enter.

Varsity Baseball Field: direct EMS to enter the north side of campus through Highway 58. They will enter the parking lot of the Pleasant Hill Elementary School and turn right. They will continue straight past the District Office and reach the Varsity Baseball Field parking lot.

Elementary Gym, Blue Gym, and Wrestling Room

Emergency Personnel: Coaches trained in First Aid & CPR on site at every practice, workout and event. Athletic Director or other Administrator on site for all home contests.

Emergency Communication: Cell phones are preferred to activate EMS. Coaching staff should always have a cellular phone available. Additional landlines available in the locker room offices located on the south end and north end of the main gym as well as in the office on the east end of the aux gym.

When in doubt, call 911!

Emergency Equipment: Each team has their own medical kit available at every practice and event. It is the Head Coach's responsibility to ensure that it is stocked by bringing it to the Athletic Director for restocking when needed. Extra supplies and emergency equipment are located in the training room. Coaches will have access to Final Forms emergency contact information for each student-athlete.

AED: The Elementary Gym AED is located on the south wall to the left of the double door entry. The Blue Gym AED is located on the south wall to the right of the double door main entry.

Roles of First Responders

1. **Immediate care of the injured or ill person:** Provided by coach or anyone trained in First Aid/CPR.
2. **Scene Control:** Game management staff and game officials will limit scene access. Only the parent(s)/guardian(s) of the injured athlete or volunteer medical/first aid assistance requested by the care provider should be allowed. Assistant coaches are responsible for supervising the team.
3. **Activation of EMS:** as directed by individual providing care. Provide information as requested by dispatcher. Do not hang up until the dispatcher ends the call.
4. **Emergency equipment retrieval:** As directed by individual providing care.
5. **EMS Direction/Transportation:** Designate an individual to direct EMS to the scene.

****No student-athlete will be transported in an ambulance without a parent or school official with them****

6. **Follow Up:** If the student-athlete's parent/guardian is not present, notify them immediately. This information will be found on the E-Card in Final Forms. If the Athletic Director is not present, notify them immediately after contacting the parent/guardian. The head coach or designee is responsible for completing an injury report on Final Forms. All inquiries about the injured athlete, media or otherwise, should be directed to the Athletic Director or other school administrators.

EMS Routes and Entry Points - Elementary Gym, Blue Gym, and Wrestling Room



Yellow Star ★ = AED Location

Elementary Gym: direct EMS to enter the north side of campus through Highway 58. They will enter the parking lot of the Pleasant Hill Elementary School and turn right. They will take a left at the end of the parking lot and park on the northeast side of the elementary gym. They will enter through the double doors of the gym on the northeast side of the building.

Blue Gym: direct EMS to enter the north side of campus through Highway 58. They will enter the parking lot of the Pleasant Hill Elementary School and turn left. They will take the first entry to the parking lot, continue to drive past the music room and Community Center until parking on the west side of the Blue Gym. They will enter through the double doors of the gym on the southwest side of the building.

Varsity Baseball Field: direct EMS to enter the north side of campus through Highway 58. They will enter the parking lot of the Pleasant Hill Elementary School and turn left. They will take the first entry to the parking lot, continue to drive past the music room and Community Center until parking on the northwest side of the wrestling room. They will enter through the double doors of the wrestling room on the northwest side of the building.

Upper Grass Field, JV Softball Field, Varsity Softball Field, Lower Grass Field, Youth Field #1, Youth Field #2

Emergency Personnel: Coaches trained in First Aid & CPR on site at every practice, workout and event. Athletic Director or other Administrator on site for all home contests.

Emergency Communication: Cell phones are preferred to activate EMS. Coaching staff should always have a cellular phone available. Additional landlines available in the locker room offices located on the south end and north end of the main gym as well as in the office on the east end of the aux gym.

When in doubt, call 911!

Emergency Equipment: Each team has their own medical kit available at every practice and event. It is the Head Coach's responsibility to ensure that it is stocked by bringing it to the Athletic Director for restocking when needed. Extra supplies and emergency equipment are located in the training room. Coaches will have access to Final Forms emergency contact information for each student-athlete.

AED: Located on the outside of the varsity softball shed in between the Varsity Softball Field and Youth Field #2.

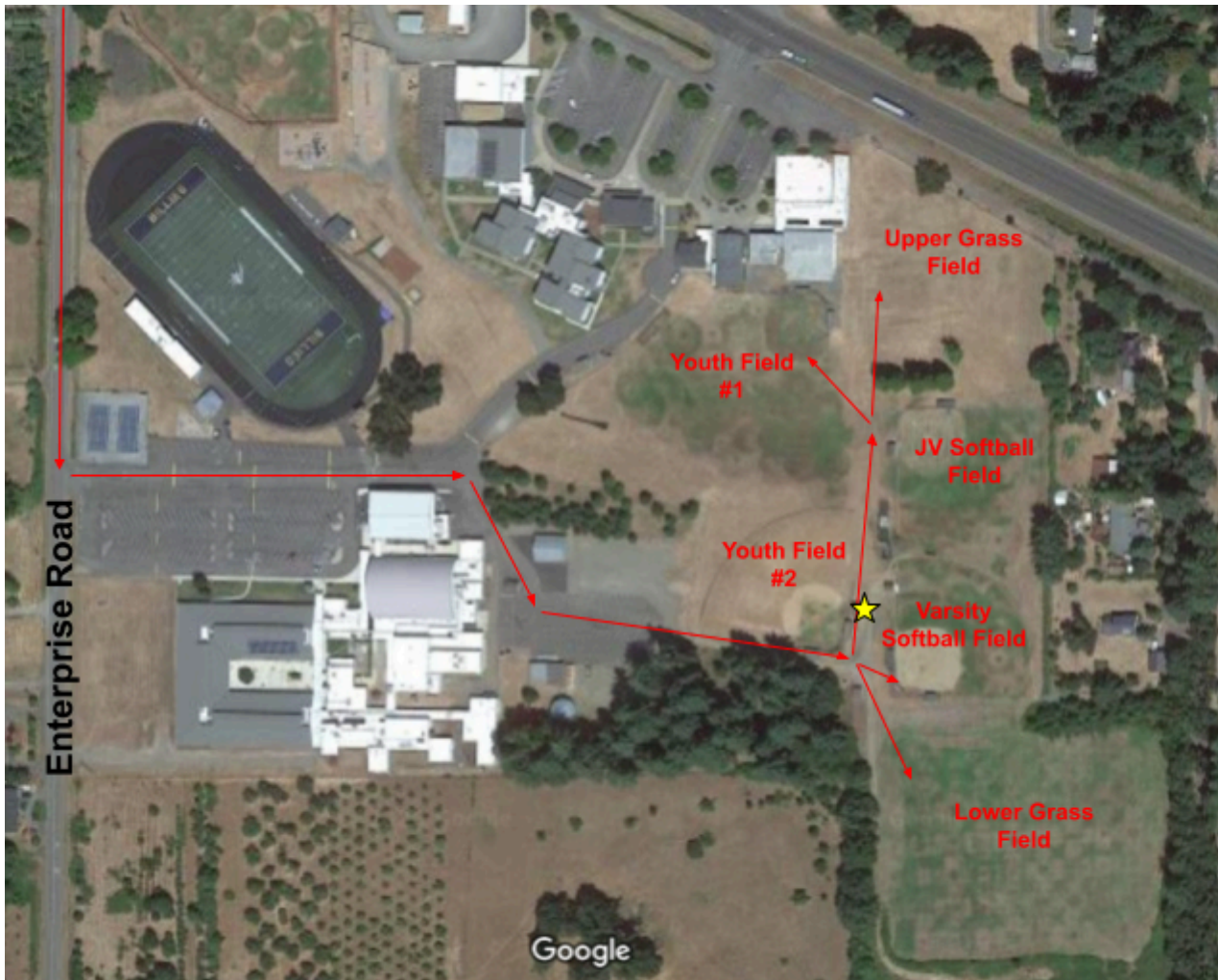
Roles of First Responders

1. **Immediate care of the injured or ill person:** Provided by coach or anyone trained in First Aid/CPR.
2. **Scene Control:** Game management staff and game officials will limit scene access. Only the parent(s)/guardian(s) of the injured athlete or volunteer medical/first aid assistance requested by the care provider should be allowed. Assistant coaches are responsible for supervising the team.
3. **Activation of EMS:** as directed by individual providing care. Provide information as requested by dispatcher. Do not hang up until the dispatcher ends the call.
4. **Emergency equipment retrieval:** As directed by individual providing care.
5. **EMS Direction/Transportation:** Designate an individual to direct EMS to the scene.

****No student-athlete will be transported in an ambulance without a parent or school official with them****

6. **Follow Up:** If the student-athlete's parent/guardian is not present, notify them immediately. This information will be found on the E-Card in Final Forms. If the Athletic Director is not present, notify them immediately after contacting the parent/guardian. The head coach or designee is responsible for completing an injury report on Final Forms. All inquiries about the injured athlete, media or otherwise, should be directed to the Athletic Director or other school administrators.

EMS Routes and Entry Points - Upper Grass Field, JV Softball Field, Varsity Softball Field, Lower Grass Field, Youth Field #1, Youth Field #2



Yellow Star ★ = AED Location

Youth Field #2, Varsity Softball Field, and Lower Grass Field: direct EMS to enter the west side of the parking lot through Enterprise Road. They will drive on the north side of the parking lot until they pass the aux gym. They will take a right towards the back of the high school and drive towards the east end of the parking lot. The Head Coach, Athletic Director, assistant coach, or reliable student must unlock the gate to allow EMS transportation and personnel to enter. EMS will continue to drive on the gravel road and park nearest to the facility that they need access to.

Youth Field #1, JV Softball Field, and Upper Grass Field: direct EMS to enter the west side of the parking lot through Enterprise Road. They will drive on the north side of the parking lot until they pass the aux gym. They will take a right towards the back of the high school and drive towards the east end of the parking lot. The Head Coach, Athletic Director, assistant coach, or reliable student must unlock the gate to allow EMS transportation and personnel to enter. EMS will continue to drive on the gravel road and turn left at the Varsity Softball Field. They will continue to drive up towards the facility they are trying to access and park in a position that is best suited for responding to the emergency.

Athletic Trips

When traveling, it is the responsibility of the Head Coach to provide initial response to all emergencies. It is necessary that all coaches have access to their cell phones and access to student E-Cards found on Final Forms. At the beginning of each season, the Athletic Director will issue traveling med kits to all Head Coaches. These med kits will be required to take to all trips. It is the responsibility of the Head Coach to inform the Athletic Director when there are any replacement needs for the med kit. There will be a traveling AED for the Head Coach to check out with the front office prior to departure. Upon arrival, the Head Coach should check-in with the hosting administrator and the athletic trainer, if available. It is a good idea for the Head Coach to know emergency exits and AED access points at all contest locations. It is also important to know the location of the nearest emergency medical center.

When a student-athlete sustains an injury, the Head Coach is responsible for reporting the injury to the Athletic Director via the Student-Athlete Injury Reporting form within 24 hours. For serious injuries, including concussions, the Head Coach is responsible for reporting the injury to the Athletic Director and to the parent(s)/guardian(s) by midnight of the day of the injury. The Athletic Director will make the medical report on Finals Forms and notify the PHHS/PHMS Safety Team. If there is a medical emergency that requires EMS response, the Head Coach will notify the parent(s)/guardian(s) and the Athletic Director after calling 911.