Emergency Action Plans

Written By:	**Zach McGinty** **Destri Millsap** **Kate Hays** **Katie Strathe**
Last Reviewed:	**February 2025**

Owasso Sports Medicine

Athletic Center Emergency Action Plan

Owasso High School Address: 12901 E. 86th St. N Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty- **405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends.

Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Location:
On North wall by main entrance.

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

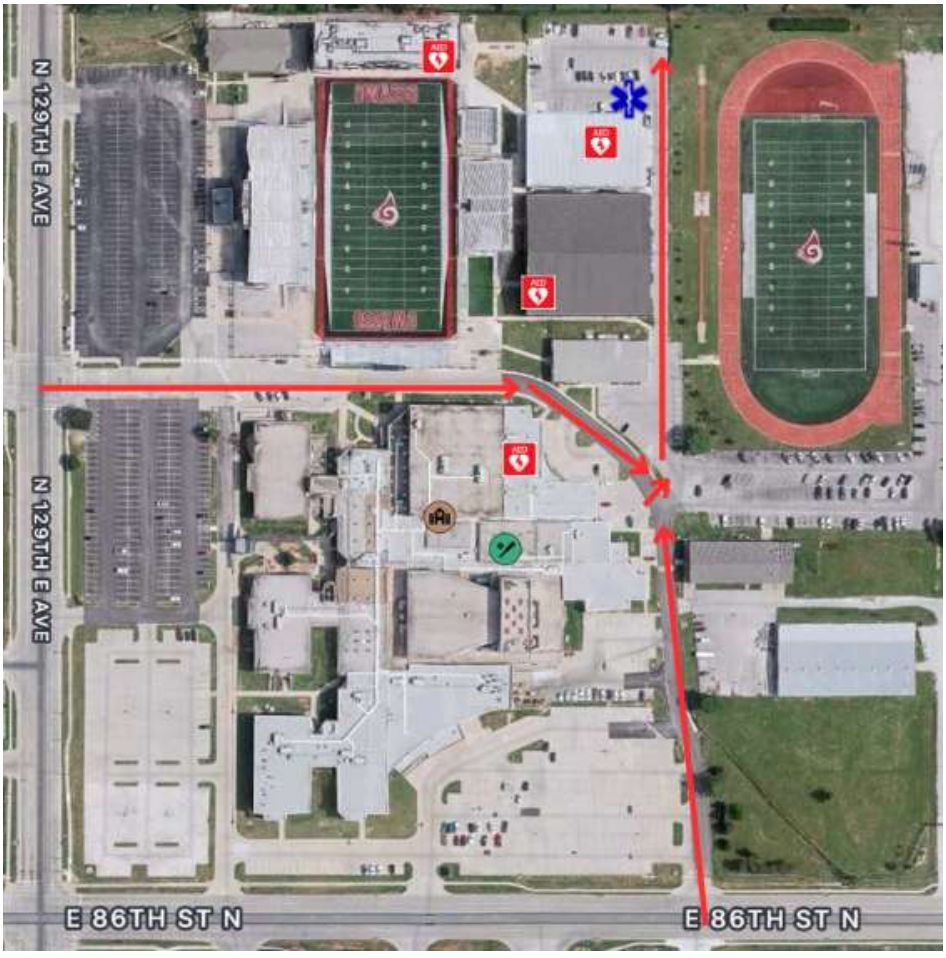
If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:

Main North Doors of the Athletic Center



Directions from 129th East Ave: Turn into the high school and proceed past the south end of the football stadium. Take the first left and an immediate left again. Proceed past the track to North parking lot and North main entrance of Athletic Center.

Directions from East 86th St. N: Turn into the high school and proceed past the parking lot on your left. Take the first right hand turn and immediately take a left. Proceed past the track to North parking lot and North main entrance of Athletic Center.

Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.



Owasso Sports Medicine

Baseball Emergency Action Plan

Owasso High School Baseball Stigall Field Address: 12901 E 86th St. N, Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty**- 405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends.

Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Locations in baseball complex:
Coaches Office

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

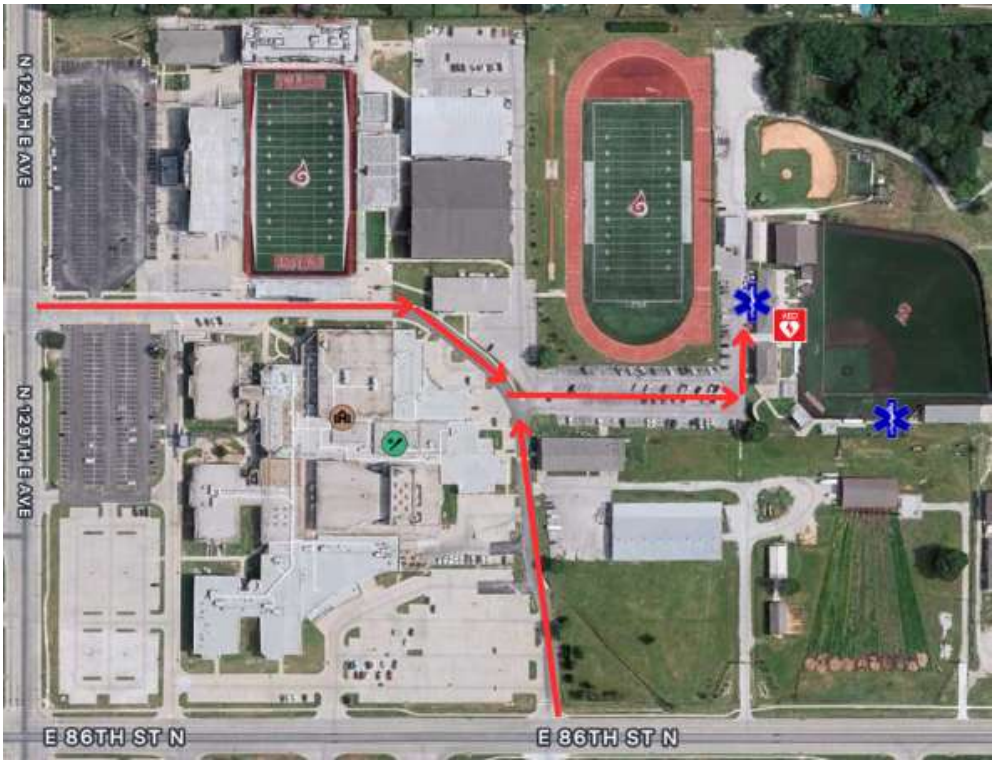
Ambulance Entrance:

Enter through west gate on the south side of the fieldhouse.

Enter field through 3rd base dugout.

Directions from 129th East Ave: Turn into the high school and proceed past the south end of the football stadium. Take the first left, proceed through the parking lot and turn North. Continue to West gate on South side of Field House.

Directions from East 86th St. N: Turn into the high school and proceed past the parking lot on your left. Take the first right hand turn, proceed through the parking lot and turn North. Continue to West gate on South side of Field House.



Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.

Owasso Sports Medicine

Indoor Facility Emergency Action Plan

Owasso High School Address: 12901 E. 86th St. N Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty**- 405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends.

Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Locations:

Located in the indoor facility to the left (south wall) of the bathrooms

EMS: 911

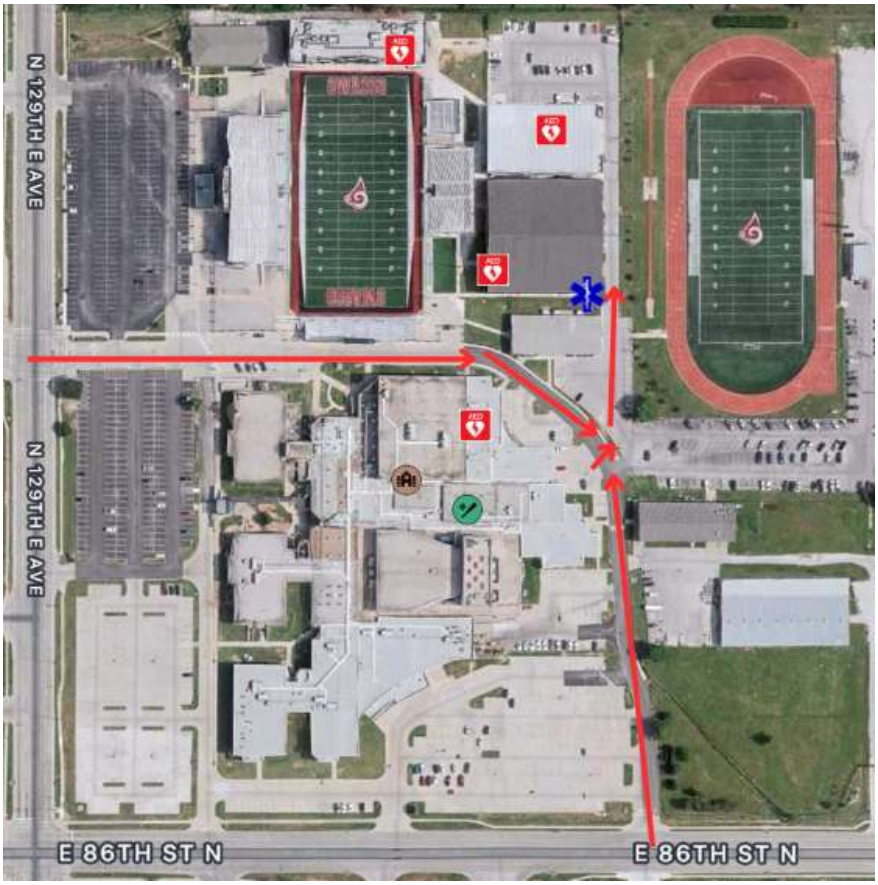
- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:
Southeast corner of the building



Directions from 129th East Ave: Turn into the high school and proceed past the south end of the football stadium. Take the first left and an immediate left. Proceed past the track building to the double black doors on the southeast corner of the indoor facility.

Directions from East 86th St. N: Turn into the high school and proceed past the parking lot on your left. Take the first right hand turn and immediately take a left. Proceed past the track building to the double black doors on the southeast corner of the indoor facility.

Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.

Owasso Sports Medicine

Main Gym Emergency Action Plan

Owasso High School Address: 12901 E. 86th St. N Owasso, OK 74055
Certified Athletic Trainer: Zach McGinty**- 405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] – 911
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends. Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of parents, ATC if not on site and Head Athletic Director

AED Locations in High School Gymnasium:
North Hallway across from North doors of gymnasium by the basketball locker rooms

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

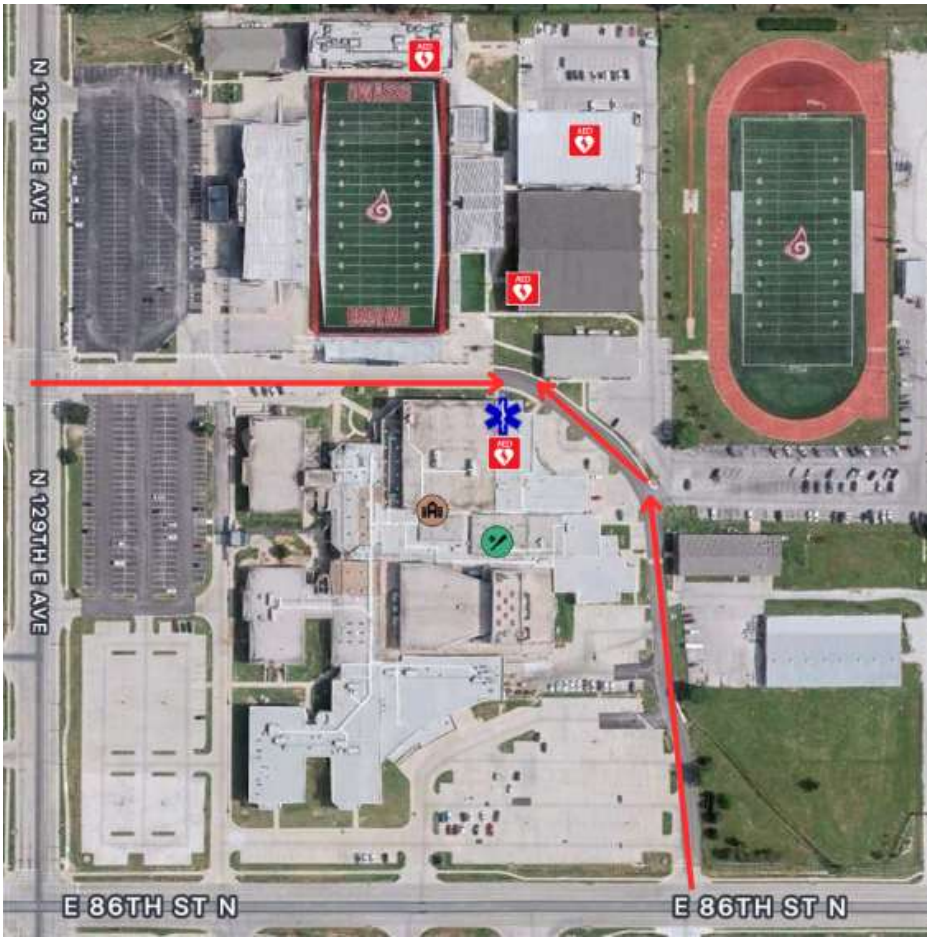
If the Certified Athletic Trainer cannot be located the coach will become the leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:

East Entrance of the Gym [Main Entrance]



Directions from 129th East Ave: Turn into the high school and proceed past the south end of the football stadium. Stop before the road curves to the right. Enter the gym through the double black doors on the North side of the building.

Directions from East 86th St. N: Turn into the high school and proceed past the parking lot on your left. The road will curve around the building. Enter the gym through the double black doors on the North side of the building.

Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.



Owasso Sports Medicine

Owasso Stadium Emergency Action Plan

Owasso High School Address: 12901 E. 86th St. N Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty – **405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays – **719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends.

Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Locations in Wellness Center:
East entry way of the wellness center on the North wall

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

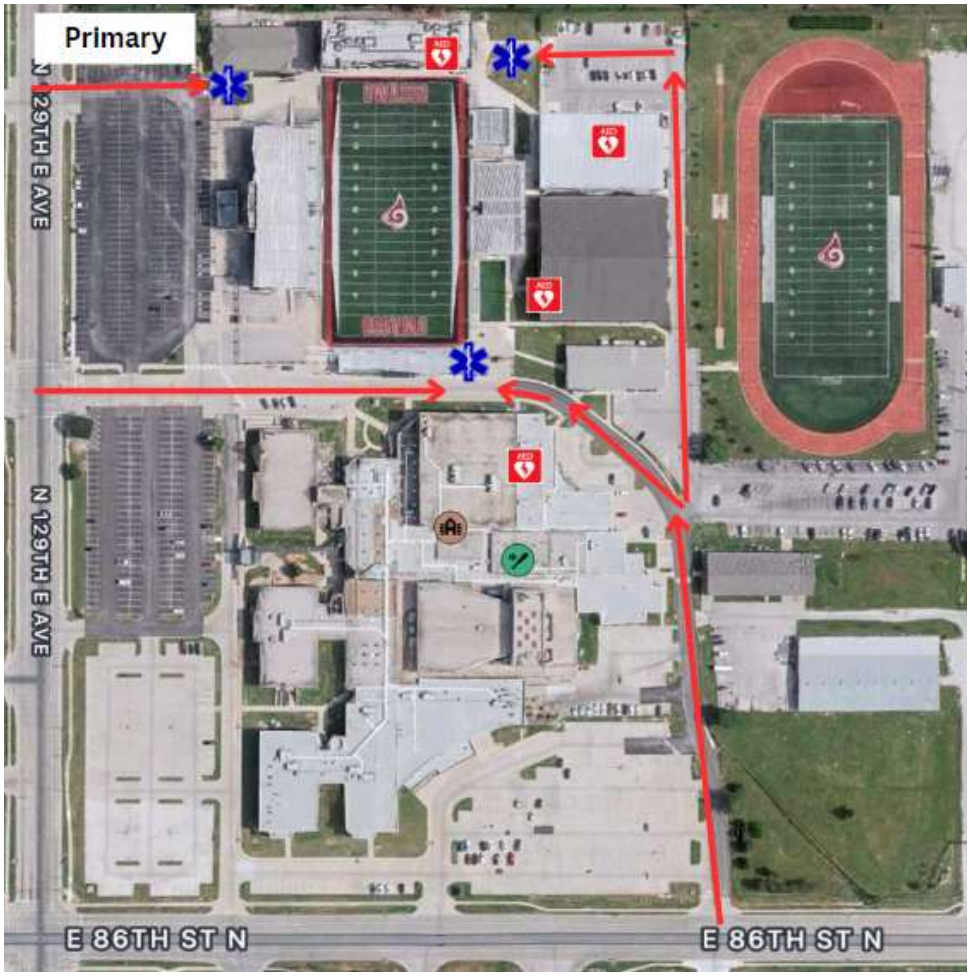
If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:

Enter through parking lot off of 129th E Ave. West Side Gate, closest to the Freshman Field House. Away sideline can be accessed from on the northeast corner of the stadium or the southeast gate.



Directions from 129th E. Ave: Enter on the North end of the parking lot. Proceed towards the field straight ahead. The ambulance should enter through the gate on the right side next to the dumpster.

Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.



Owasso Sports Medicine

Softball Emergency Action Plan

Owasso High School Softball Complex Address: 13737 E 86th St. N, Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty- **405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends.

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- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Locations in softball complex:

Field house inside main double door entrance

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

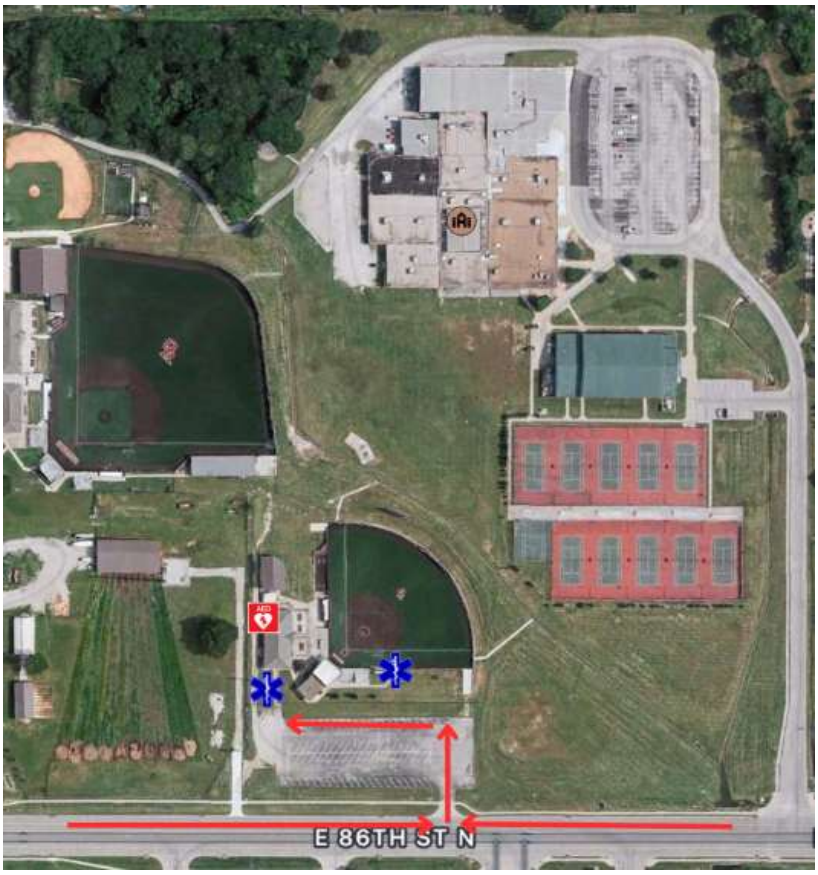
If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:

Enter through Southwest gate of the softball complex [main gate]. Enter field through the 3rd base dugout.



Directions from 86th St. N:

Turn North off of 86th St and proceed through the parking lot to the Southwest main gate of the Softball Complex.

Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.



Owasso Sports Medicine

Tennis Emergency Action Plan

Owasso Tennis Complex Address: 13804 E 88th Ct N, Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty**- 405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

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Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Locations in Tennis complex:
Lobby of 8th Grade Gymnasium

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:

Enter through parking lot East of the 8th Grade Center Gymnasium. Enter through gate closest to injury.



Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.

Owasso Sports Medicine

Track Facility Emergency Action Plan

Owasso High School Address: 12901 E. 86th St. N Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty**- 405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends.

Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Locations

Located in the Athletic Training Room at the southwest corner of the track just past the finish line.

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

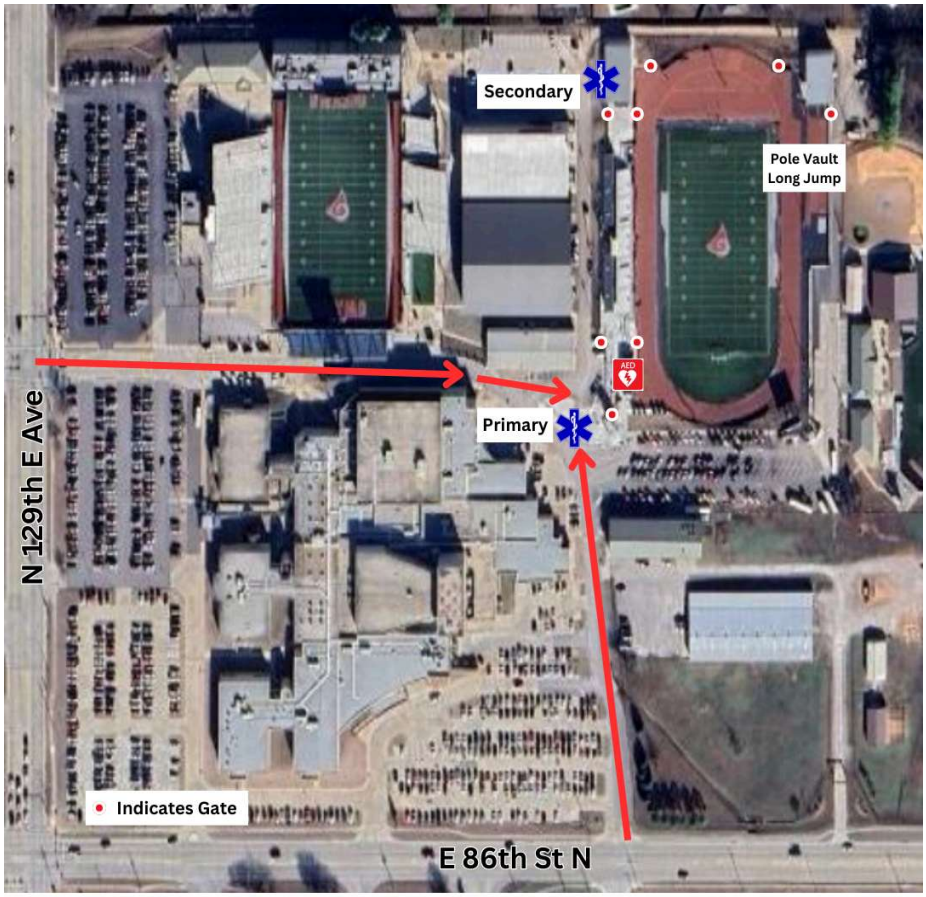
EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:

Primary: Main gate at the southwest corner of the facility.

Secondary: Gate at the northwest corner of the facility

Pole Vault/Long Jump: Northeast corner of the facility





Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
- If a parent cannot be reached, the Emergency Medical Authorization form must be presented. The Emergency Medical Authorization form can be found on RankOne by entering the student's profile, selecting the "Files" tab, and then selecting "Emergency Medical Authorization."

Post-Incident Responsibilities

- It is the Certified Athletic Trainer's responsibility to inform the administration of the incident.
- It is the Certified Athletic Trainer's responsibility to inform the person's parents if under the age of 18, immediately.
- It is the Certified Athletic Trainer's responsibility to document the circumstances surrounding the activity and all actions taken.

- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.

Owasso Sports Medicine

Wellness Center Emergency Action Plan

Owasso High School Address: 12901 E. 86th St. N Owasso, OK 74055

Certified Athletic Trainer: Zach McGinty **– 405-706-7511**
Certified Athletic Trainer: Destri Millsap **- 308-870-1978**
Certified Athletic Trainer: Kate Hays **– 719-963-1135**
Certified Athletic Trainer: Katie Strathe **- 918-619-2467**

Emergency Medical Services [EMS Fire, Police and Ambulance] **– 911**
High School – 918-272-5334
Athletic Department – 918-272-1867
Head Athletic Director: Zach Duffield

The emergency action plan addresses the immediate need for medical assistance in the instance of traumatic injury or illness. The emergency action plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency action plan impacts coaches, spectators, practice/game personnel as well as the athletes. The emergency action plan must be able to address situations that may occur from the first practice through the last team meetings, it includes weekdays as well as weekends.

Should a traumatic injury or illness occur that requires immediate medical assistance; the following are critical items that would need to be addressed by a Certified Athletic Trainer, coach, designated first aid responder and/or athletic administration.

- Call 911
- Determine level of consciousness
- Assess the person's **Circulation (pulse), Airway, and Breathing**
- Send for AED
- Notification of Parents, ATC if not on site and Head Athletic Director

AED Locations in Wellness Center:
Entry way of the East entrance on the North wall

EMS: 911

- First to arrive on the scene provides first aid.
- Instruct someone to Call 911
- Instruct a coach, Athletic Training Student Aide, manager or uninjured persons to notify Certified Athletic Trainer and retrieve AED.

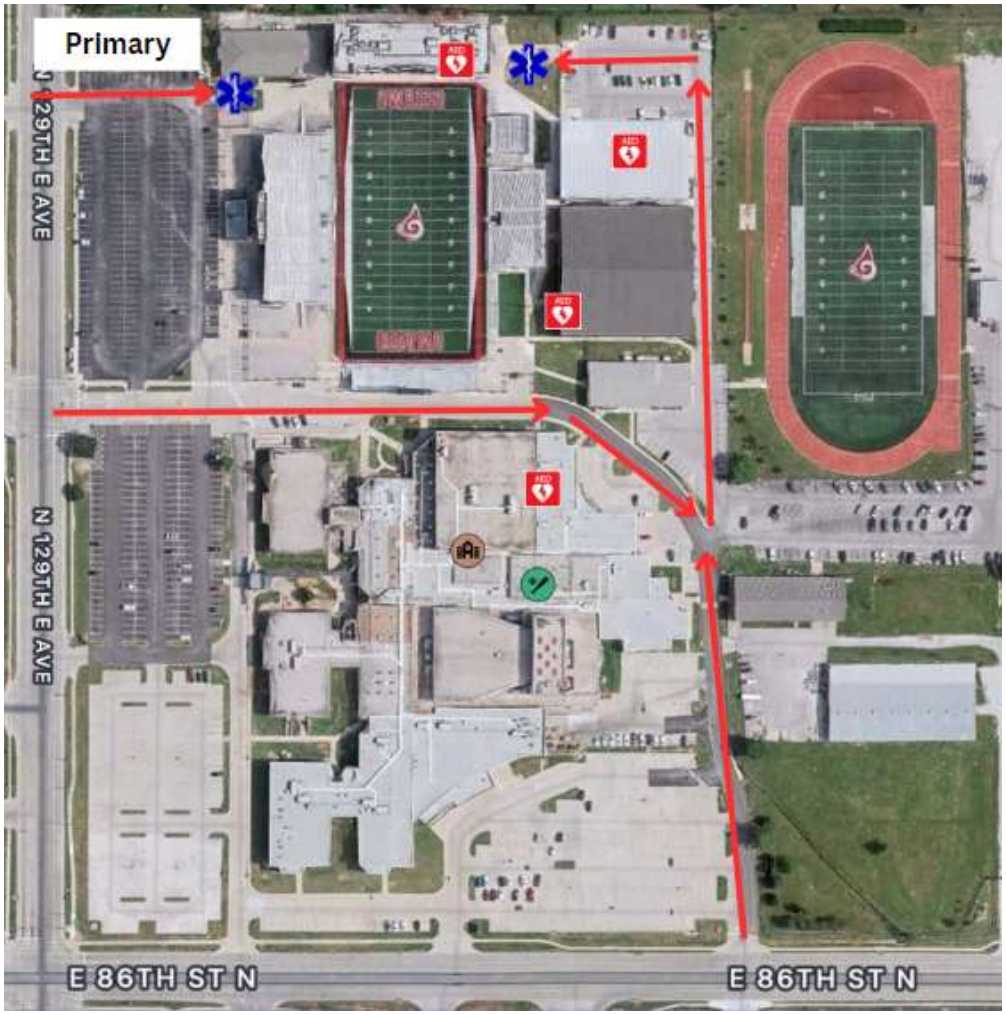
If the Certified Athletic Trainer cannot be located the coach will become the designated leader of the situation.

- The leader will be in charge of the emergency situation and will instruct all others on the emergency team. The leader shall designate a specific leader assistant and a person to call EMS.

EMS Protocol: When you call EMS provide your name, title or position. Your current address, telephone number, number of individuals injured, condition of injured, specific directions and other information as requested.

Ambulance Entrance:

West Side Gate, closest to the Freshman Field House. Will enter through parking lot off of 129th E Ave



Directions from 129th E. Ave: Enter on the North end of the parking lot. Proceed towards the field straight ahead. The ambulance should enter through the gate on the right side next to the dumpster.

Scene Control

- An Administrator or coach should provide scene control by moving bystanders away from the area
- A person, designated by the leader, will contact any necessary staff to assure access for the ambulance and meet the ambulance at the designated entrance to lead them to the injured person.

Emergency Transport

- DO NOT send teammates to the hospital. The student's parent, Certified Athletic Trainer, or coach must accompany an injured athlete to the hospital.
- If none of the above personnel are available to accompany the student, parent consent must be obtained to transport the student alone.
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- **If the Certified Athletic Trainer is not present, it is the responsibility of the coaches to notify parents, notify administration, and document the circumstances surrounding the incident.**

POST-INCIDENT REPORT FORM



Media

No information should be given to any party other than necessary medical personnel. The Certified Athletic Trainer shall notify the Athletic Administration. The Athletic Administration will release appropriate information to the media.