



PEARLAND ISD

EMERGENCY ACTION PLAN

MANUAL

Pearland ISD Emergency Action Plan Manual

Athletic events take place daily. A variety of emergency situations may arise at any time during these events. The development, implementation and rehearsal of an emergency action plan is vital to provide immediate and appropriate care of emergency and life-threatening situations. Athletic organizations and the Emergency Action Plan Inter-Professional Health Care Team are responsible for developing and annually reviewing an emergency action plan to provide appropriate standards of emergency care for all athletic participants. The following contains a written plan, proper coverage of events, appropriate medical supplies and equipment, use of appropriate medical personnel, rehearsal log and post emergency debrief procedures.

Components of the emergency action plan:

- Emergency personnel
- Emergency communication
- Emergency equipment
- Roles of first responder
- Facility directions w/map

Emergency Action Plan Personnel

During interscholastic practices and competitions, the first responder to an emergency is typically a member of the athletic training staff, such as a licensed athletic trainer. Sometimes the first responder will be a coach or other district personnel. Certification in CPR, First-Aid, use of an AED, and review of emergency action plan is required for all athletic personnel involved in interscholastic events. The emergency team may consist of physicians, physician's assistants, licensed athletic trainers, EMT's, student athletic training aides, coaches, and other athletic department personnel. The role of each individual depends on their level of training, site of the event, number of emergency team members, and preferences of the head athletic trainer/Team Physician.

Emergency Action Plan Roles

The first major role of the emergency team member is establishing safety of the scene and immediate care of the athlete or patient. The second major role of the emergency team member is activating EMS if services are not readily available. Initiation of emergency plan should be done as soon as the incident is classified as an emergency or life-threatening event. In an emergency situation or life-threatening event, time is the key factor to getting appropriate medical care.

Anyone on the emergency team can activate EMS. The emergency team member should have good communication skills and stay calm under pressure. Additionally, the emergency team member who activated EMS should have all the appropriate information regarding the patient, such as patient location and critical health information to relay to dispatch. A team member should also make sure EMS gets directly to the scene, by unlocking any locked gates or doors. Student athletic training aides, managers, and coaches may be appropriate for this role. Another emergency team member role is equipment retrieval, which may be done by any emergency team member familiar with the proper types and locations of specific equipment needed. More than one emergency team member may be assigned to each role, depending on the number of available emergency team members.

Emergency Communication

Good communication is vital to quick emergency response. The emergency team and EMS must work together to provide the best emergency care to our student athletes. The emergency team member activating EMS should have good communication skills and be calm under pressure. All emergency team members should have the appropriate information such as patient location and critical health information for dispatch. Access to working telephones or other communication devices, fixed or mobile, should be established. Also, a back-up system should be ready in case of primary system failure. The most common means of communication is the cell phone. Although, a land line or radio is available on campus.

Emergency Equipment

Each site should have all necessary emergency equipment available and accessible. Emergency team members should be familiar with the function and use of all emergency medical equipment. The emergency medical equipment should be in good operating condition and checked on a regular basis. Texas state law mandates AEDs to be readily available in good operating condition. AEDs can be located by referencing each Venue Specific EAP. An AED will be onsite for all games. Cold Water Immersion Techniques will be provided at each site based on the Pearland ISD Athletic Weather Protocol.

Medical Emergency Transportation

Any emergency situation with loss of consciousness (LOC), impairment of airway, breathing, or circulation (ABCs), or 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 experience doubt in their mind regarding the severity of the situation should consider a “load and go” situation and transport the individual. To provide the best care for the athletes, all head and neck injuries will be transported to Memorial Hermann (downtown Houston). Incidences involving the head or neck may require transport by Life Flight and should be considered as a possibility with respect to distance from advanced care facilities and condition of the patient. All other emergencies should be transported to Memorial Hermann Southeast or Memorial Hermann Pearland unless otherwise directed by the athlete’s parent.

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 the athletic trainer and/or the other involved provider and coach immediately following activation of the EAP.

Debriefing

Following activation of an EAP, the entire group of participants must submit their documentation and conduct a debrief with the Emergency Action Plan Inter-Professional Healthcare Team for discussion of the event within 48 hours. Legal consultation and review is highly recommended. The Emergency Action Plan Inter-Professional Healthcare Team must then evaluate and review the effectiveness of the EAP. A specific timeline for changes to an EAP should be made for promptness.

Post-EAP Activation Incident Report

Use this form to document the event details following an activation of the emergency action plan. If additional space is needed for any section, please attach additional pages with the required information. Ensure all pages are saved and stored together with this document.

Incident Date: ____/____/____ **Incident Time:** ____:____ AM / PM

Incident Location: _____

Specific Area of Location: _____

Was EMS on-site at the time of the event? Yes No **Number of Patients:** _____

Was the Patient a PISD Affiliate Yes No

Patient Information (If available):

First and Last Name	Date of Birth (mm/dd/yyyy)
Parent/Guardian Name	Phone Number
Body Part/Area Affected	Side
Campus Affiliated	Student ID Number

EMS Agency/Unit: _____

EMS Transport Destination: _____

Personnel Information:

Please list the names of the individuals involved in the emergency response, their role(s), and contact information.

Name	Role(s)	Phone Number
Name	Role(s)	Phone Number
Name	Role(s)	Phone Number
Name	Role(s)	Phone Number
Name	Role(s)	Phone Number

Detailed Description of Events:

A large, stylized gray graduation cap (mortarboard) is centered on a white background. The cap features a flat top and a tassel hanging from the left side. The background is filled with horizontal ruling lines, similar to notebook paper.

Signature:

Signature

Print Name

Title

Date

Document is developed by the sample document based on the NATA Position Statement: Emergency Action Plan Development and Implementation (2024) by the author group.

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. All athletic personnel should receive CPR, AED, and first aid refresher training at least every two years. The emergency action plan should **be reviewed & analyzed at least once a year** with the Emergency Action Plan Inter-Professional Healthcare Team. Every venue's EAP should **be practiced at least once a year** by all athletic personnel and local emergency response teams. It is suggested to conduct practices and refreshers before every athletic season. Please document every practice and refresher in the rehearsal log. Through the development and implementation of emergency action plans, all Pearland ISD campus and athletic venue personnel help to ensure that the athlete will have the best care provided when an emergency situation does arise.

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? Heat Illness Concerns?
 - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and ensure they call!
 - b. Concern for Heat related Illness? Perform Rapid Cooling Techniques or Cold-water Immersion. Monitor Body Temperature.
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 DHS/PHS Athletic Trainer if they are present at the school but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Associate Principal
11. Instruct individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. Document the event

Hospital Affiliation

The Pearland Independent School District Emergency Action Plan Manual is endorsed and reviewed by Memorial Hermann as a part of the Emergency Action Plan Inter-Professional Health Care Team as in accordance with the National Athletic Trainers' Association Position Statement: Emergency Action Plan Development and Implementation in Sport. This will be reviewed annually to stay up to date.

Emergency Action Plan Inter-Professional Health Care Team

Team Members

*Christina Fry, MS, LAT, ATC- Athletic Trainer
Joseph Eberhardt, M.Ed., LAT, ATC- Athletic Trainer
Thomas Patrey, MS, LAT, ATC, C-PS- Athletic Trainer
Nick Holtgrieve MS, LAT, ATC, CES, PES - Athletic Trainer
Brandon Vo, MAT, LAT, ATC- Athletic Trainer
Catherine Windsor, MS, LAT, ATC- Athletic Trainer
Jenny Brittle, MAT, LAT, ATC – Memorial Herman JH Athletic Trainer
Kathy Nguyen, MAT, LAT, ATC – Memorial Herman JH Athletic Trainer
Jason Decker, MD- PISD Medical Director
Taggart T. Gauvain, MD – Team Physician
Evan Meeks, MD – Team Physician
Kelly Sears – Pearland EMS/Fire Chief
Kataryzna Kimmel – Pearland EMS Medical Director
James Wilson, LAT, ATC – Memorial Hermann Representative
John Palombo – Executive Director of Safety and Operations
(SROs, gate security personnel, Admin on duties, custodial staff)
Monica Reynolds – Head Nurse/Health Services Coordinator
Ben Pardo – Athletic Director
*EAP Coordinator/Designee

Stake Holders Represented

School District Medical Personnel

- Athletic Trainers
- Team Doctors

Safety, Security and Emergency Personnel

- EMS
- SROs
- Security
- Custodial staff
- Game personnel

School & Administrative Personnel

- School Nurses
- Athletic Director
- Coaches

Memorial Hermann - ISD Hospital Contract

Emergency
Action Plan
Stakeholders