



SAN MATEO HIGH SCHOOL EMERGENCY ACTION PLAN



Introduction

Medical emergencies may arise at any time during athletics events. Quick and efficient action must be taken to provide the best care to the student-athletes. 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 workers (including non-athletics staff) must be prepared. Athletic organizations must develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. Athletic injuries may occur at any time and during any activity, so the sports medicine team must be prepared. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practices, updated emergency equipment, etc., some potential emergencies may be averted. However, accidents and injuries are inherent in sports participation, and proper preparation on the part of the sports medicine team should enable each emergency to be managed appropriately.

Components of an Emergency Action Plan (EAP)

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of the First Responder
5. Venue Information and Maps



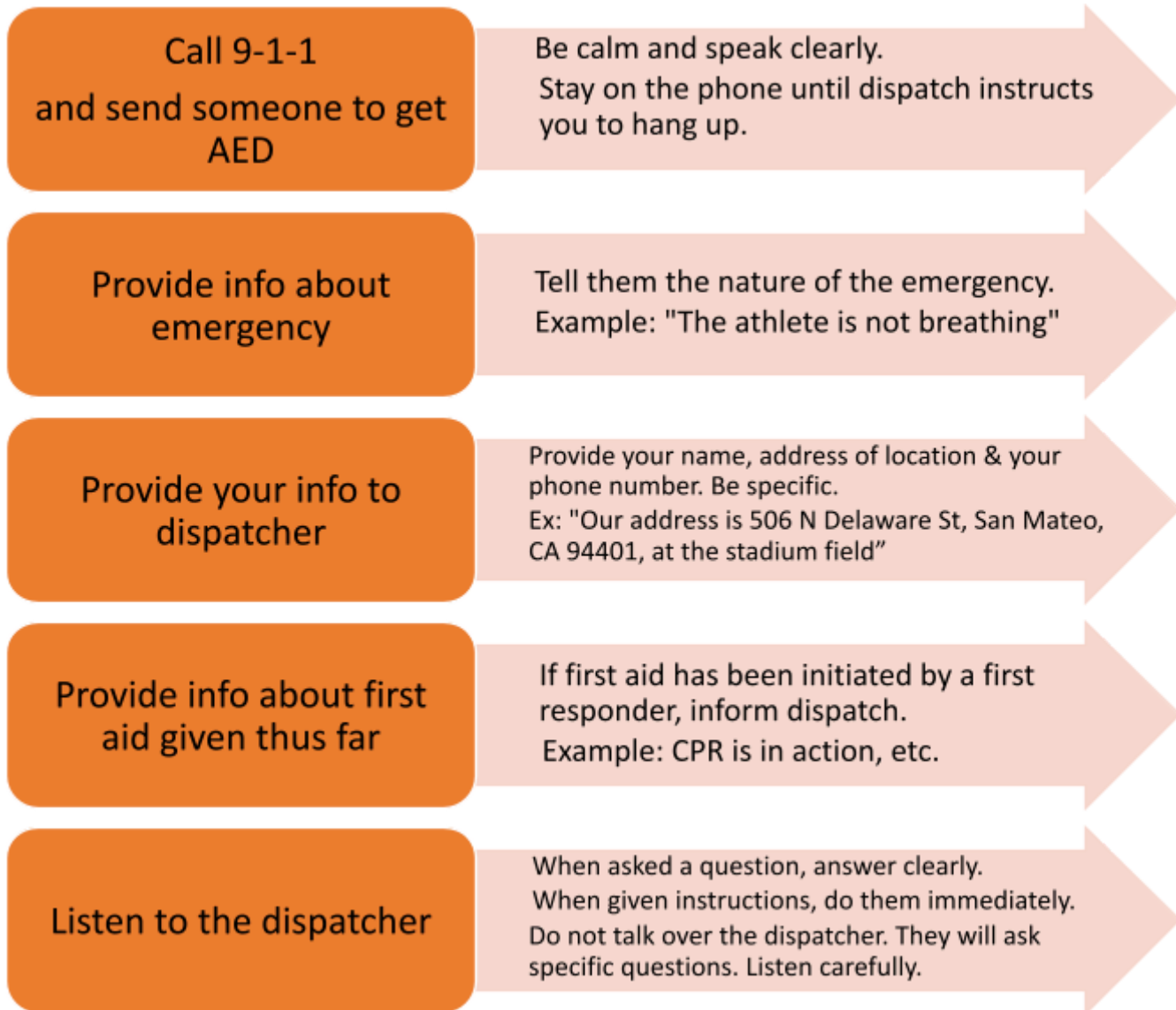
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THIS PAGE SHOULD BE POSTED IN THE ATHLETIC FACILITY

Activating Emergency Medical Services (EMS)

When it has been deemed necessary to activate emergency medical services, the steps are as follows:



COACHES Please know the address of your practice locations, the quickest emergency access routes, and the location of the closest AEDs. See the "Campus Athletic Venue Information" page for details.

In case of non-medical emergency (earthquake, fire, intruder, etc.), refer to the specified checklist of the school's non-athletics emergency action plan.



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Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment.

AED

ATHLETIC TRAINER or the health aide should check the AED pads and batteries MONTHLY.

COACHES should know location of the closest AED.

SPLINT BAG

ATHLETIC TRAINER should check splint bag regularly to ensure all necessary equipment is present and in good working condition.

Splint bag should include: vacuum splints, pump with hose, sam splints, etc.

OTHER EQUIPMENT

ATHLETIC TRAINER should check other emergency equipment BEFORE EACH EVENT to ensure all necessary equipment is present and in good working condition.

Other equipment includes appropriate sized crutches, helmet removal tools, CPR mask, etc.

*If replacements are needed, the Athletic Trainer should inform Health Services ASAP. Good preparation for updating equipment will prevent the lack of the appropriate tools in the event of an emergency.



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Medical Emergency Transportation

In a best-case scenario, an ambulance will be on-site during high-risk sporting events such as football. If an ambulance is on-site, there should be a designated location with rapid access to the site and a cleared route for entering and exiting the venue.

If an ambulance is not on-site, the medical personnel should be aware that the average EMS response time to San Mateo High School is 5-6 minutes. Gates that block direct access for emergency medical service vehicles should be unlocked. Paths of emergency medical service vehicles should be unobstructed at all times. There should not be any cars parked in fire lanes, blocking gate access, or double parked in the parking lot.

Local Hospitals/Urgent Care Centers:

Local Hospitals/Emergency Rooms:

San Mateo Medical Center Emergency Room	Mills-Peninsula Medical Center Emergency Room	Kaiser Permanente Redwood City Emergency Room
4.5 miles; 11 min with no traffic	5.1 miles; 10 min with no traffic	9 miles; 12 min with no traffic
222 West 39 th Ave, San Mateo, 94403	1501 Trousdale Dr, Burlingame, 94010	1100 Veterans Blvd, Redwood City, 94063 (Entrance: Corner of Walnut St & Veterans Blvd)
Open 24 Hours/Day; 7 Days/Week	Open 24 Hours/Day; 7 Days/Week	Open 24 Hours/Day; 7 Days/Week
650-573-2671	650-696-5446	650-299-2201

Local Urgent Care Centers:

Sutter Health Mills-Peninsula Urgent Care	After Hours Pediatrics Urgent Care	Palo Alto Medical Foundation Urgent Care
1 mile; 4 min with no traffic	1 mile; 4 min with no traffic	6.4 miles; 10 min with no traffic
100 S San Mateo Dr, San Mateo, 94401	201 Baldwin Ave, San Mateo, 94401	301 Industrial Rd, San Carlos, 94070
M-F 9-9; Sat, Sun, Holidays 9-5	M-F 5-10; Sat, Sun, Holidays 10-10	Open Every Day 8a-7p
650-696-4427	650-579-6581	650-321-4121

Nearest Level 1 Pediatric Trauma Center: Lucile Packard Children’s Hospital Stanford, Palo Alto



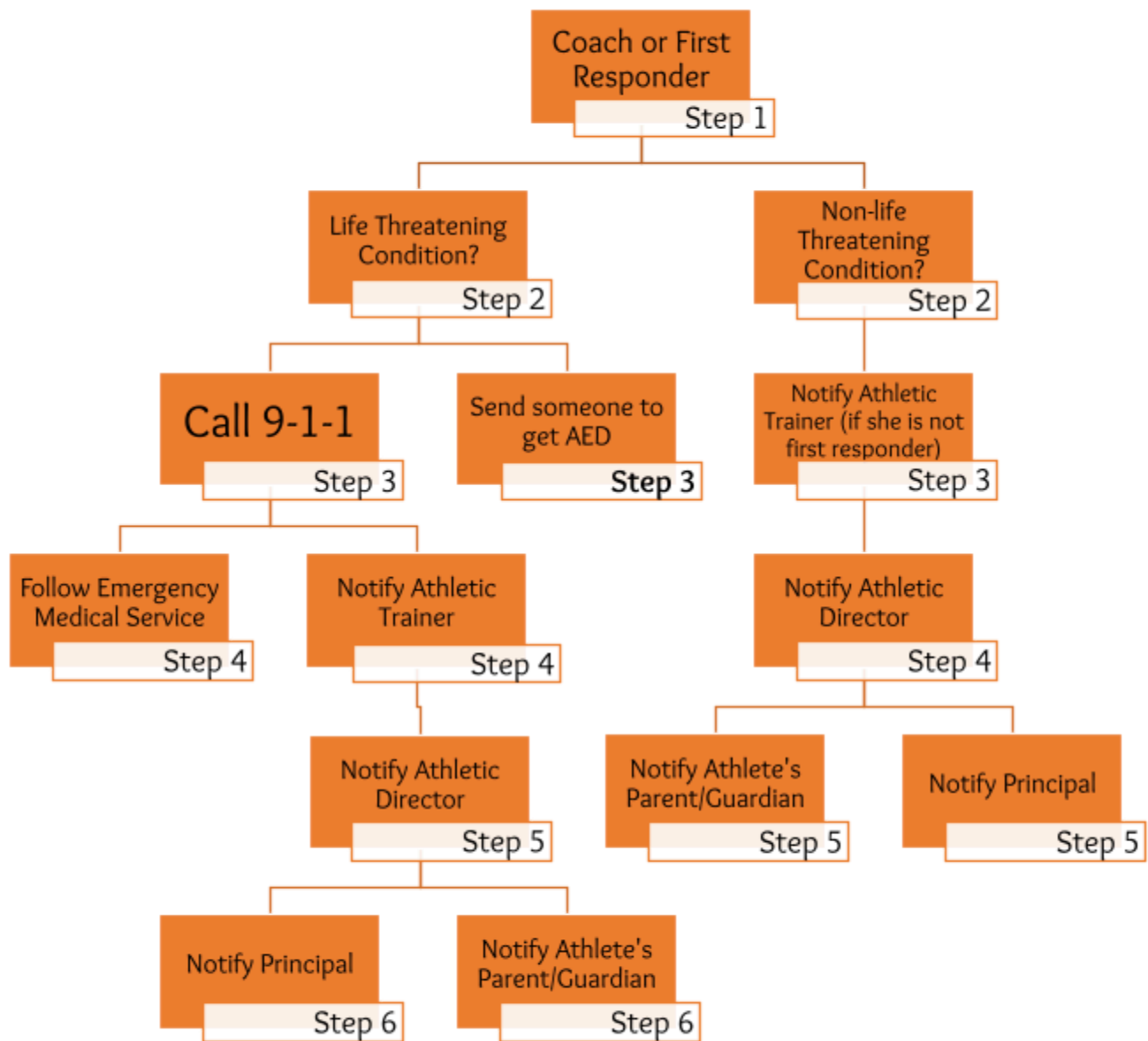
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Emergency Communication

Please note the pre-established phone tree to ensure all relevant parties are notified in an emergency situation. Access to a working telephone, either landline or mobile phone, should be established before the event.

NOTE Please be advised that if a mobile phone is established as the primary communication device, mobile phone reception should be noted prior to the event. If reception is poor, please designate a landline as the primary communication device. The athletic trainer, administrators, and facilities staff all have radios for quick communication.





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IMPORTANT CONTACTS LIST

THIS PAGE SHOULD BE POSTED NEAR A TELEPHONE OR KEPT ON THE SIDELINE WITH COACHES/MEDICAL STAFF

OFF CAMPUS CONTACTS	PHONE NUMBER
Police Department	650-522-7700 or 9-1-1
Fire and Ambulance	650-522-7900 or 9-1-1
Medical Center	San Mateo Medical Center: 650-573-2671 Mills-Peninsula ER: 650-696-5446
Poison Control Dept.	1 -800-222-1222

ON CAMPUS CONTACTS	PHONE NUMBER
Main Office	650-558-2399
Athletic Director	650-558-2338
Athletic Training Room	650-558-2326
Health Office	650-558-2322

TITLE	NAME	OFFICE PHONE	EMAIL
Athletic Trainer	Jessica Mayes	650-558-2326	jmayes@smuhsd.org
Athletic Director	Jeff Scheller	650-558-2338	jscheller@smuhsd.org
Principal	Yvonne Shiu	650-558-2300	yshiu@smuhsd.org
Assistant Principal	Gary Hong	650-558-2302	ghong@smuhsd.org
Assistant Principal	Michael Holtz	650-558-2303	mholtz@smuhsd.org
Facilities Manager	Billy DeKom	650-558-2325	wdekom@smuhsd.org



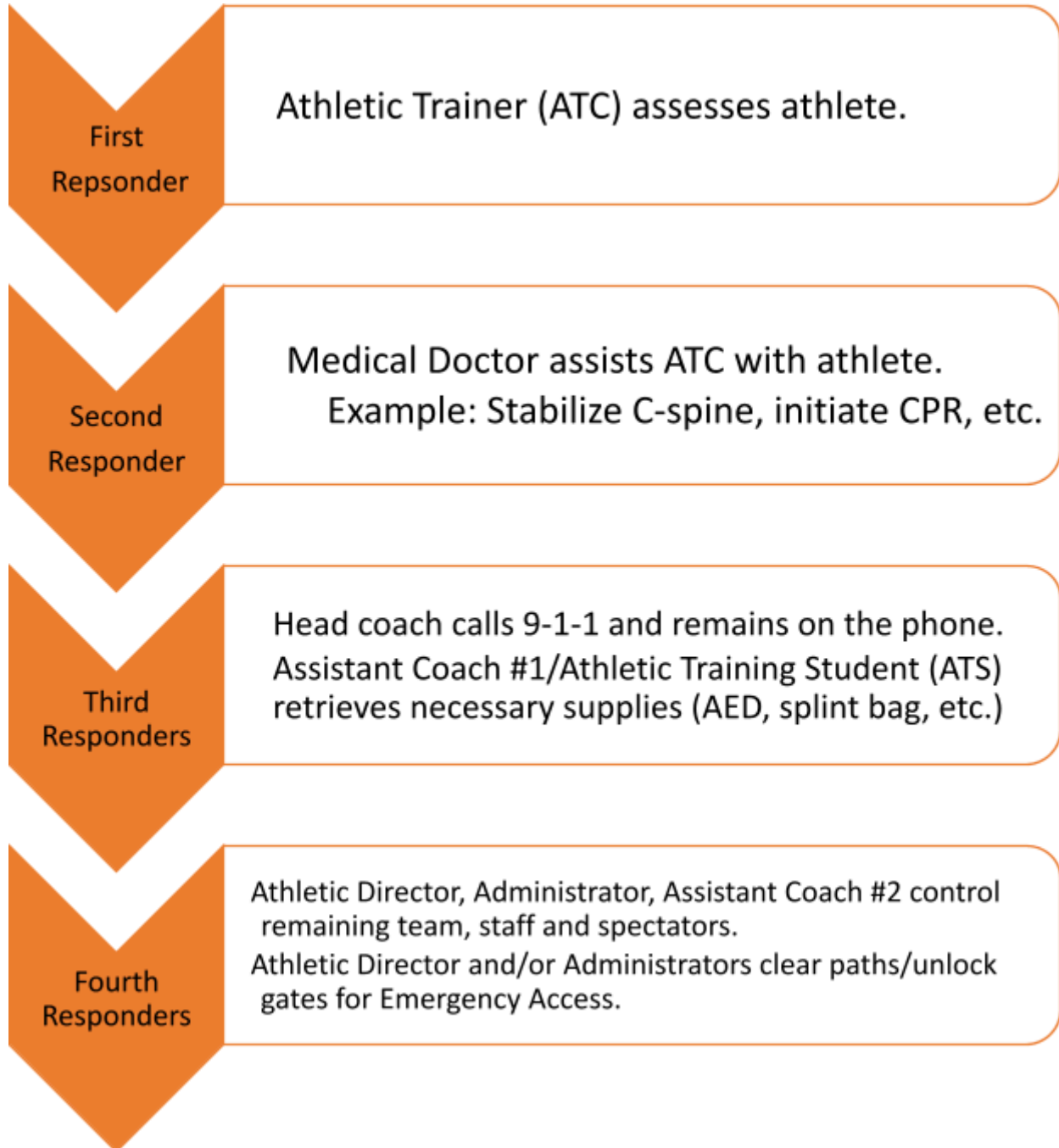
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Responder's Responsibility

In case of an emergency, please follow the order of operations.

If a responder is not present (ex: a Medical Doctor as a 2nd responder), the next responder assumes their duties (ex: Head coach becomes 2nd responder).





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AED Locations

Portable/ ATR	This AED will be with the Athletic Trainer at all times, in the golf cart, or otherwise stored in the Athletic Training Room.
Main Gymnasium	Located in the front hallway on the northeast wall in the lobby/foyer.
Building B	Located on the exterior west wall of the B Building. It is to the left of the entry doors leading to the Career Center and Library.
Quad Area/ Cafeteria	Located on the exterior northwest wall of the cafeteria.
Building E	Located in the E building adjacent to the pool and weight room. Entering through the doors by the Spirit Lawn, it is mounted on the wall between the Athletic Training Room and the Athletic Director's Office.
Pool Deck	Located on the exterior wall of the E building adjacent to the pool. It is next to the exterior weight room door leading to the pool.
Performing Arts Center	Located on the southeast wall of the outside of the PAC closest to the main gymnasium.
Stadium Field	Located on the north end of the bathroom building at the track/stadium field, it is mounted on the wall closest to the ticket booth and main gate.

See "SMHS Map" for an image of AED locations.



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Campus Athletics Venue Information

San Mateo High School
506 N. Delaware Street, San Mateo, CA, 94401
650-558-2399

LOCATIONS	EMS ROUTE ENTRANCE	PRIMARY AED	SECONDARY AED	KEY FOR GATE
Stadium Field	N. Delaware St	Stadium Field	PAC/Building E	SM G
Baseball Field	N. Humboldt St	Stadium Field	Building E	SM G
Softball Field	N. Delaware St	Stadium Field	Building E	SM G
Small Gym, Weight Room	N. Delaware St	Building E	Pool Deck	SM G
Tennis Courts	N. Delaware St	Stadium Field	Building E/Pool Deck	SM G
Pool	N. Delaware St	Pool Deck	Building E	SM G
Main Gym, Wrestling, Dance	N. Delaware St	Building G	PAC	SM G

NOTE If the Athletic Trainer is covering a practice/game, she will have the mobile AED on the sideline. This mobile AED becomes the “Primary AED”. Refer to the original “Primary AED” list as the new “Secondary AED”.



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SMHS Map



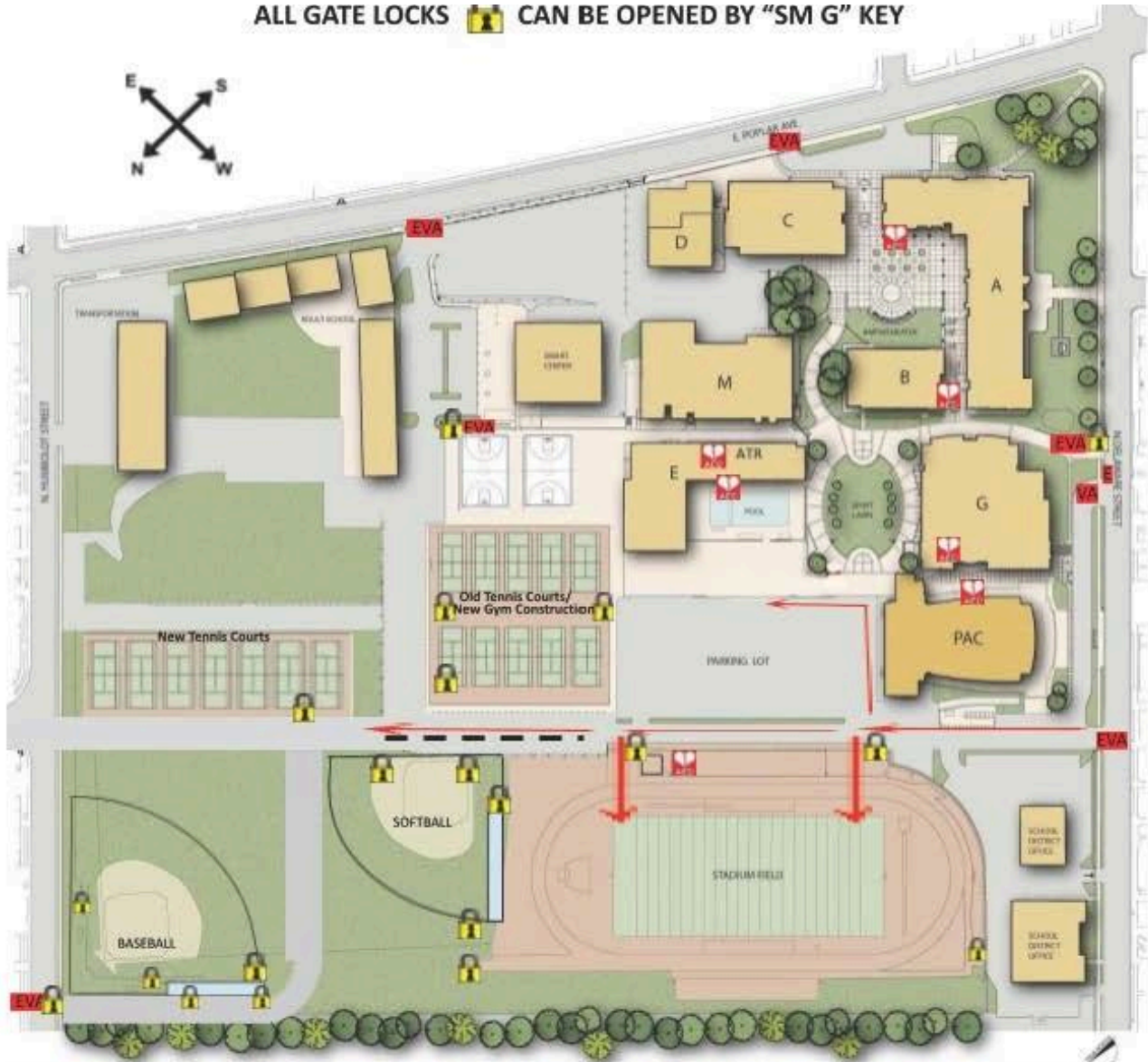
There are 7 AEDs on campus, and one with the Athletic Trainer. There is Naloxone/Narcan attached to each AED.



EVA Emergency Vehicle Access: The Emergency vehicles will enter through the entrances on N Delaware Street to get to the stadium field, tennis courts, the softball field, the gym, and the pool. For baseball, N Humboldt Street will be utilized.

- A: Administration Building, Student Services, Classrooms
- B: Library, Classroom, Career Center
- C: Classrooms
- D: Biotechnology
- E: Athletic Training Room (ATR), Athletic Director's Office, Weight Room, Small Gym
- G: Main Gymnasium, Dance Room, Wrestling Room
- M: Classrooms, Multi-Purpose Room/Flex Theater
- PAC: Performing Arts Center

ALL GATE LOCKS  CAN BE OPENED BY "SM G" KEY





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Conclusion

The emergency action plan (EAP) is meant entirely to be prepared in the event of a medical emergency. However, it is only useful if it is well-known and well-rehearsed. The EAP should be rehearsed before each season by the sports medicine staff, coaches, Athletic Director/Principal, and local emergency response teams (including EMS). Through the implementation of this emergency action plan, San Mateo High School will ensure each athlete has the best care provided in an emergency.

The SMHS Emergency Action Plan for Athletics has been approved by:

Approved by: _____ Date: _____
Principal

Approved by: _____ Date: _____
Athletic Director

Approved by: _____ Date: _____
Athletic Trainer

Approved by: _____ Date: _____
Medical Doctor