

**Allegheny
-Clarion
Valley
School
District**



**Interscholastic Athletics Program
After School Emergency Action Plans**

Athletic Department
724-659-4661

Emergency Action Plan – Allegheny-Clarion Valley School District

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

Table of Contents

Table of Contents

Documentation of Recent Changes.....	4
Introduction.....	5
Staff Education.....	8
Chain of Command.....	8
Emergency Telephone Numbers.....	10
Emergency Situation Contact Tree.....	11
Emergency Equipment Locations.....	12
Allegheny-Clarion Valley School <i>District</i> AED Location.....	13
General Plan of Action	14
Emergency Action Procedures.....	15
High School and Elementary Gymnasium	15
Emlenton Baseball Field	16
Emlenton Baseball Field Visual	17
Softball Field	18
Softball Field Visual	19
Fire Emergency	20
Severe Weather and Natural Disasters	21
Shots Fired	23
Weapons Found on Property	24
A-C Valley School District - INCIDENT REPORTING FORM	25
Suspicious Behavior	26
Rehearsal Strategy	27
Documentation of Seasonal Coaches Educational Meeting.....	28
Documentation of Emergency Equipment Maintenance.....	29
Approval and Verification Page:.....	30
Coaches Verification of Emergency Action Plans	31

Emergency Action Plan – Allegheny-Clarion Valley School District

The A-C Valley After School Emergency Action Plan Team

The following individuals were involved with the creation of this Emergency Action Plan:

Mr. Dave Sherman, Athletic Director

Mr. James Best, Maintenance Supervisor

Mr. David Sitler, School Resource Officer

Dr. Bill Jordan, High School Principal

Mrs. Leann Conto, High School Nurse

Mrs. Tracy Dailey, Elementary Nurse

Emergency Action Plan – Allegheny-Clarion Valley School District

Documentation of Recent Changes

As changes to the EAP are made, please list the change, page affected and date that the change was made.

Specific Changes Made	Page(s) Affected	Date
Names and Contact Information Updated		October 2024
<i>*add rows as necessary</i>		

EMERGENCY ACTION PLAN FOR ATHLETICS

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. 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 personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, and prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All coaches are required to have CPR/First Aid, Cardiac Wise and Concussion management training certifications as required by PIAA and PDE.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The four basic roles within the emergency team are:

- **Establish scene safety and immediate care of the athlete:**
 - This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
- **Activation of Emergency Medical Services:**
 - This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team.
- **Equipment Retrieval:**
 - May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
- **Direction of EMS to the scene:**
 - One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Activating Emergency Medical Services

Call 9-1-1 Provide information - Name, address, telephone number of caller - Nature of the emergency (medical or non-medical)* - Number of athletes - Condition of athlete(s) - First aid treatment initiated by first responder - Specific directions as needed to locate the emergency scene (i.e. "use the south entrance to the school off Asylum St.") - Other information requested by the dispatcher - DO NOT HANG UP FIRST *if non-medical, refer to the specified checklist of the school's non-athletics emergency action plan

Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is 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 experiences doubt in their mind regarding the severity of the situation should consider a "load and go" situation and transport the individual.

Emergency Action Plan – Allegheny-Clarion Valley School District

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 ATC (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing

A team comprising of the ATC, AD, coaches, nurse and one or two other school district employees not involved with the situation must discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to EAP should be made for promptness.

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. The emergency action plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan **Allegheny-Clarion Valley School District** helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the relevant EAP will be in each medical kit which is to be kept with the coach at every practice/event
3. A copy of the EAP will be posted on the wall in the athletic training room.

Chain of Command

The athletic trainer and onsite medical personnel should always act as primary care-givers at the site of the injury or accident (when on-site) and would manage the situation according to the following rank:

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

1. *Each Sports Team needs to complete this and have it available:*

CHAIN

OF COMMAND

Most medically qualified

- .
- .
- .
- .
- .

**this chain of command would be completed per team in the event that the chain is different per team*

Emergency Telephone Numbers

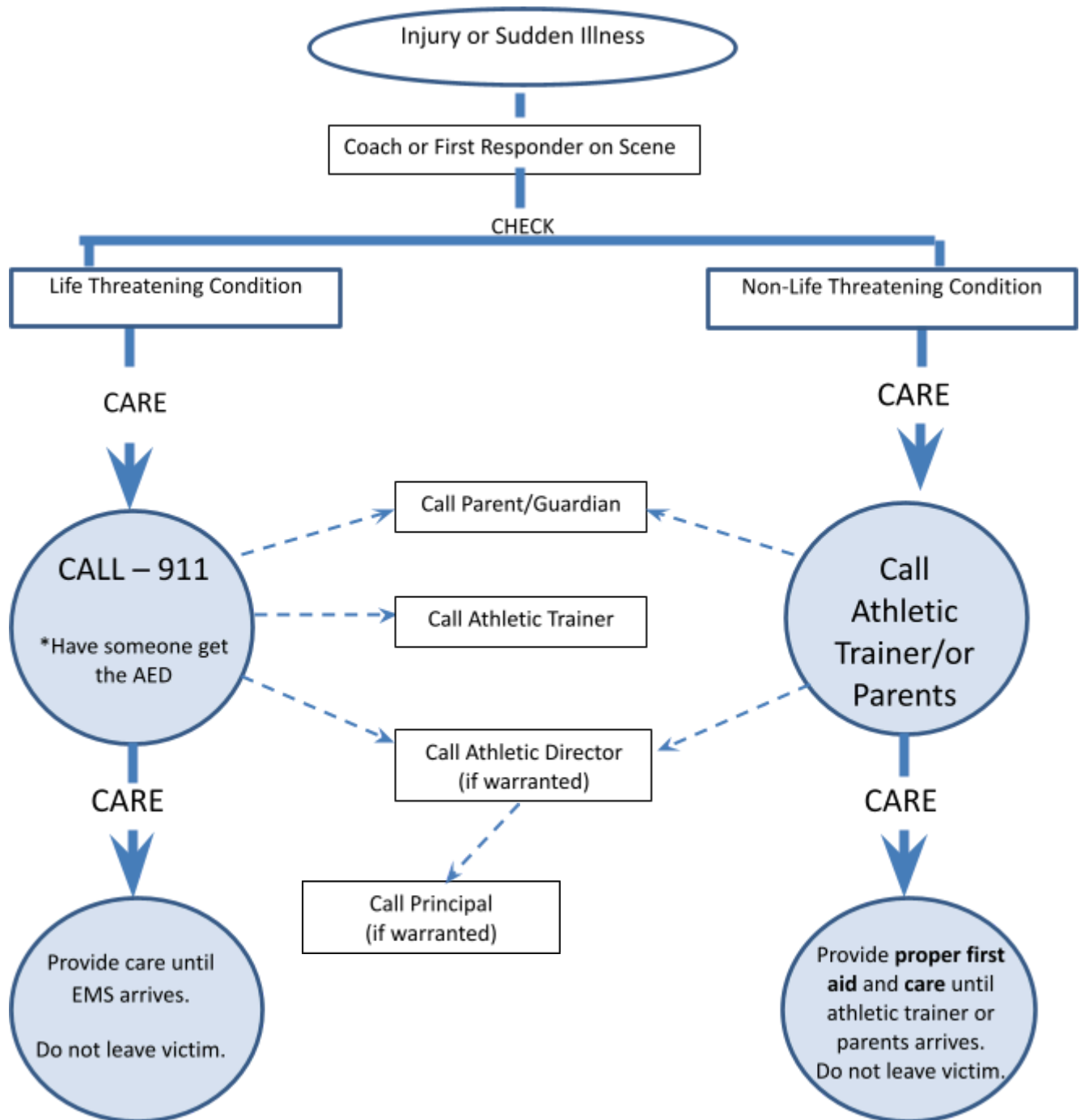
This list is only to be used in case of an emergency.

Off Campus Contacts	Phone Number
Emergency	911
Police department	
Fire and Ambulance	
Hospital	Clarion Hospital – 814-226-9500 Butler Hospital – 724-283-6666 Seneca Northwest – 814-676-7600
Hazardous Materials	
PA Poison Control Center	412-681-6669

On Campus Offices	Phone Number
Athletic Training Room	724-659-4661 ext. 3132
Nurse	724-659-4661 ext. 3134
Athletic Director	724-659-4661 ext. 3107 Cell # _____
Main Office	3102 – Emily Shumaker
Administrative Office	724-659-5820

Title	Name	Office	Cell
Athletic Director	Mr. Dave Sherman	724-659-4661	814-229-9764
Principal	Dr. Bill Jordan	724-659-4661 X3103	814-730-6654
Superintendent	Dr. David McDeavitt	724-659-5820 x1108	724-290-5402
High School Nurse	Ms. LeeAnn Conto	724-659-4661 X3134	
Elementary Nurse	Ms. Tracy Dailey	724-659-3555 X2134	

Emergency Situation Contact Tree



After the situation is controlled: Contact (phone or email)
The A-C Valley Emergency Action Plan Team

Emergency Action Plan – Allegheny-Clarion Valley School District

Athletic Trainer may at their discretion contact sports medicine physician for guidance

Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit on site for events covered by ATC
- First Aid Kit located with coach

1. AED

Jr/Sr High School Locations:

Elementary Locations:

Across for Public Restrooms

Cafeteria South Hallway on Wall

2. Nearest phone

- a. Coaches' personal cell phones (with emergency numbers attached here)
- b. In A-C Valley High School – there is a wall-mounted phone connected outside of the gym in the weight room (back hallway) and in the Café.

3. Rescue Inhalers

- a. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
- b. Inhaler (follow school requirements) during practices and games, make sure it's available to the individual.
- c. Athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.

4. Epi Pen

- a. Coaches are responsible for each student who has an epi pen and is responsible for bringing their epi pen with them to all practices/games
- b. Epi pen must (follow school requirements) during practices and games, make sure it's available to the individual.
- c. Athletic trainer may be given a backup Epi pen by the parent or child to keep as a backup in the med kit.

5. Splints

- a. With AT during events or in ATR

6. Spine boards/Cervical Collar

- a. Will be provided by EMS upon arrival

7. Bio-hazard Materials

- a. Red bags – in each med kit and in ATR
- b. Disposal Bin – in ATR, Room _____

Allegheny-Clarion Valley School District AED Location

Emergency Action Plan – Allegheny-Clarion Valley School District

The main AED for inside **Allegheny-Clarion Valley School District** is located

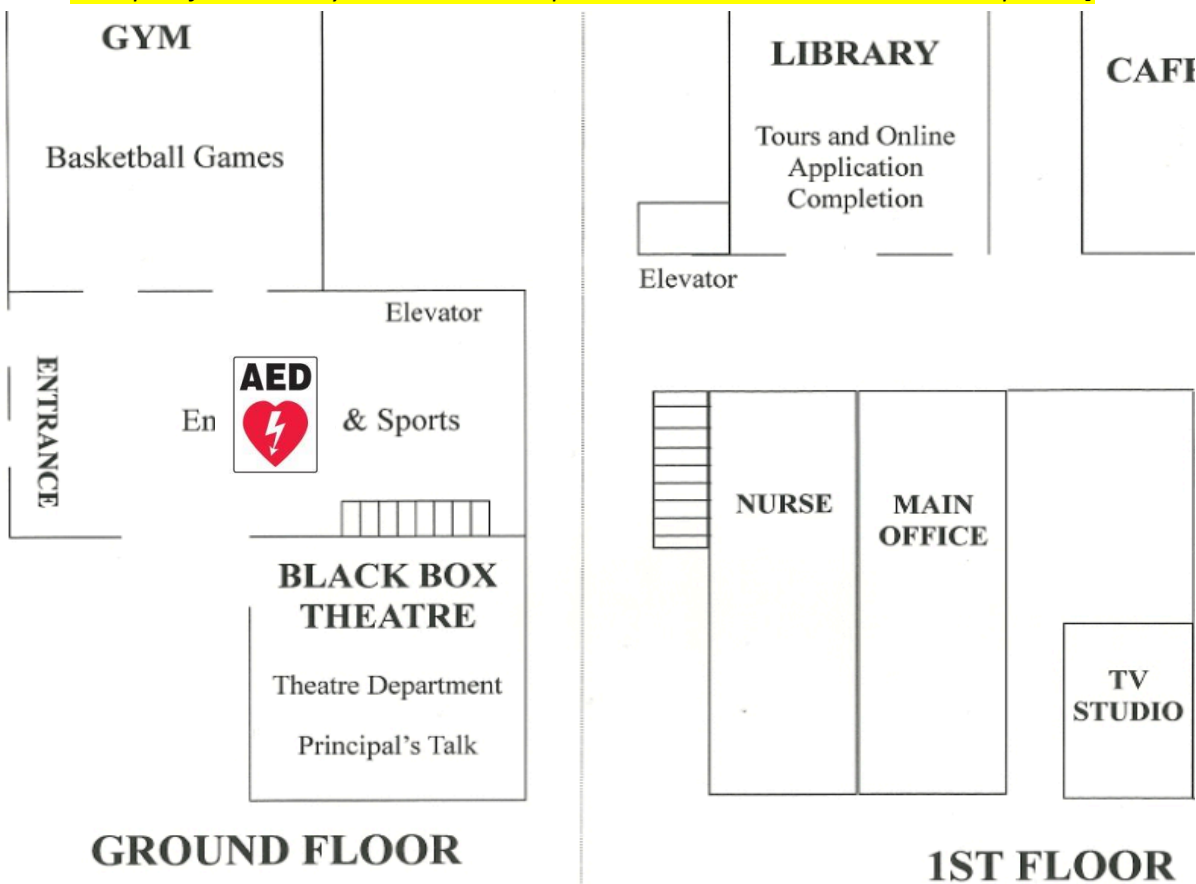
High School Locations:

Hallway Band/Ramp

Elementary Locations:

Cafeteria South Hallway on Wall

[Place the picture of your school's layout with the AED locations from page 5 of the "EAP Template Fill-in." Below is an example of a school layout with the AED placement. Delete this statement and picture]



General Plan of Action

1. Most medically qualified person will lead

Emergency Action Plan – Allegheny-Clarion Valley School District

2. Check the scene – is it safe to help?
 - a. Is the athlete breathing? Conscious? Pulse?
 - b. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!
 - c. No outside doors are permitted to be propped open
3. Check card for 911 call instructions for your location
4. Perform emergency CPR/First Aid
5. If severe bleeding – instruct individual to assist with bleeding control
6. Instruct coach or bystander to get AED
7. Instruct coach or bystander to control crowd
8. Contact the Athletic Trainer of A-C Valley School District if they are present at the school but not on scene
9. Contact Parents
10. Contact Athletic Director
11. Contact Principal
12. Instruct individual to meet ambulance to direct to appropriate site
13. Assist with care as necessary
14. Assistant coach must accompany athlete to hospital – either in ambulance or follow by car
15. Document the event

Emergency Action Procedures

High School and Elementary Gymnasium

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

- 1) Check the scene
 - a) Is it safe for you to help?
 - b) What happened?
 - c) How many victims are there?
 - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*).
 - d) Any additional information
 - e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) After the incident - Contact the Athletic Trainer and Administration of Visiting School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

Emergency Action Plan

Emlenton Baseball Field

1111 Prospect St.
Emlenton, PA 16373

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911
Provide the following information
 - a. Who you are
 - b. General information about the injury or situation
 - c. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*).
 - d. Any additional information
 - e. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. **Instruct coach or bystander to GET AED!!**
4. Designate coach or bystander to control crowd
5. After the incident - Contact the Athletic Trainer and Administration of Visiting School if not present on scene
6. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
9. Document event and debrief

Emlenton Baseball Field Visual

1111 Prospect St.
Emlenton, PA 16373



Recommendation of safe area is the Columbia Gas building.

Emergency Action Plan

Softball Field

Perry Township VFD
73 Collier Rd. -- Parker, PA 16049

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911
Provide the following information
 - a. Who you are
 - b. General information about the injury or situation
 - c. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*).
 - d. Any additional information
 - e. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. **Instruct coach or bystander to GET AED!!**
4. Designate coach or bystander to control crowd
5. After the incident - Contact the Athletic Trainer and Administration of Visiting School if not present on scene
6. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
7. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
9. Document event and debrief

Softball Field Visual
Perry Township VFD
73 Collier Rd. -- Parker, PA 16049



Recommendation of safe area is the West Freedom Fire Hall or Park Hill Church.

Emergency Action Plan – Allegheny-Clarion Valley School District

Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - Voice Communication
- Phone Paging
 - Radio
 - Other (specify) _____

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Severe Weather and Natural Disasters

Tornado:

Emergency Action Plan – Allegheny-Clarion Valley School District

When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

Emergency Action Plan – Allegheny-Clarion Valley School District

During a hurricane:

Remain indoors and consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

LOCKDOWN PROCEDURES

INSIDE

All students are to remain in designated areas. Students in the hall report immediately, if possible, back to your assigned room. Otherwise, report to the closest supervised room. Coaches lock Gym and/or locker room doors.

Emergency Action Plan – Allegheny-Clarion Valley School District

No one is to leave the area until an all-clear announcement is made by an administrator. **IGNORE THE FIRE ALARM.**

Coaches are to do the following:

1. Visually sweep hall for any student(s) who may not be in a classroom; get them inside ASAP.
2. Lock your area door.
3. Tell the students that we have an emergency and you don't know what it is.
4. Get the students to go to an area of the room that is away from the door and away from the windows.
5. Have students stay there until an announcement is made.

Communications among administrators will be by walkie-talkie to assess situation and plan the next course of action.

Outside – get as far away from the area as possible. If off campus – have a designated area to meet at.

Shots Fired

Shots have been fired, either inside the building or outside.

1. Building administrator will assess the situation and implement lockdown: Announce three times, **“Teachers we are in a lockdown situation.”** Do not move from position until instructed to do so.
2. Principal/designee will call the police/ambulance (911).
3. Notify the Superintendent.
4. Implement first aid procedures, if possible.
5. Establish a command post with telephones available for police and other emergency responders.
6. Refer ALL calls for information to the Superintendent or designee.
7. Keep a written log of events.
8. Principal/designee will complete an incident report.

Weapons Suspected On Student

1. Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.

Emergency Action Plan – Allegheny-Clarion Valley School District

3. Treat all weapon-related information (rumor) to be accurate and plan accordingly.
4. When faced with a suspected weapon on a person, school personnel should consider the following circumstances: type of weapon, age of suspect, mental state of suspect, victim risk factor, past history of suspect (if known), and suspected location of weapon (on person or elsewhere).

ACTION

1. Notify principal/designee, who will assess the situation.
2. Principal/designee will call police, if necessary.
3. DO NOT attempt to stop suspect if flight from building is attempted.
4. Do not allow student access to book bags or backpacks without first checking contents.
5. Avoid confrontation.
6. Notify district administration.
7. Principal/designee will complete an incident report.
8. Refer ALL calls for information to the Superintendent or designee.

Weapons Found on Property

A weapon on school property is a crime.

A weapon found on school property is evidence.

1. DO NOT handle the weapon, unless necessary.
2. If necessary, to handle, do so with care. Always use rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify principal/designee.
5. Principal/designee should call the police (911).
6. Cover the weapon from the view of the public (cloth, wastebasket, box, etc.).
7. Close off student traffic from the area of the weapon.
8. Principal/designee should assign someone to meet police to lead them to the weapon location.
9. Principal/designee should contact the district administration.
10. Principal/designee to complete an incident report.
11. Refer ALL calls for information to the Superintendent or designee.

A-C Valley School District - INCIDENT REPORTING FORM

Name of Reporter: _____ Date of Report: _____

Emergency Action Plan – Allegheny-Clarion Valley School District

Phone#: _____ Email: _____

You are a: ___Student ___Staff Member ___Administrator ___Parent ___Other (specify) _____

Student Name: _____ School: _____ Grade: _____

*INFORMATION ABOUT THE INCIDENT:

Date of Incident: _____ Time When Incident Occurred: _____

Incident Location (be as specific as possible): _____

Describe the details of the incident (the names of persons involved, what occurred, and what each person did and said, including specific words used)

You may attach another paper or use the reverse side of this form.

*WITNESSES: (List people who saw the incident or have relevant information about the incident):

Name: _____ ___Student ___Staff ___Other: _____

Name: _____ ___Student ___Staff ___Other: _____

Name: _____ ___Student ___Staff ___Other: _____

Signature of Reporter: _____ Date: _____

Form Submitted to: _____ Position: _____ Date: _____

Signature: _____ Date: _____

Suspicious Behavior

1. Approach the individual and ask if you can help them.
2. If the individual does not appear to have legitimate business on the premises, ask the person to leave.
3. If the individual does not leave and/or the suspicious behavior continues, call 911.

Emergency Action Plan – Allegheny-Clarion Valley School District

4. Continue to observe the individual until police arrive.
5. Be ready to give police as complete a description of the behavior as possible.
6. Do not become involved in a confrontation with the individual.
7. If the behavior seems potentially life threatening to your students, remove them to a safer area.
8. Contact your immediate supervisor and file an incident report form.

Rehearsal Strategy

The Athletic Director, Athletic Trainer, School Nurse, School Police Officer, Maintenance Supervisor and Administration will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season.

Emergency Action Plan – Allegheny-Clarion Valley School District

Coaches at Allegheny-Clarion Valley School District will be educated on the EAP prior to their first season of coaching during each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

The meeting will be directed by the Athletic Director and Athletic Trainer and will include presentation of recent updates along with a hands-on portion. The hands-on portion will run through different scenarios to ensure the coaches understand the EAP. All coaches will be provided the opportunity to ask any and all questions and the athletic trainer will be responsible for ensuring a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance, see following page. The documentation of attendance will be stored with the athletic director with yearly required documents.

Documentation of Seasonal Coaches Educational Meeting
Topic: EAP Rehearsal

Sign in Sheet

Coach Name (printed)	Sport	Signature

Notes:

Documentation of Emergency Equipment Maintenance

Responsible Party for ensuring AED Maintenance:

AEDs should be checked every month

[illegible]

Emergency Action Plan – Allegheny-Clarion Valley School District

--	--	--	--

Approval and Verification Page:

This document has been read and revised by the following members of the Allegheny-Clarion Valley School District.

High School Principal: _____

Date: _____

Athletic Director: _____

Date: _____

Athletic Trainer: _____

Date: _____

High School Nurse: _____

Date: _____

Elem. School Nurse: _____

Date: _____

Maintenance Supervisor: _____

Date: _____

School Police officer: _____

Date: _____

Emergency Action Plan – Allegheny-Clarion Valley School District

Coaches Verification of Emergency Action Plans

I _____ (print coach name/sport) have read and understand the Emergency Action Plans for Allegheny-Clarion Valley School District Athletics. I understand my roles and responsibility should an emergency occur in my presence. I have also rehearsed this Emergency Action Plan and understand my role in an emergency situation with the Athletic Director and Athletic Trainer present and without. I have been given the opportunity to ask all questions and have received the proper answers to my questions.

Coach Name (print) _____

Sport _____

Signature _____

Date _____