

# Godley ISD Athletic Emergency Action Plan



Prepared by Nichole Harmon M.S.Ed, LAT, ATC  
Godley ISD Sports Medicine

This handbook is to provide coaches and administrators with an emergency action plan for Godley ISD Athletics. Coaches and Administrators are advised to review the following guidelines in order to prepare for an emergency as well as review the policies and procedures for severe weather. Guidelines are in accordance with UIL and Texas State Law mandates and in conjunction with Godley Policies and Procedures.

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

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## Documentation of Review and Recent Changes

Specific Changes Made	Page(s) Affected	Name, Signature and Date of Changes

### I.Purpose of policy:

Though emergency situations are rare, it is probable that sport-related events may have an emergent situation at some time in the year. Proactive planning through the development of an emergency action plan aids in an improved response to these catastrophic and potentially life-threatening injuries. 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. 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. An effective response can be hindered by chaotic actions and increased emotions of those responding to the emergency. The development of an emergency action plan can reduce stress and allow for a cohesive and desirable response to these emergent situations.

Proper preparation for any emergent event involves formulation of an emergency action plan, proper delineation of healthcare services for 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. Athletic organizations have a duty to develop an emergency action plan in accordance with the National Athletic Trainers' Association and several state organizations/legislations that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants.<sup>1</sup>

### Medical Emergency Transportation

Any emergency situation where there is a loss of consciousness, or impairment of Circulation, Airway and Breathing (CAB), a neurovascular compromise, exertional collapse or uncertainty by first responders should be considered an emergent situation and this emergency action plan should be activated.

### 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.

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## **II. Policy statement:**

This policy describes the procedures, roles and actions of those members of the emergency response team for the management of any catastrophic injury occurring during athletics at Godley ISD.

## **III. Definitions:**

- *Emergency Action Plan (EAP)* – A written document outlining the steps and procedures to carry out in the event of a catastrophic injury
- *Emergency Medical Service (EMS)*: An emergency service that provides emergency care and transportation for those in need of extended life support or suffering a limb threatening injury
- *Automated External Defibrillator (AED)*: A life-saving device used to restore a normal sinus rhythm to a victim suffering from sudden cardiac arrest
- *Cardiopulmonary Resuscitation (CPR)*: A life-saving technique in which the rescuer provides effective chest compressions and breaths to the victim of sudden cardiac arrest
- *Athletic Director (AD)*: This person is responsible for the smooth operation of all athletic events
- *Athletic Trainer (AT)*: Health-care professional trained in the prevention and management of emergent situations and musculoskeletal injuries
- *Athletic Training Clinic*: The site the AT stores emergency equipment when not in use, as well as the site for most rehabilitation and preventive techniques
- *Loss of Consciousness (LOC)*: When a patient cannot respond to stimulation, verbally or with movements
- *Circulation, airway, and breathing (CAB)*: This is the order the rescuer should check for signs of life from the victim
- *Qualified Healthcare Professional (QHP)* - As defined by the American Medical Association (AMA), “is an individual who is qualified by education, training, licensure/regulation (when applicable), and facility privileging (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service.”

## **IV. Scope**

This policy applies to all staff members including physicians, emergency medical technicians, AT, athletic training students, coaches, managers, school nurse, administrators, public safety officials, SRO, and any other athletic game day personnel who are associated with athletics at Godley ISD. This includes but is not limited to practices, competitions, strength and conditioning sessions, weight sessions, athletic training clinic visits, in-season and out of season events, amongst others.

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## **Development**

### *Venue- and Sport-Specific EAP*

1. Each venue of Godley ISD will have its own venue-specific EAP (Appendix A).
  - a) This includes all indoor and outdoor venues, each field, each court, weight room, track, etc.
  - b) If a venue is added during the middle of a season, a venue-specific EAP will be developed within 1 week of notification of the new venue being added.
2. Each sport-team of Godley ISD will have its own specific EAP (Appendix A).
  - a) This includes various levels within individual sports (e.g., freshmen, JV, varsity, etc.).
  - b) This ensures that roles and responsibilities are known ahead of time for each venue the team plays at.
3. A general overview of the procedures to carry out can be found in Appendix B. For response to individual conditions, please see corresponding policies and procedures.

### *EAP Coordinator*

1. The EAP Coordinator for Godley ISD is Head Athletic Trainer Nichole Harmon, M.S.Ed, LAT, ATC and is responsible for:
  - a) Development, updating, implementation, distribution and review of the EAP.
  - b) Evaluation of safety considerations for each facility.
  - c) Delineation of a chain of command and associated roles and responsibilities.
  - d) Development of an interdisciplinary healthcare team which assists with the development, updating, implementation, distribution and review of the EAP.
2. In the event that the EAP Coordinator is not available or on-site, the following individual(s) will serve as acting EAP coordinator:  
Assistant Athletic Trainer, Administrator on Duty, SRO, Athletic Director and/or Assistant Athletic Director

### *Development and Coordination*

1. This EAP has been developed and coordinated internally by Head Athletic Trainer Nichole Harmon, M.S.Ed, LAT, ATC with input from the following individuals: Director of Safety & Well-being Brian Hunt, Health Service Coordinator Katie Jokel Health Service Coordinator, & Athletic Director Danny Dudgeon.
2. The EAP Coordinator will evaluate safety considerations for each facility and within each sport team.

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## **Implementation**

### *Updating*

1. The EAP will be reviewed and necessary updates will be implemented annually to ensure procedures are up to date and any changes that need to be made are corrected.
2. If any medical personnel changes, the EAP will be updated immediately and a new EAP will be distributed to all staff (as necessary).
3. If updates are made, a signature with the date will be present in the documentation of recent review and updates section at the top of this document.
4. If any emergency procedures are changed during the season or during rehearsals, the EAP will be updated, therefore resulting in the new procedures to go into effect immediately.

### *Distribution*

1. Within a week prior to the start of preseason, an email including the EAP and each facility's venue- and sport-specific plan will be sent out to all staff members (e.g., athletic directors, QHPs, athletic training students, strength and conditioning staff, nutrition staff, school administrators and coaches).
2. Within a week prior to the start of preseason, the EAP will be emailed or mailed directly to the local EMS organization.
3. The EAP will be made available to all staff and, as possible, at each location.
  - a) Where possible, the EAP will be posted at the facility (i.e., on the wall, on the fence, etc.).
  - b) Where not possible to post, the EAP will be available on the Godley ISD website accessible on all mobile devices/phone's
4. If the EAP is updated during the year, it will be redistributed to all members of the organization/institution.

### *Post EAP Activation Procedures*

#### After-Action Debriefing

1. A team composed of the head athletic trainer, assistant athletic trainer, athletic director, head coach of the event incident occurred at, along with principal and director of safety & well-being must discuss the event within 48 hours.
2. 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.
3. Documentation of this debriefing should be completed using Appendix C.

#### Critical Incident Stress Debriefing

1. A critical incident stress debriefing (CISD) will occur within 24-48 hours
2. The CISD will be initiated by Godley ISD crisis intervention team
3. All personnel involved in the emergency will be invited to attend the CISD.

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## Response

### *Venue- and Sport-Specific EAP*

1. Each venue- and sport-specific EAP will outline (at minimum)
  - a) When to activate the EAP **which should occur immediately upon a catastrophic injury occurring**
  - b) Emergency personnel on-site
  - c) Emergency procedures
    - i. Check the scene
    - ii. Determine severity of injury and potential diagnoses
    - iii. Call 911/EMS
      1. Provide venue-specific information for the injury and how to get to the site
      2. Perform emergency procedures (including CPR, First Aid, Cooling, etc.)
  - d) Designate individual to crowd control
  - e) Contact QHP if not present on scene
  - f) Direct ambulance to patient
  - g) Assist QHP with care as directed
  - h) Accompany patient to hospital
  - i) Document event
  - j) Debrief
2. A general overview of the procedures to carry out can be found in Appendix B. For response to individual conditions, please see corresponding policies and procedures.

### Pre-Event Medical Meeting

1. Prior to any athletic event, a pre-event medical meeting will be conducted. Individuals included in the pre-event medical meeting will include (but not limited to): Athletic trainer or other medical professional on site for the event, administrator on duty, officials, head coach, and SRO on duty.
2. Templates will be emailed out to all relevant parties ahead of time as well as provided to officials on game day. See Appendix D.

### *Emergency Personnel*

2. **Biennial certification** in CPR/AED and first aid is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning.
  - a) The following individuals are required (at minimum) to be CPR/AED, first aid certified: all school district employees
3. Copies of training certificates and/or cards should be maintained with Health Service Coordinator Katie Jokel
4. Additional training and requirements for coaches and other athletics staff members are outlined in the Training Policy.

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## Roles & Responsibilities

5. Roles and Responsibilities, including Chain of Command, are within the venue-specific EAP.
6. The first responder in an emergency situation during an athletic practice or competition will be a member of the sports medicine staff, such as an AT. However, the first responder may also be a coach or another member of the school personnel.
7. The most medically qualified (see chain of command) will check scene safety and provide patient care.
8. Each team may have different roles & responsibilities delineation. It is the responsibility of the EAP Coordinator and Athletic Director to identify these roles & responsibilities prior to the start of each academic year.

## Chain of Command

9. The first responder in an emergency situation will be a QHP. However, in the event a QHP is not available, the first responder may be a coach or another member of the school personnel. Follow the roles & responsibilities specific for each venue and sport.

## *Emergency Communication*

10. Access to a working telephone line or other device, either fixed or mobile, is required for each individual at each venue. See venue- and sport-specific EAP (Appendix A) for more information.
  - a. Each team will identify a backup communication plan in the event of a failure of the primary method.
11. Communication is key to a quick, efficient emergency response. A designated individual should call EMS (e.g., call 9-1-1) and remain on the line until directed to hang-up by the operator.
  - a. Each venue will have a designated individual to call EMS, these individuals are delineated in the venue specific EAP (Appendix A).
  - b. When communicating with Emergency Medical Services, the following information should be provided:
    - i. Who you are
    - ii. General information about the injury or situation
    - iii. Vitals
    - iv. Suspected injury
    - v. Time of injury
    - vi. Location- if they have been moved
    - vii. Level of consciousness
    - viii. Pertinent medical history - allergies, concussions, etc.
    - ix. Any additional information
    - x. Transportation plan

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12. Emergency contact numbers can be found in Appendix E.
13. During events, hand signals may be a more effective form of communication rather than technology. Hand signals will be developed and rehearsed as part of the Pre-Event Medical Meeting (Appendix D) prior to all events.
  - a. Hand signals
    - i. Cart – two hands in steering wheel motion
    - ii. EMS – One finger in the air motioning in circle
    - iii. Head injury – tap top of head
    - iv. Emergency – “All Call” Overhead X

#### *Emergency equipment*

14. Emergency equipment is available at all Godley ISD venues. Equipment and locations per site can be found in Appendix F.
  - a. Importantly, an AED will always be within 3 minutes of each venue.
15. Personnel should be familiar with function and operation of each type of emergency equipment at each site.
16. The equipment will be checked on a regular basis to ensure the maintenance and good condition for use.
  - a. Advanced CPR in Burleson will be responsible for monthly checking emergency equipment, including the AED.
  - b. If repairs, replacements or inspection is needed, this will be documented and repaired/replaced by the Advanced CPR in Burleson
17. A readiness-check for all equipment and EMS access points should occur daily.

#### **V. Training/Retraining**

##### **Review**

18. All medical health professionals, administrators, SROs, and all athletics personnel will review the EAP prior to the start of preseason.
19. A review of the EAP will occur in the preseason staff meetings prior or competition with all support staff.
  - a. See Appendix G and H for documentation sign-off form.
20. The EAP will be reviewed once a year, at minimum.

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## Rehearsal

21. The Head Athletic Trainer Nichole Harmon, M.S.Ed, LAT, ATC is responsible for facilitating a rehearsal session with all relevant staff members prior to the start of sport seasons.
  - a. The meeting will be directed by the Head Athletic Trainer Nichole Harmon, M.S.Ed, LAT, ATC and will include a PowerPoint with key information, as well the EAP will be distributed to everyone beforehand and posted on our Godley ISD website to review for recent updates along with a hands-on portion.
  - b. The hands-on portion will run through different scenarios to ensure the parties in attendance understand the EAP. The hands-on portion will also include a review of emergency response plans at each venue.
  - c. All attendees will be provided the opportunity to ask any and all questions and the AT will be responsible for ensuring a proper and adequate answer to all questions.
22. The EAP will be formally rehearsed at least once a year.
23. The following individuals are required to attend at least one annual rehearsal session:  
**administrators on duty, coaching staff, SROs, and any medical staff.**
24. Additionally, each semester the athletic trainer(s) will review the emergency action plan with the new set of athletic training students that will work with the team that semester. The EAP will be reviewed within the first 7 days of the students beginning their experience.
25. To facilitate continued rehearsal, unannounced emergency drills throughout the season may occur to ensure efficiency in communication and tasks.
26. Any time a new staff member is hired, the Head Athletic Trainer Nichole Harmon, M.S.Ed, LAT, ATC will review the EAP within 14 days of their hiring and a signature will be required after it has been reviewed and rehearsed.
27. All parties in attendance will sign into the rehearsal (Appendix G) and will sign off stating they understood the rehearsal session and were able to ask and have all their questions answered (Appendix H).

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**I. Policy Approvals**

The signatures below indicate approval of this policy. The signature(s) and date(s) encompass the entire document. This policy is effective for one year following the date written below.

**Role: Head Athletic Trainer**

Date: 2026-05-15

Name (printed): Nichole Harmon, M.S.Ed, LAT, ATC

*Nichole Harmon*

Signature:

**Role: Athletic Director**

Date: 2026-05-15

Name (printed): Danny Dudgeon

*DANNY DUDGEON*

Signature:

**Role: Assistant Athletic Director**

Date: 2026-05-15

Name (printed): Taylor High

*Taylor High*

Signature:

**Role: Director of Safety & Well-being**

Date: 2026-05-15

Name (printed): Brian Hunt

*Brian Hunt*

Signature:

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**GODLEY ISD**  
**Emergency Action Plan – Venue & Sport-Specific**  
**Godley High School – The Arena: Volleyball & Basketball**

**Activate the EAP:**

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

**Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

**Venue Roles & Responsibilities – VOLLEYBALL**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Volleyball Coach
- **Retrieves Emergency Equipment** – Assistant Volleyball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Volleyball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Venue Roles & Responsibilities – BASKETBALL**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Basketball Coach
- **Retrieves Emergency Equipment** – Assistant Basketball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Basketball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

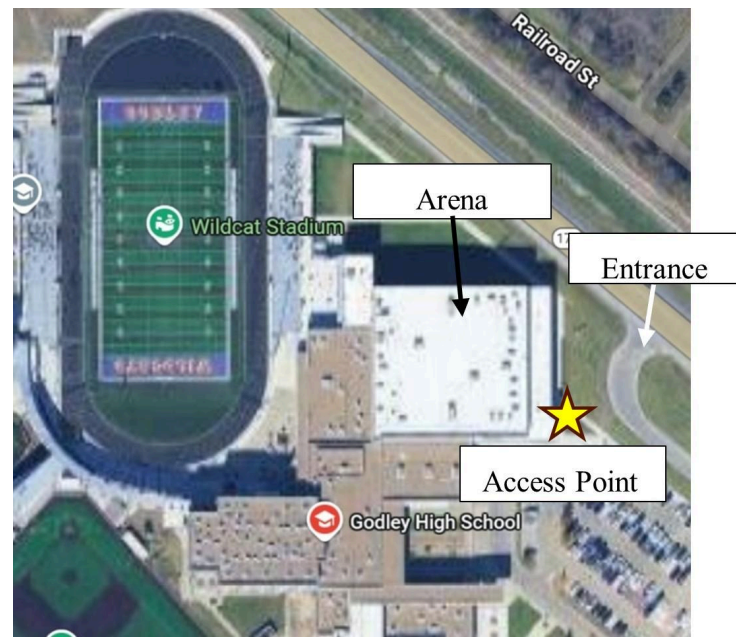
**AED Location:**

- 1<sup>st</sup> Floor: AED on wall outside of main doors on home seating side, by exit door 31**
- 2<sup>nd</sup> Floor: AED on wall behind seating section 101-102**

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## 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. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
3. Instruct the **Head Coach** to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)
    - **Godley High School 9501 State Hwy 171 Godley, TX 76044**
    - **From Godley City Center: Head North on 171 N, Turn left into second entrance directly in front of the high school, Follow signage to the Arena Home Entrance, located on front side of building closest to the road**
  - c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
5. Instruct **Assistant Coach or Manager** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
6. Designate **school resource officer** to control crowd
7. Contact the AT for **Godley ISD** if not present on scene
8. Instruct **Administrator on Duty** to meet ambulance and direct to appropriate
  - a. Open appropriate Gates/Doors
  - b. This individual will "flag down" and direct to scene
9. Assist QHP providing care, EMS and/or other personnel with care as directed
10. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



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**Emergency Action Plan – Venue & Sport-Specific  
Godley High School – The Aux Gym: Volleyball & Basketball**

**Activate the EAP:**

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

**Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

**Venue Roles & Responsibilities – VOLLEYBALL**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Volleyball Coach
- **Retrieves Emergency Equipment** – Assistant Volleyball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Volleyball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Venue Roles & Responsibilities – BASKETBALL**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Basketball Coach
- **Retrieves Emergency Equipment** – Assistant Basketball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Basketball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**AED Location:**

- **AED located on the wall in the hallway by the Window side of gym towards exit doors 20**

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- **AED located on the wall in the main entrance between gyms outside door by Wildcat Wall across from exit doors 31**

**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. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
3. Instruct the Head **Coach** to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)
    - **Godley High School 9501 State Hwy 171 Godley, TX 76044**
    - **From Godley City Center: Head North on 171 N, Turn left into second entrance directly in front of the high school, Follow signage to the Arena Home Entrance, located on front side of building closest to the road**
  - c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
5. Instruct **Assistant Coach or Manager** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
6. Designate **school resource officer** to control crowd
7. Contact the AT for **Godley ISD** if not present on scene
8. Instruct **Administrator on Duty** to meet ambulance and direct to appropriate
  - a. Open appropriate Gates/Doors
  - b. This individual will "flag down" and direct to scene
9. Assist QHP providing care, EMS and/or other personnel with care as directed
10. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



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## **Emergency Action Plan – Venue & Sport-Specific Godley High School – Weight Room**

### **Activate the EAP:**

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

### **Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

### **Venue Roles & Responsibilities – Weight Room Sessions**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Coach designee that is present at the time
- **Retrieves Emergency Equipment** – Coach designee
- **Opens Gates/Doors & Meets Ambulance** – Coach Designee
- **Contacts Administrators & Parent/Guardian** – Head Coach or Administrator
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

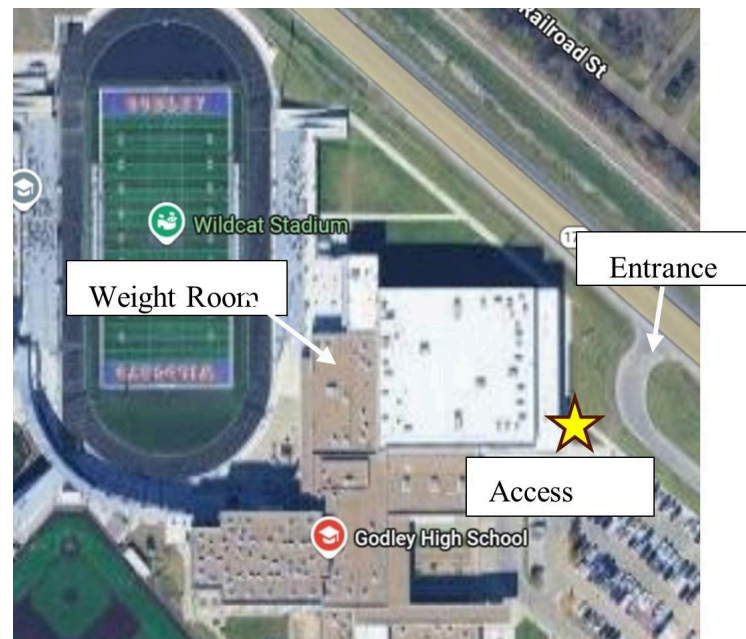
### **AED Location:**

- **AED located on the wall outside the main weight room doors towards hallway by the mirror side of weight room towards exit doors 20**

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## 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. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
3. Instruct a coach that is present on scene to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)
    - **Godley High School 9501 State Hwy 171 Godley, TX 76044**
    - **From Godley City Center: Head North on 171 N, Turn left into second entrance directly in front of the high school, Follow signage to the Arena Home Entrance, located on front side of building closest to the road**
  - c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
5. Instruct **coach that is present on scene** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
6. Contact the AT & Administrators for **Godley ISD** if not present on scene
7. Instruct a **coach present on scene** to meet ambulance and direct to appropriate
  - a. Open appropriate Gates/Doors
  - b. This individual will "flag down" and direct to scene
8. Assist QHP providing care, EMS and/or other personnel with care as directed
9. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

**GODLEY ISD**  
**Emergency Action Plan – Venue & Sport-Specific**  
**Godley High School – Wildcat Stadium**

**Activate the EAP:**

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

**Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

**Venue Roles & Responsibilities – Football**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/ QHP
- **Calls 911** – Head Football Coach
- **Retrieves Emergency Equipment** – Assistant Football Coach: Clay Hopkin’s
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Football Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Venue Roles & Responsibilities – Soccer**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Soccer Coach
- **Retrieves Emergency Equipment** – Assistant Soccer Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Soccer Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**AED Location:**

- **When Athletic Trainer is present: Portable on the athletic trainer cart**
- **Home side: AED located on the wall by concessions near softball field**
- **Visitor Side: AED located on the wall by the garage? Main doors?**

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

- **2nd Floor of Stadium near concessions on both side's**

**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. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
3. Instruct the **Head Coach** to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)
    - **Godley High School: The Wild 9509 State Hwy 171 Godley, TX 76044**
    - **From Godley City Center: Head North on 171 N , turn left into the Wild/Home Side Parking, turn left and enter at the first set of silver gates next to the building that leads down to the track**
  - c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
5. Instruct **Assistant Coach** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
6. Designate **school resource officer** to control crowd
7. Contact the AT for **Godley ISD** if not present on scene
8. Instruct **Administrator on Duty** to meet ambulance and direct to appropriate
  - a. Open appropriate Gates/Doors
  - b. This individual will "flag down" and direct to scene
9. Assist QHP providing care, EMS and/or other personnel with care as directed
10. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

**GODLEY ISD**  
**Emergency Action Plan – Venue & Sport-Specific**  
**Godley High School – Baseball & Softball Complex**

**Activate the EAP:**

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

**Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

**Venue Roles & Responsibilities – Softball**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/ QHP
- **Calls 911** – Head Softball Coach
- **Retrieves Emergency Equipment** – Assistant Softball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Softball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Venue Roles & Responsibilities – Baseball**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Baseball Coach
- **Retrieves Emergency Equipment** – Assistant Baseball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Baseball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**AED Location:**

- **Softball: AED located on the wall by the concessions near 3rd base side of field**

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

- **Baseball: AED located on the wall of the main high school building near 3rd base side of field**

**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. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
3. Instruct the Head **Coach** to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)
    - **Godley High School: The Wild 9509 State Hwy 171 Godley, TX 76044**
    - **From Godley City Center: Head North on 171 N , turn left into the Wild/Home Side Parking, follow the parking lot by the Wild building to the set of black gates that enter towards the softball field, they can pull right into that open space beyond gates**
  - c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
5. Instruct **Assistant Coach** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
6. Designate **school resource officer** to control crowd
7. Contact the AT for **Godley ISD** if not present on scene
8. Instruct **Administrator on Duty** to meet ambulance and direct to appropriate
  - a. Open appropriate Gates/Doors
  - b. This individual will "flag down" and direct to scene
9. Assist QHP providing care, EMS and/or other personnel with care as directed
10. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



This policy will be a living, working document that is continually reviewed as the organization and our community changes.

**GODLEY ISD**  
**Emergency Action Plan – Venue & Sport-Specific**  
**Godley High School – Tennis Courts & Practice Field**

**Activate the EAP:**

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

**Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

**Venue Roles & Responsibilities – Tennis**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/ QHP
- **Calls 911** – Head Tennis Coach
- **Retrieves Emergency Equipment** – Assistant Tennis Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Tennis Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Venue Roles & Responsibilities – Practice Field**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Coach designee that is present at the time
- **Retrieves Emergency Equipment** – Coach Designee
- **Opens Gates/Doors & Meets Ambulance** –Coach Designee
- **Contacts Parent/Guardian** – Head Coach or Administrator
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**AED Location:**

- **AED located on the Tennis Court Fence**

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

## Emergency Procedures:

11. Check the scene
  - a. Is it safe for you to help?
  - b. What happened?
  - c. How many victims are there?
  - d. Can bystanders help?
12. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
13. Instruct the Head **Coach** to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

- **Godley High School: 9501 State Hwy 171 Godley, TX 76044**

- **From Godley City Center: Head North on 171 N, turn into the main entrance between the High School & Junior High building, follow the road up the hill through the stop signs. The practice field is by the gravel parking lot on the hill and the Tennis courts will be on the left with access through their paved parking lot.**

- **Alternate Entrance: 7900 County Rd 1128, Godley TX 76044**

- **Head North on 171 N, turn right onto County Road 1128 and take the first right onto Purple Lane. The tennis courts will be just past the AG Project Center on the right in the paved parking lot, the practice field will be a little further down on the left in the gravel parking lot.**

- c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
14. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  15. Instruct **Assistant Coach** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  16. Designate **school resource officer** to control crowd
  17. Contact the AT for **Godley ISD** if not present on scene
  18. Instruct **Administrator on Duty** to meet ambulance and direct to appropriate
    - a. Open appropriate Gates/Doors
    - b. This individual will "flag down" and direct to scene
  19. Assist QHP providing care, EMS and/or other personnel with care as directed



This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

20. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance

**Emergency Action Plan – Venue & Sport-Specific  
Godley Middle School – The Main & Aux Gym: Volleyball & Basketball**

**Activate the EAP:**

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

**Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

**Venue Roles & Responsibilities – VOLLEYBALL**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Volleyball Coach
- **Retrieves Emergency Equipment** – Assistant Volleyball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Volleyball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Venue Roles & Responsibilities – BASKETBALL**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Basketball Coach
- **Retrieves Emergency Equipment** – Assistant Basketball Coach or Manager
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Basketball Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**AED Location:**

- **Main Gym: AED located on the wall at the back on the fan's side of the gym between both gymnasium's**

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

- **Aux Gym: AED located on the wall outside the aux gym in the hallway between both gymnasium's**

**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. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
3. Instruct the Head **Coach** to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)
  - **Godley Middle School 9401 State Hwy 171 Godley, TX 76044**
  - **From Godley City Center: Head North on 171 N, Turn left into first main entrance that splits the high school and middle school building, at the stop sign turn left and the main entrance of the gym will be there on the right**
  - c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
5. Instruct **Assistant Coach or manager** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
6. Designate **school resource officer** to control crowd
7. Contact the AT for **Godley ISD** if not present on scene
8. Instruct **Administrator on Duty** to meet ambulance and direct to appropriate
  - a. Open appropriate Gates/Doors
  - b. This individual will "flag down" and direct to scene
9. Assist QHP providing care, EMS and/or other personnel with care as directed
10. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



This policy will be a living, working document as the organization and our community changes.

**Emergency Action Plan – Venue & Sport-Specific  
Godley Middle School – The Main Gymnasium: Powerlifting**

**Activate the EAP:**

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

**Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

**Venue Roles & Responsibilities – Powerlifting**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Head Powerlifting Coach
- **Retrieves Emergency Equipment** – Assistant Coach/ Coach Designee
- **Opens Gates/Doors & Meets Ambulance** – Game Administrator / Coach Designee
- **Crowd Control** – School Resource Officer
- **Contacts Parent/Guardian** – Head Powerlifting Coach
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Powerlifting Specific: Spinal Injury: Do NOT move the athlete to free up the platform unless the scene is unsafe**

**AED Location:**

- **AED located on the wall at the back on the fan's side of the gym between both gymnasium's**

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

## **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. Identify severity of injury and potential diagnoses
    - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
  3. Instruct the Head **Coach** to call 911, provide the following information.
    - a. Who you are, General information about the injury or situation
    - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)
- **Godley Middle School 9401 State Hwy 171 Godley, TX 76044**
- **From Godley City Center: Head North on 171 N, Turn left into first main entrance that splits the high school and middle school building, at the stop sign turn left and the main entrance of the gym will be there on the right**
- c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  5. Instruct **Assistant Coach or manager** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  6. Designate **school resource officer** to control crowd
  7. Contact the AT for **Godley ISD** if not present on scene
  8. Instruct **Administrator on Duty** to meet ambulance and direct to appropriate
    - a. Open appropriate Gates/Doors
    - b. This individual will "flag down" and direct to scene
  9. Assist QHP providing care, EMS and/or other personnel with care as directed
  10. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

## **Emergency Action Plan – Venue & Sport-Specific Godley Middle School – The Weight Room**

### **Activate the EAP:**

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

### **Emergency Personnel:**

A Godley ISD Athletic Trainer will be on-site for designated events as scheduling allows, with priority given to competitions. Due to overlapping events and facility use, coverage may vary; however, varsity football events will take precedence over other activities in the main arena when conflicts arise.

For events or activities where a Qualified Healthcare Professional (QHP) is not present, all personnel should activate the Emergency Action Plan immediately and contact EMS without delay in the event of an emergency.

### **Venue Roles & Responsibilities – Weight Room Sessions**

- **Primary Medical Provider** – Head Athletic Trainer / Assistant Athletic Trainer/QHP
- **Calls 911** – Coach designee that is present at the time
- **Retrieves Emergency Equipment** – Coach Designee
- **Opens Gates/Doors & Meets Ambulance** – Coach Designee
- **Contacts Administrators & Parent/Guardian** – Head Coach or Administrator
- **Accompanies Athlete** – Parent/Guardian, Assistant Coach or Designated Staff

**Powerlifting Specific: Spinal Injury: Do NOT move the athlete to free up the platform unless the scene is unsafe**

### **AED Location:**

- **AED located on the wall at the back on the fan's side of the gym between both gymnasium's**

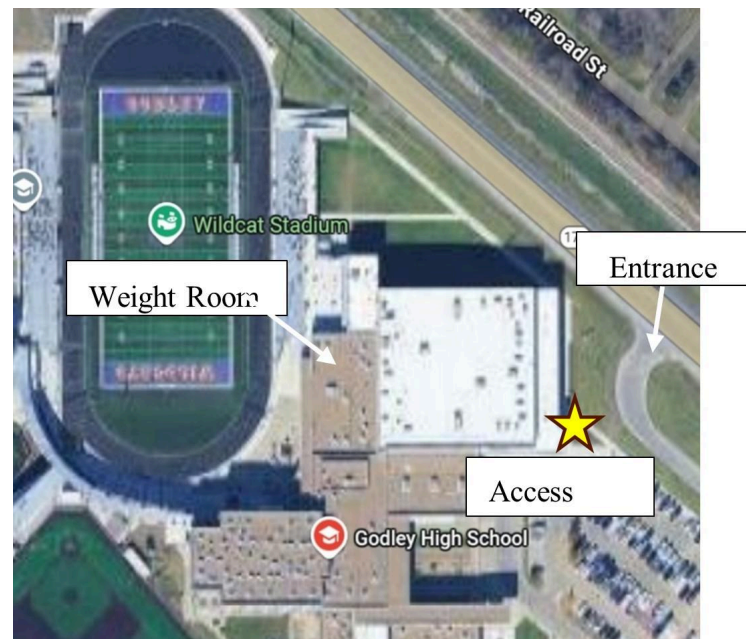
This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

## 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. Identify severity of injury and potential diagnoses
  - a. Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
3. Instruct a coach that is present on scene to call 911, provide the following information.
  - a. Who you are, General information about the injury or situation
  - b. Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

- **Godley Middle School 9401 State Hwy 171 Godley, TX 76044**  
- **From Godley City Center: Head North on 171 N, Turn left into first main entrance that splits the high school and middle school building, at the stop sign turn left and the main entrance of the gym will be there on the right**

  - c. Any additional information
  - d. **\*STAY ON THE PHONE, BE THE LAST TO HANG UP\***
4. Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
5. Instruct **coach that is present on scene** to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
6. Contact the AT & Administrators for **Godley ISD** if not present on scene
7. Instruct a **coach present on scene** to meet ambulance and direct to appropriate
  - a. Open appropriate Gates/Doors
  - b. This individual will "flag down" and direct to scene
8. Assist QHP providing care, EMS and/or other personnel with care as directed
9. **Parent/Guardian, Assistant Coach or Designated Staff** will accompany the patient to the hospital or follow in a car if not allowed in ambulance



This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

## **Appendix B. General Plan of Action**

### **General Plan of Action**

- 1. Most medically qualified person will lead**
- 2. Check the scene – is it safe to help?**
- 3. Is the athlete Conscious? Breathing? Pulse?**
  - a. If NO or UNSURE instruct a person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!**
  - b. If a patient is displaying odd behaviors following a collapse, CALL 911!**
- 4. Perform emergency care – CPR/Cooling/Spinal Immobilization, etc.**
- 5. Instruct coach or bystander to get emergency equipment (AED, rectal thermometer, prepare cold-tub, etc.)**
- 6. Instruct coach or bystander to control crowd**
- 7. Contact the AT of Godley ISD if they are present at the school but not on scene**
- 8. Contact parents**
- 9. Contact Athletic Director**
- 10. Contact Administrators**
- 11. Instruct individual to meet ambulance to direct to appropriate site**
- 12. Assist with care as necessary**
- 13. Parent/Guardian, Coach or Designated Staff member must accompany patient to hospital – either in ambulance or follow by car**
- 14. Document the event**

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

## **Appendix C. After-Action Debriefing**

**Date of After-Action Debriefing:**

**Names of Individuals at Debriefing:**

**Incident:**

**Date of Incident:**

**Times of Incident:**

*Please indicate the following information, and add in additional topics, that was reviewed during the after-action debriefing:*

### **Management Coordination**

- Roles & Responsibilities**
- Overall Preparation, Review, Rehearsal of EAP**

### **Communications**

- Emergency signaling procedures**
- Response Time**

### **Medical Care**

- Use of personal protective gear**
- Care/treatment of patient**
- Victim hand-off to EMS**

### **Supply/Logistics**

- Accountability**
- Resource tracking**
- Equipment care/maintenance**
- Resupply needs**

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

Appendix D. Pre-Event Medical Meeting

# Pre-Event Medical Meeting Template

<b>Event</b>	<b>Event Location</b>	
<b>Event Date</b>	<b>Event Time</b>	<b>AM/PM</b>
<b>Briefing Location</b>	<b>Briefing Time</b>	<b>AM/PM</b>

## Participants

- |   |  |
|---|--|
| <input type="checkbox"/> Home Team Athletic Trainer(s)                  | <input type="checkbox"/> Fire/EMS Personnel                    |
| <input type="checkbox"/> Home Team Physician(s)                         | <input type="checkbox"/> Law Enforcement/Security personnel    |
| <input type="checkbox"/> Visiting Team Athletic Trainer(s)              | <input type="checkbox"/> Venue/Event/Game Management Personnel |
| <input type="checkbox"/> Visiting Team Physician(s)                     | <input type="checkbox"/> School/League Administration          |
| <input type="checkbox"/> Event/Host Athletic Trainer(s)                 | <input type="checkbox"/> Game Officials                        |
| <input type="checkbox"/> Event/Host Physician(s)                        | <input type="checkbox"/> AT Spotter(s)                         |
| <input type="checkbox"/> Visiting Team Medical Liaison (VTML) personnel | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> X-ray or other unaffiliated medical personnel  | <input type="checkbox"/> Other _____                           |

## Preferred Method of Communication & Secondary/Back-Up Method of Communication

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>● Cell Phone/Landline (Preferred)</li><li>● Two-Way Radio Channels (Back-up)<ul style="list-style-type: none"><li>○ Event/Gameday Medical (ATs, MDs, etc.)</li><li>○ Administration</li><li>○ Fire/EMS</li><li>○ Law Enforcement</li></ul></li></ul> | <b>Hand Signals</b> <ul style="list-style-type: none"><li>● <b>ALL CALL (overhead X)</b></li><li>● Cart – two hands in steering wheel motion</li><li>● EMS – first forward in air – urgent/non emergent</li><li>● Head injury – tap top of head</li></ul> |
|--|---|

## Designated Responders

- Event participants (players, coaches, officials)
- Spirit Team/Band
- Spectators
- Other

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

**Appendix E. Emergency Contact Numbers**

<b><u>Off Campus Contacts</u></b>	<b><u>Phone Number</u></b>
<b>Emergency</b>	<b>9-1-1</b>
<b>Police department</b>	<b>817-592-4192</b>
<b>Fire and Ambulance</b>	<b>817-389-2510</b>
<b>[Nearest Hospital]: Texas Health Harris Methodist in Cleburne</b>	<b>817-641-2551</b>
<b>[Second Nearest] Hospital Lake Granbury ER Fall Creek</b>	<b>682-498-6890</b>
<b>Hazardous Materials</b>	<b>888-641-3940</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>

<b><u>On Campus Contacts</u></b>	<b><u>Phone Number</u></b>
<b>Head Athletic Trainer: Nichole Harmon</b>	<b>978-995-8472</b>
<b>Assistant Athletic Trainer: TBD</b>	
<b>Athletic Director: Danny Dudgeon</b>	<b>325-669-6301</b>
<b>Assistant Athletic Director: Taylor High</b>	<b>785-840-5031</b>
<b>Administrative Office</b>	<b>(817) 592-4300</b>
<b>Principal Office</b>	<b>(817) 592-4320</b>
<b>School Counselor Office</b>	<b>(817) 592-4320</b>
<b>Health Service Coordinator</b>	<b>(817) 592-4213</b>

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## Appendix F. Emergency Equipment Location

<u>Category</u>	<u>Equipment</u>	<u>Location of items</u>
<b>Airway, ventilation, oxygenation</b>	<input type="checkbox"/> CPR mask	<ul style="list-style-type: none"> <li>● In all AED's</li> </ul>
<b>Bleeding control and shock management</b>	<input type="checkbox"/> Commercial arterial tourniquets <input type="checkbox"/> Wound packing material <input type="checkbox"/> Sterile gauze trauma pads <input type="checkbox"/> Rolled gauze <input type="checkbox"/> Compression wraps <input type="checkbox"/> Adhesive tape	<ul style="list-style-type: none"> <li>● Control the Bleed Kit next AED's</li> <li>● One in the AT rolling table</li> <li>● Tape, Gauze &amp; Wraps in Training room</li> </ul>
<b>Cardiovascular</b>	<input type="checkbox"/> Automated external defibrillator with adult and pediatric or combination pads <input type="checkbox"/> Disposable razor	<ul style="list-style-type: none"> <li>● AEDs located in multiple locations</li> <li>● Razor inside AED pack</li> </ul>
<b>Diagnostic</b>	<input type="checkbox"/> Stethoscope <input type="checkbox"/> Blood pressure cuffs in sizes to fit pediatric to adult patients <input type="checkbox"/> Pulse oximeter <input type="checkbox"/> Pen light	<ul style="list-style-type: none"> <li>● Nurse's Office</li> <li>● Athletic Training room</li> </ul>
<b>Infection control</b>	<input type="checkbox"/> Biohazardous materials bags <input type="checkbox"/> Portable sharps container <input type="checkbox"/> Examination gloves in various sizes	<ul style="list-style-type: none"> <li>● Nurse's Office</li> <li>● Gloves in athletic training room</li> </ul>
<b>Orthopedic injury care</b>	<input type="checkbox"/> Triangle bandages <input type="checkbox"/> Elastic bandages <input type="checkbox"/> Slings in various sizes to fit pediatric to adult patients <input type="checkbox"/> Moldable aluminum splints in various sizes <input type="checkbox"/> Vacuum splints of various sizes <input type="checkbox"/> Ice bags or cold packs	<ul style="list-style-type: none"> <li>● Located in the AT treatment table, as well as in the athletic training room storage closet</li> <li>● Ice bags locate in athletic training rooms &amp; garage by stadium</li> </ul>
<b>Patient transport</b>	<input type="checkbox"/> Athletic equipment removal tools	<ul style="list-style-type: none"> <li>● Located in the AT treatment table</li> </ul>
<b>Exertional heat stroke management</b>	<input type="checkbox"/> Tub, small portable pool, or large tarp <input type="checkbox"/> Cooler with ice <input type="checkbox"/> Water source <input type="checkbox"/> 3-4 large towels	<ul style="list-style-type: none"> <li>● Portable tub, water and ice located in the Garage by Stadium</li> <li>● Ice tubs, water and ice located in wet room in athletic training room's</li> <li>● Towels in storage closet of athletic training room</li> </ul>

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**Notes:**



**Appendix H. Documentation of Review and Rehearsal, Sign-Off Form**

**Godley ISD Emergency Action Plan Review**

I \_\_\_\_\_ (print name)  
serve as the \_\_\_\_\_ (role) and have read and understand the Emergency Action Plan for Godley ISD 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 an AT present and without. I have been given the opportunity to ask all questions and have received the proper answers to my questions.

I also understand that I must keep my CPR/AED and First Aid Certifications up to date and that it is my responsibility to ensure a lapse does not occur. I am also aware that I must be trained in topics related to sport-related catastrophic injuries and it is my responsibility to ensure a lapse does not occur.

Stakeholder Name (print): \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# **Godley ISD Athletics Policies & Procedures**



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## **Environmental & Safety Policies**

**Chain of Command** – The office of school administration, the athletic director, athletic coordinators, the game day administrator and the athletic trainer will work together to implement these policies at the time of the event. The athletic trainer shall have the authority to remove participants from athletic venues or activities when there are environmental concerns that may be a threat to a student-athlete or spectator safety.

### **Lightning Protocol**

**Detecting Lightning** – If inclement weather is forecasted or sighted in the area, the Perry Weather Alert System (which is located at the football stadium) will alarm based on protocols set into the system. When lightning strikes within 10 miles of our location the system will sound for 5 seconds once followed with an announcement to evacuate the area. While there is lightning in the area, the light on top of the system will continue to flash. Once the area is cleared for return to activity the siren will sound again 3 times followed by an All-Clear announcement. If Perry Weather fails or is unavailable, Weather-bug Spark Lightning app will be utilized to determine the distance of lightning.

**Suspension of Athletic Activities** - As a minimum, the UIL strongly recommends that all individuals leave outdoor athletic sites and reach a safe shelter by the time a lightning strike has occurred 10 miles away from a sporting event. If there is inclement weather during a sporting event (practice, game, meet, tournament, etc.) the athletic trainer will issue a warning to the Head Coach when lightning is 15 miles out. Activities will be terminated when lightning is 10 miles out

**\* If a cloud to ground lightning strike is spotted by anyone on the field of play, the storm is close enough to hit that location with lightning and all athletes, Godley ISD Staff, and spectators should seek safe shelter immediately.**

**Safe Shelters-** A safe location is any large, enclosed building with plumbing and/or electrical wiring that is used to ground the structure. The secondary safe location is in any vehicle with a hard metal roof, such as a personal vehicle or school bus. Do not touch the sides of the vehicle. While in the safe location, stay away from metal objects, phones and computers that have a land line (cell phones are acceptable)

**Godley ISD Safe Shelters: The Wild, Main High School & Middle School Building**

**Places to avoid:** Avoid any structure that has an exposed opening such as metal sheds and baseball/softball dugouts. Also avoid high places, open fields, trees, bleachers, metal fences and open water.

**Resumption of Athletic Activities:** Resumption of play occurs when lightning has not been detected for 30 minutes. Every time lightning is detected within the 10 mile or less range, the 30-minute clock will restart. The athletic trainer (or head coach) will use the Perry Weather app to track the time till we are able to return to activity. During games the athletic trainer will work with the officials to keep track of the time. Both the coaches and the officials will make the final decision on whether the remainder of the game can be finished.

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## **Tornado Warning/Alert**

More tornadoes strike Texas than any other state. They can occur at any time of year, including winter, but are most frequent from mid-March through May.

### **Tornado Watch vs Warning**

A Tornado Watch means that conditions are favorable for a tornado to develop. It is meant to alert people to keep an eye on the sky

A Tornado Warning means a tornado is on the ground or circular rotation on doppler radar is indicating that the storm can create a tornado. If warning is given on TV, Radio or you hear warning sirens you must seek shelter immediately

**In the event of a tornado alert, everyone will be told to vacate the field and bleachers.**

**Tornado Certified Safe Shelter's will be:  
High School Band Hall  
Under the Home Side Bleachers by the Wild**

In the event you are unable to safely get to one of those locations please seek shelter inside a building in the innermost areas with no windows

**\*Do not seek shelter in the gymnasiums – Large, open-span areas can be very dangerous even in weak tornadoes and should not be used for sheltering people.**

Evacuate the premises as soon as a tornado warning has been issued for Johnson County. Coaches will escort all athlete's tornado shelter and follow the school's emergency weather protocol. Spectators will be notified of the warning and advised to seek safe shelter. Coaches and administrators on duty will escort visiting teams to safe shelters.

**Remember, there is no such thing as guaranteed safety from a tornado.**

**Freak accidents happen; and the most violent tornadoes can level and blow away all but the most intensely fortified structures. Most of any tornado's damage track is much weaker and can be survived using sound safety practices.**

### **Environmental & Safety Policies Heat Policy – Hot Weather Protocol**

Extreme heat conditions are very common in the State of Texas, especially in the summer months. The Sports Medicine department at Godley ISD has developed a heat policy to ensure the safety of all student-athletes, staff and spectators during athletic events. High School and Middle school events will follow the recommended UIL District Guidelines. These guidelines will be strictly followed and failure to do so could result in serious injury/illness or death.

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Practice or competition in hot and humid environmental conditions poses special problems for students. Heat stress and resulting heat illness is a primary concern in these conditions.

**To decrease the risk of heat illness/emergencies**

- Gradually acclimatize athletes – get them accustomed to working out in the heat. A gradual acclimatization for the student(s) to hot/humid conditions is recommended. We encourage gradual increase exposure to hot and/or humid environmental conditions over a period of 7 to 10 days for students to achieve acclimatization.

**For Example:**

**Football:** There is a 5-day acclimatization period required by UIL. The first 2 days only t-shirts, shorts and helmets are permitted. The next 3 days in helmets, shoulder pads and girdles only. For practice/break time allowances, frequencies, and other limitations, see UIL Fall Football Practice Regulations on the UIL website

**Cross Country:** These athletes must always be monitored closely. Running distance should be increased gradually. Monitor weather conditions closely with staff Athletic Trainer as outlined below.

**Volleyball & Basketball (indoor sports):** Coaches should be aware that heat problems can occur indoors if athletes are not properly hydrated. If a coach chooses to practice outdoors, he/she should be aware of the weather conditions. These athletes will not be accustomed to the heat outdoors. They MUST be monitored very closely, and water should be readily available. The first 3-4 practices (indoors or out) should not be overly strenuous.

**Track, Tennis, Baseball and Softball:** The first 3-4 practices should not be overly strenuous. Overuse/friction injuries will be dramatically decreased in these sports if athletes start workouts at 50% and ease into a full 100%. This usually takes 2-3 weeks for track athletes.

**Golf:** The coach needs to monitor the weather daily. See charts in the next section.

- **Identify Susceptible Athletes:** Those athletes that are obese or have a larger muscle mass tend to have more heat related problems. Keep a close eye on these athletes.
- **Uniforms:** Use lightweight, breathable jersey pants in hot weather months. Watch for athletes wearing extra clothing.
- **Allow Fluid Replacement:** Athletes should always have unlimited access to water. DO NOT RESTRICT WATER AS A FORM OF MOTIVATION.
- **Encourage a good diet:** Athletes MUST eat lunch to workout in extreme heat. Fat intake should be somewhat decreased. Salt intake can be slightly increased. Athletes should stay away from carbonated beverages in season.

**Wet Bulb Globe Temperature (WBGT)**

Wet Bulb Globe Temperature is the recommended forecast measurement to be used to monitor environmental conditions during outdoor physical activities per the UIL. WBGT estimates the effect of temperature, relative humidity, wind speed, and solar radiation using a combination of temperatures from three thermometers. Godley ISD Coaches and the Athletic Trainers will be responsible for monitoring WBGT year-round, but especially during the most typical “hot”

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months in Texas (May – September). Every coach should have access to the Godley ISD Perry Weather system that will provide an accurate WBGT at the current time. We are considered Texas UIL Class 3.

WBGT Activity Guidelines		
Class 3	Class 2	Activity Guidelines
< 82.0	<79.7	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.0 - 86.9	79.7 - 84.6	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each. MANDATORY ONSITE RAPID COOLING ZONE (INCLUDING TUB OR TARP)
87.0 - 90.0	84.7 - 87.6	Maximum practice time is 2 hours; <b>For Football:</b> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <b>For All Sports:</b> Provide at least four separate rest breaks each hour with a minimum duration of 4 min each. MANDATORY ONSITE RAPID COOLING ZONE (INCLUDING TUB OR TARP)
90.1 - 92.0	87.7 - 89.7	Maximum practice time is 1 hour; <b>For Football:</b> No protective equipment may be worn during practice, and there may be no conditioning activities. <b>For All Sports:</b> There must be 20 min of rest breaks distributed throughout the hour of practice. MANDATORY ONSITE RAPID COOLING ZONE (INCLUDING TUB OR TARP)
≥92.1	≥89.8	No outdoor workouts. Delay practices until a cooler WBGT is reached.

*\*Values in the above chart are WBGT measurements (not temperature or heat index measurements).*

UIL requires the WBGT to be taken 15 minutes prior to activity and then be actively monitored throughout practice to adjust as needed as the temperature changes.

When the WBGT is in the Yellow, Orange, and Red Zone’s we are required to have a rapid cooling zone, this will be located by the weight room under the awnings to allow for shade. There will be a black tub filled with water and ice for urgent rapid full body immersion if someone experiences a heat illness or heat distress.

**WBGT practice guidelines and limitations do not apply to UIL competitions, but it is recommended to monitor WBGT conditions prior and during the game and use appropriate emergency action plans in high temperature and humidity. It is advised to consider game time adjustments when experiencing high levels of WBGT readings.**

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