



EMERGENCY ACTION PLANNING



**JOLIET CENTRAL
HIGH SCHOOL**
ATHLETICS

Emergency Action Plan

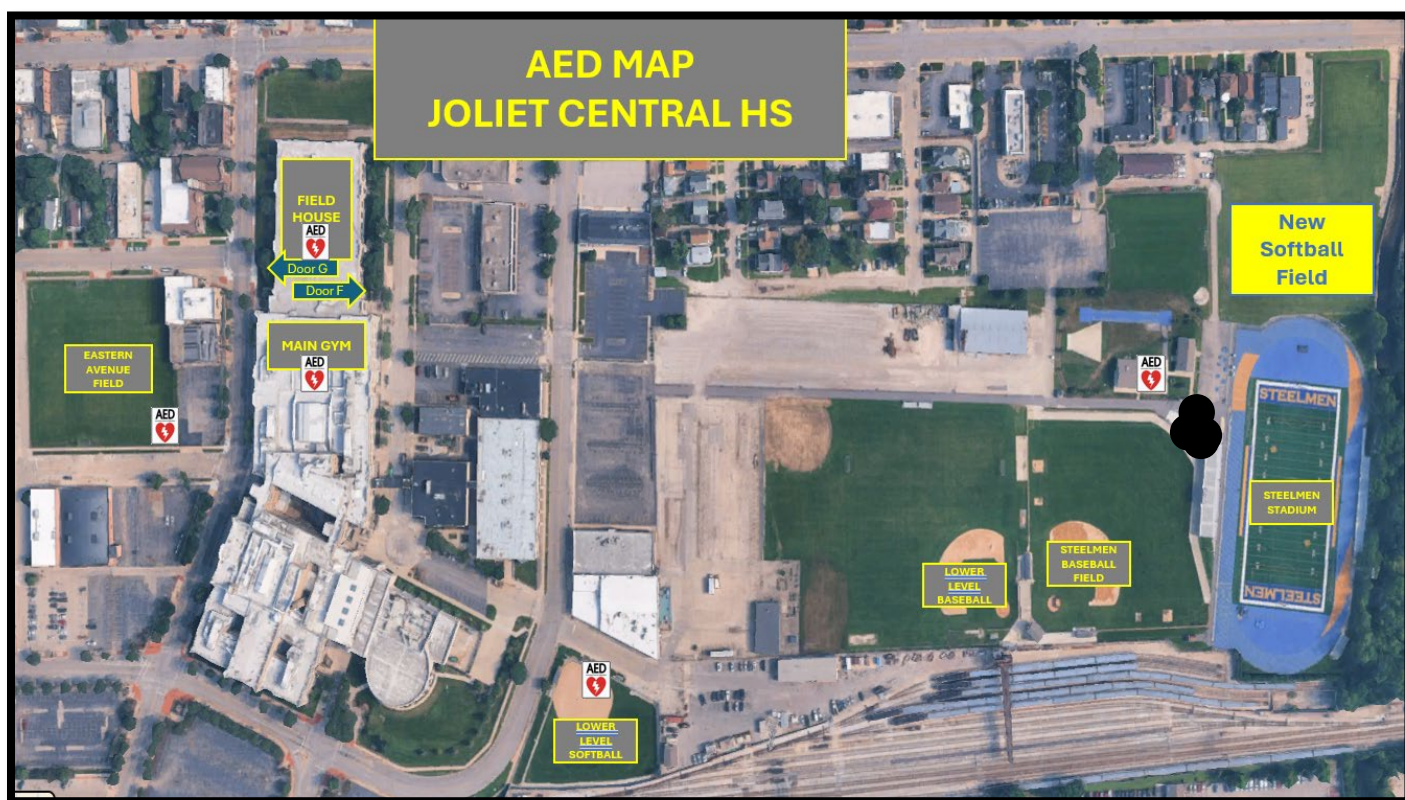


If the facility is NOT a school facility, prior to the start of the season, all staff members who COULD be involved should become familiar with the facility's emergency procedures.

GENERAL INFORMATION

AED LOCATIONS

- Stadium Complex: Outside Concessions
- JV Softball Field: Mobile Unit - Coach Transports
- Main Gym: Athletic Trainer's Office and Center Court
- Field House: Southeast wall
- Eastern Ave Field: Coach Transports
 - ★ AED in Athletic Trainers Office is mobile; it will always be with an Athletic Trainer but not always in the office.



EMERGENCY EQUIPMENT LOCATIONS

Athletic Training Office

- AED (mobile)
- Landline
- Vacuum Splints (all sizes)
- Cervical Collar
- Bag-Valve Masks (2)
- Tourniquet
 - ★ Some of the vacuum splints, cervical collar, bag valve mask and tourniquet are mobile and will always be with an Athletic Trainer but not always in the office



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EMERGENCY CARE FACILITIES

St Joseph Medical Center

- 333 Madison St, Joliet, IL 60435
- 815-725-7133

Silver Cross Hospital

- 1900 Silver Cross Blvd, New Lenox, IL 60451
- 815-300-1100

INVOLVED PERSONNEL AND QUALIFICATIONS

- Athletic Directors
- Season Supervisors
- Athletic Trainers
- Coaching Staff
- Campus Security



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ATHLETE INJURY DURING AN EVENT

The coach/advisor should:

- Alert Athletic Trainers. If an injury occurs at an event, contact assigned event supervisor.
- If necessary, retrieve emergency equipment, including AED.
- Clear teammates from injured athletes to ensure effective aid can be rendered.
- If designated by Athletic Trainers, activate the emergency medical system by calling 911.
 - Identify yourself and your role in the emergency.
 - Specify the location and telephone number you are calling from
 - Give name of injured individual and approximate age.
 - Give the condition of the victim
 - Give an approximate time of the incident/accident
 - Tell the care that is being provided
 - Give specific directions to the location.
 - Assign an individual (a coach, assistant coach, student trainer, other member of the team) to “flag down” EMS and direct them to the scene.
- If the decision is made to transport student-athlete to a hospital, ensure contact is made to parent by Coach, Athletic Trainer, AD, or Season Supervisor.
- After the event or practice, ensure that an Incident Report is completed.

The Athletic Director/Season Supervisor should:

- Immediate care/assessment of injured/ill student-athlete.
- Emergency equipment retrieval (appropriate for the emergency)
- If designated by Athletic Trainers, activate the emergency medical system by calling 911.
 - Identify yourself and your role in the emergency.
 - Specify the location and telephone number you are calling from
 - Give name of injured individual and approximate age.
 - Give the condition of the victim
 - Give an approximate time of the incident/accident
 - Tell the care that is being provided
 - Give specific directions to the location.
 - Assign an individual (a coach, assistant coach, student trainer, other member of the team) to “flag down” EMS and direct them to the scene.
- If decision is made to transport student-athlete to a hospital, ensure contact is made to parent by Coach, Athletic Trainer, AD, or Season Supervisor.
- After event or practice, ensure that an Incident Report is provided.



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Heat Illness Emergency – Wet Bulb Globe Thermometer Readings will be taken each day and continuously monitored by the Athletic Trainers

- ★ Heat emergencies can happen anywhere at any time and are not exclusive to outdoor/ equipment laden sports or the summer months.

The Coach/Advisor should:

- Remain calm
- Know the signs and symptoms of heat exhaustion, heat stroke and severe dehydration
- Alert Athletic Trainer who will:
 - Assess the individual to determine extent of illness
 - Take vital signs if possible
 - Determine if EMS is needed
 - Transport individual to heat emergency tub and continue to monitor
- If designated by Athletic Trainers, activate the emergency medical system by calling 911.
 - Identify yourself and your role in the emergency.
 - Specify the location and telephone number you are calling from
 - Give name of injured individual and approximate age.
 - Give the condition of the victim
 - Give an approximate time of the incident/accident
 - Tell the care that is being provided
 - Give specific directions to the location.
 - Assign an individual (a coach, assistant coach, student trainer, other member of the team) to “flag down” EMS and direct them to the scene.
- Assist Athletic Trainer in transporting individual to the heat emergency tub and continuously circulating the water
- If decision is made to transport student-athlete to a hospital, ensure contact is made to parent by Coach, Athletic Trainer, AD, or Season Supervisor.
- After event or practice, ensure that an Incident Report is completed.



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HAZARDOUS WEATHER DURING AN EVENT OR PRACTICE – SHELTER!

STADIUM COMPLEX, VARSITY/JV SOFTBALL FIELD, AND EASTERN AVE PRACTICE FIELD

SEVERE WEATHER & TORNADO WATCH –

The coach/advisor should:

- Monitor weather reports
- Know the school's safety plan in case severe weather occurs
- Contact the athletic director, principal and/or superintendent about implementing the school safety plan in case severe weather occurs
- Know the closest safe shelter location
- Follow school's protocol for releasing students to parents/ guardians, if appropriate

The Athletic Director / Season Supervisor should:

- Talk with the contest officials and coaches/advisors about the procedures to follow if severe weather occurs (evacuation, documentation of contest information - score, time left in contest, possession, etc.)
- Communicate with the facility staff about the procedures to follow if severe weather occurs
- Make certain the shelter area is unlocked and available

TORNADO WARNING – Take shelter; the shelter areas are JCHS D/E Hallways (enter through F door), the Stadium Locker Rooms, or the Pathways building.

The coach/advisor should:

- Remain calm
- Know the school's safety plan
- Evacuate participants and other personnel to the pre-determined safe shelter. That location is JCHS D/E Hallways. Enter Through Door F or G.
- Account for all participants and personnel once in the shelter
- Have participants and personnel remain quiet and have them listen to instructions
- Have participants and other personnel sit on the floor facing the wall, legs crossed, heads down and hands clasped over their heads
- Avoid spaces that are opposite doorways, areas with swinging doors, rooms with windows or glass, areas with a large roof
- Contact the athletic director, principal and/or designated game administration/event site manager as soon as possible
- Follow school protocol for releasing students to parents/guardians

IF it is determined it is necessary to take shelter, the Athletic Director / Season Supervisor should:

- Make the announcement shown below
- Evacuate participants, personnel, and spectators to the designated shelter area. That location is JCHS D/E Hallways. Enter Through Door F or G.
- Assist with the evacuation and make certain no one remains
- Contact the principal and/or superintendent
- Contact the AD from the opposing school to inform of the situation and reschedule the contest
- Communicate cancellation and rescheduling information with the media, as per the critical incident/emergency plan
- Follow school protocol regarding releasing information about the situation to the media

PRESENCE OF LIGHTNING – Take shelter; the shelter areas are JCHS D/E Hallways. Enter Through Door F or G, or the Stadium Locker Rooms, Softball/Baseball Press box, or the Pathways building.

The coach/advisor should:

- Remain calm
- Know the school's safety plan
- Evacuate participants and other personnel to the pre-determined safe shelter. That location is:
 - Eastern Ave Soccer Fields: FH Atrium through G Door.
 - JV Softball Field: Galleria through Main Entrance
 - Stadium Complex: Home team to locker rooms. Visiting team to Maintenance Building. Spectators to vehicles.
- Account for all participants and personnel once in the shelter
- Have participants and personnel remain quiet and have them listen to instruction.

IF it is determined it is necessary to take shelter, the Athletic Director / Season Supervisor should:

- Make the announcement shown below.
- Evacuate participants, personnel, and spectators to the designated shelter areas or spectator's vehicles.
- Assist with the evacuation and make certain no one remains.
- Communicate with officials to closely monitor the 30-minute rolling clock for lightning. Remember – the clock restarts with every flash of lightning.

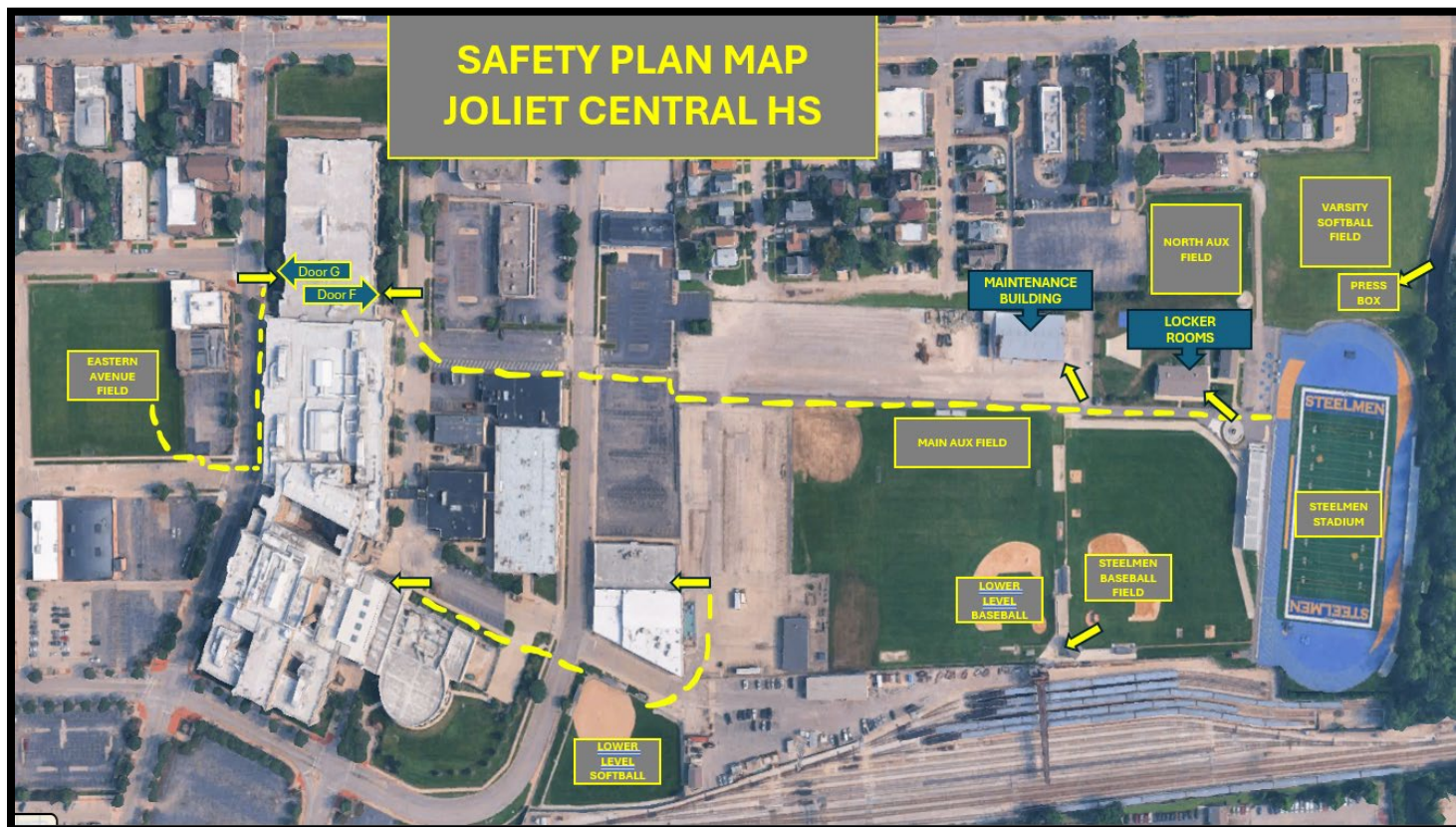
Announcements

Lightning:

- Ladies and gentlemen: Due to severe inclement weather conditions, including lightning, in the vicinity of Joliet Central High School, the Game has been suspended until the weather no longer poses a danger to this area. Please begin to evacuate the stadium in a calm and orderly fashion for everyone's safety. Joliet Central Personnel are available to assist you. Once the storm clears, we will notify patrons of the resumption of the event via social media and PA announcements. At that point, you will be permitted to re- enter with and return to your seats.

Tornado

- “Ladies and gentlemen – Due to the severe weather conditions we are experiencing, the game has been suspended until the weather no longer poses a danger to area. Please take shelter. For your safety, & the safety of others, we ask you to remain calm and quickly move to shelter. Participants, report to your coaches/advisors and go to the Joliet Central Atrium located through Door F. Spectators, please take cover and go to the Joliet Central Atrium located through Door F. Joliet Central personnel will direct you. You will be given





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LOCK DOWN - AFTER SCHOOL HOURS

The coach/advisor should:

- Remain calm.
- Bring your team into your designated safe space:
 - Stadium Complex: Locker Rooms
 - Baseball Fields: Press box/Maintenance/Locker Room
 - Varsity Softball Field: Press box/Maintenance/Locker Room
 - JV Softball Field: *Infant Childcare Center*
 - Main Gym: Locker Rooms
 - Field House: Field House South Wall
 - Eastern Ave Field: Station 1 Firehouse
- Close and lock all doors and windows immediately.
- Account for every student-athlete with you.
- Assist those with special needs.
- Never open doors or windows unless ordered to do so by a safety or school official.
- Turn off all lights and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students quiet and out of sight of the doorway inside the safe space.
- Silence all cell phones.
- Wait for all clear provided by school administrator clearly identifying themselves.

The Athletic Director / Season Supervisor should:

- If directed by police or other entity to put building into Lockdown, activate the closest Bluepoint alarm.
- Work with security personnel to ensure any students outside are brought into the building and then the outer doors to the building locked.
- After given the all clear by a JPD official, turn off the Lockdown by following the instructions below:
 - Disengage the Lockdown:
 - Using a school phone, dial 8550 then 73702.
 - Make All Clear Announcement:
 - Dial 8550 7 #
 - Clearly state the following: "my name is _____ and I am (Position) . We have been given the all clear by Joliet Police Officials. The building may resume normal activities."
- If Lockdown is ordered during a game:
 - Provide instructions to opposing team to shelter in designated safe space.
 - Ensure announcement #1 is read to spectators.
 - If ordered to evacuate spectators, have announcement #2 read.

Announcements

PA Script:

- #1: Ladies and gentlemen, the Joliet Police Department has advised us to place the building in a Lockdown due to some occurrences going on outside the school. Please remain calm and in your seats until we provide more information.
- #2: Ladies and gentlemen, the Joliet Police Department has advised us to evacuate the facility. Please gather your belongings and move toward the nearest exit in a calm, quiet and orderly fashion. We will provide further information as soon as possible.

FIRE ALARM AT AN EVENT

The coach/advisor should:

- Remain calm-notify the contest officials and have a responsible adult contact 911- If present, the JPD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- Evacuate participants and other personnel from the facility.
- Evacuate to the designated area, specifically to the JCHS East Parking Lot by F Door.
- Take attendance and account for all participants and personnel.
- Attempt to locate anyone missing; determine last known location.
- Report any missing person to the fire department, law enforcement or rescue team.
- When safe, contact 911.
- When safe, notify the activities director, event manager, superintendent and/or principal of the situation.
- Follow school protocol regarding media contact.
- Follow school protocol for releasing students.

The Athletic Director / Season Supervisor should:

- Assess the situation.
- Suspend the contest.
- Contact 911, if not already done
- Communicate and cooperate with emergency personnel.
- Assist in the evacuation of the facility.
- Make the announcement shown below.
- When safe, contact the superintendent and/or principal.
- Make sure all team personnel have evacuated the facility.
- If possible, document the contest information (score, time left in contest, possession, etc...)
- Be sure coaches/advisors have taken attendance and accounted for all of their participants and personnel; tell visiting coach/advisor their evacuation location, should it be necessary. This location is JCHS East Parking Lot by F Door.
- Ensure school security performs a sweep of the school.
- Follow school protocol regarding media contact.
- Follow school protocol for releasing students and informing parents.
- Contact the AD from the opposing school to inform him/ her of the situation and reschedule the contest.

Announcements

PA Script:

- Ladies and gentlemen: Due to the sounding of the fire alarm, at this time we must suspend the contest and evacuate the facility. Please gather your belongings and move toward the nearest exit in a calm, quiet and orderly fashion. We will provide further information as soon as possible.

If necessary, make the following announcement:

- Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.



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POWER OUTAGE AT AN EVENT

The coach/advisor should:

- Remain calm.
- If DURING a contest - have participants and other personnel gather at the sideline, team bench, or other contestant area (if there is total darkness, it may be safest for everyone to stay where they are without moving, for example on the deck of a swimming pool)
- If PRIOR TO OR AFTER a contest – have team personnel gather in the locker room, if they can get there safely.
- Help participants relax and remain calm and quiet.
- Make certain all team personnel are present.
- Wait for the power to return.
- If not present, contact the Athletic Director
- Follow school protocol for releasing students

The Athletic Director / Season Supervisor should:

- Assess the situation
- If there is total darkness in the facility, use a bull horn, or loud voice, to make announcement #1 shown below
- Contact the maintenance staff
- Contact the local utility company, if necessary

- Communicate with officials, schools and coaches/ advisors how the situation will be handled

IF the contest must be cancelled, but there is still some LIGHT...

- Make announcement #2 shown below
- Follow school protocol for releasing students to parents/ guardians
- Contact the AD from the opposing school to inform of the situation and reschedule the contest
- Follow school protocol regarding media contact

IF the contest must be cancelled and there is total DARKNESS...

- Make announcement #3 shown below
- Organize contest workers to assist in the evacuation of the area (key areas to have someone stationed at aisles, bleachers, stairways, roadways, parking lot, etc.)
- Assist in the evacuation of the area
- Follow school protocol for releasing students to parents/ guardians
- Contact the AD from the opposing school to inform of the situation and reschedule the contest
- Follow school protocol regarding media contact

Announcements

PA Script:

- #1 Ladies and gentlemen - Due to the power outage that just occurred, we must temporarily suspend the contest. For your safety and the safety of others, we ask you to remain seated (or be seated), calm while we attend to this matter. Further information will be provided as soon as it becomes available.
- #2 Ladies and gentlemen - We are unable to restore power and this event has been cancelled. We ask that you be extremely careful as you exit the facility. Information regarding the rescheduling of this contest will be available from you school activities office.
- #3 We are unable to restore power and this event has been cancelled. Please remain seated and calm and quiet while we work toward a safe exit for all participants and spectators. Personnel with flashlights will assist in helping you exit the area. Please remain seated until personnel are able to assist you in leaving the facility. Information regarding the rescheduling of this contest will be available from you school activities office. Please be patient. Thank you.



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CROWD CRISIS OR VIOLENCE AT AN EVENT

The coach/advisor should:

- Remain calm
- Have participants gather in one place with him or her (either at the sideline, team bench, or a safe area away from the crowd)
- Help participants and other personnel relax, remain calm and quiet
- Be sure all participants and personnel are present
- Do NOT allow team personnel to get involved in the situation
- Contact the activities director, event manager, superintendent and/or principal
- Follow school protocol for releasing students to parents or guardians

The Athletic Director / Season Supervisor should:

- Assess the situation
- Contact 911, if necessary If present the JPD School Resource Officer's will handle Lead Emergency Communication with All EMS
- When dealing with the people involved in the situation, in a calm voice identify yourself and tell them specifically what it is you want
- Remove from the people involved in the situation from the area, if possible

IF the situation has escalated to a point that cannot be handled without the possibility of violence:

- Temporarily suspend the contest

- Have the PA announcer or someone with a loudspeaker or bull horn make announcement #1 shown below
- Take all participants, personnel, and officials, to a safe location; this location is the Joliet Central Team Locker Rooms
- Communicate with contest staff what is happening and how it is being handled
- Encourage spectators to move away from the situation and out of harms way
- Isolate the people/group involved in the situation
- Once the situation has deescalated, make announcement #2 shown below
- Resume the contest

IF the contest needs to be cancelled and the area needs to be vacated:

- Make announcement #3 shown below
- Communicate and cooperate with emergency personnel
- Assist law enforcement with the evacuation of the area
- Make sure all team personnel have evacuated the area
- Follow school protocol regarding media contact
- Follow school protocol for releasing students and notification of parents/guardians
- Contact the AD from the opposing school to inform him or her of the situation and reschedule the contest

Announcements

PA Script:

- #1 Ladies and gentlemen - For your safety and the safety of others, please move away from the disturbance. Do not become engaged in the situation. Security has been contacted and will handle the situation.
- #2 Ladies and gentlemen - We apologize for the delay of contest, at this time we are ready to resume. Thank you for your cooperation.
- #3 Ladies and gentlemen – Due to the disturbance that has taken place, this contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Please gather your belongings and proceed in a calm and orderly fashion to your vehicle. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.



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MISSING STUDENT AT AN EVENT

The coach/advisor should:

- Remain calm
- Ask the student's friends if they have any information about the student's location
- Attempt to find out where the student was last seen
- Account for the rest of the participants and personnel
- Contact the athletic director immediately
- Become aware of any special custody arrangements of the student
- Coordinate with the athletic director and/or event manager an organized search of the facility
- Call 911, if necessary If present the JPD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- If someone noticed the student being taken obtain any information about the unauthorized individual: description, license plate, type of force used, direction of travel
- Do NOT release any information to the media
- Follow school protocol regarding media contact

The Athletic Director / Season Supervisor should:

- Assess the situation
- Review information from coach/advisor and participants
- Call 911, if not already done
- Contact principal and/or superintendent
- Make announcement #1 shown below
- Confer with law enforcement about making announcement #2
- Confer with law enforcement about contacting the missing student's parent/guardian
- Confer with law enforcement about assigning personnel to search the facility
- Cooperate with the law enforcement in any way possible
- Follow school protocol regarding media contact

Announcements

PA Script:

- #1 (**Missing student's name**), please report to the JCHS Main Entrance or Pressbox (**designated area**).
- #2 Ladies and gentlemen, we are trying to locate (**Missing Students Name**). If anyone knows the whereabouts of (**Missing Students Name**) please report to the Main Entrance or Pressbox. She/He is ____ years old and was last seen wearing (**Description of Student**).



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BOMB THREAT & EVACUATION FROM AN EVENT – STADIUM COMPLEX

The coach/advisor should:

- Remain calm-notify the contest officials and have a responsible adult contact 911 If present the JPD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- Evacuate participants and other personnel from the facility
- Evacuate to the designated area, specifically to the JCHS East Parking Lot by F Door
- Take attendance and account for all participants and personnel
- Attempt to locate anyone missing; determine last known location
- Report any missing person to the fire department, law enforcement or rescue team
- When safe, confirm that 911 has been contacted
- When safe, notify the activities director, event manager, superintendent and/or principal
- Follow school protocol regarding media contact
- Follow school protocol for releasing students

The coach/advisor should not use or allow students to use:

- Cell phones
- Radios
- Light switches

The Athletic Director / Season Supervisor should:

- Assess the situation
- Make the announcement shown below
- Assist in the evacuation of the facility
- When safe, contact 911, or confirm that 911 has been contacted
- When safe, contact the superintendent and/or principal
- Communicate and cooperate with emergency personnel
- Make sure all participants and other personnel have evacuated the facility
- Be sure coaches/advisors have taken attendance and accounted for all participants and other personnel;
- Tell visiting schools' coach/advisor their evacuation location, should it be necessary
- If possible, document the contest information (score, time left in contest, possession, etc...)
- Follow school protocol regarding media contact
- Follow school protocol for releasing students and informing parents
- Contact the AD from the opposing school to inform him/ her of the situation and reschedule the contest.

Announcements

PA Script:

- Ladies and gentlemen – Due to unforeseen circumstances, this contest is being cancelled. For your safety, and the safety of those around you, we ask that you do the following:
 - Spectators please gather your belongings and proceed in a calm and orderly fashion to exit the facility.
 - Students/participants, report to your coaches/advisors and follow their directions.
 - Coaches/Advisors, take your students to JCHS East Parking Lot.



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BOMB THREAT & EVACUATION FROM AN EVENT – MAIN BUILDING

The coach/advisor should:

- Remain calm-notify the contest officials and have a responsible adult contact 911-If present the JPDD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- Evacuate participants and other personnel from the facility
- Evacuate to the designated area, specifically to the JCHS Turf Field
- Take attendance and account for all participants and personnel
- Attempt to locate anyone missing; determine last known location
- Report any missing person to the fire department, law enforcement or rescue team
- When safe, confirm that 911 has been contacted
- When safe, notify the Athletic Director, event manager, superintendent and/or principal
- Follow school protocol regarding media contact
- Follow school protocol for releasing students

The coach/advisor should not use or allow students to use:

- Cell phones
- Radios
- Light switches

The activities director / event manager should:

- Assess the situation
- Make the announcement shown below
- Assist in the evacuation of the facility
- When safe, contact 911, or confirm that 911 has been contacted
- When safe, contact the superintendent and/or principal
- Communicate and cooperate with emergency personnel
- Make sure all participants and other personnel have evacuated the facility
- Be sure coaches/advisors have taken attendance and accounted for all participants and other personnel;
- Tell visiting schools' coach/advisor their evacuation location, should it be necessary
- If possible, document the contest information (score, time left in contest, possession, etc...)
- Follow school protocol regarding media contact
- Follow school protocol for releasing students and informing parents
- Contact the AD from the opposing school to inform him/ her of the situation and reschedule the contest.

Announcements

PA Script:

- Ladies and gentlemen – Due to unforeseen circumstances, this contest is being cancelled. For your safety, and the safety of those around you, we ask that you do the following:
 - Spectators please gather your belongings and proceed in a calm and orderly fashion to exit the facility.
Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.
 - Students/participants, report to your coaches/advisors and follow their directions.
 - Coaches/Advisors, take your students to JCHS East Parking Lots.