Stanford Children's Health
Young Athletes Academy

Stanford Children's Health
Children's Orthopedic and Sports Medicine Center

Emergency Action Plan
Menlo-Atherton High School
2026-2027

1A. Emergency Personnel:
A Certified Athletic Trainer will be on site for all Varsity in-season team competitions when possible. Coaches/staff certified in Basic Life Support and/or CPR may initiate care and activate the Emergency Action Plan when an Athletic Trainer is not on site.

1B. Emergency Communication:
Cellular phones will be used to contact the athletic training staff for additional medical assistance. Landlines are available for emergency use within the Athletic Training Room (ATR) office.

1C. Emergency Equipment:
Medical kits with proper supplies for first aid care will be supplied to coaches at the beginning of the season for all away events. First aid kits will be available for practices and home events on site. Automated External Defibrillators (AED), CPR masks, Crutches, Spine board, cervical collar, Face mask removal kit and any other emergency equipment needed will be kept in the Menlo-Atherton Athletic Training Room. For athletic competitions a medical kit, AED, and crutches will be provided.

OSHA requirements for automated external defibrillators (AED) in California

i. Maintain and test the AED according to manufacturer's guidelines.
ii. Test the AED at least biannually and after each use.
iii. Inspect all AEDs on the premises at least every 90 days for potential issues related to the operability of the device such as dead batteries or blinking lights.
iv. Maintain records of the maintenance and testing of the AED as required by law.

1D. Emergency Contact Information:

Shayna Lewis Head Athletic Trainer	Office: (650) 322-5311 ext. 53767 Cell: (650) 613-3154 (**Primary Contact**)
Paul Snow & Steven Kryger Athletic Directors	Office: (650) 322-5311 ext. 53761 Cell: Paul: (415) 601-7319, Steven: (650) 766-0345
Karl Losekoot Principal	Office: (650) 322-5311 ext. 50111 Cell: (415) 314-7167
Tina Smith Administrative Vice Principal	Office: (650) 322-5311 ext. 50132 Cell: (650) 271-3449

Emergency Procedures

2A. Role of emergency Care Provider(s)

The emergency care providers (1st responders) are considered to be all coaches (trained in CPR/1st aid) and administrative staff who will be assisting the Certified Athletic Trainer at the time of an emergency. The first responder should notify the Certified Athletic Trainer if an emergency occurs, and then proceed to call 911 if instructed to do so by the ATC, if the ATC is available or detained by another emergency, or if the situation warrants it.

a. Contact Certified Athletic Trainer (if not present)
b. Immediate care of injured/ill athlete
c. Equipment Retrieval
d. Activation of EMS (call 911)
    i. Provide name
    ii. Provide address or location
    iii. Provide phone number
    iv. Provide number of individuals injured/ill
    v. Provide current care/1st aid being rendered
    vi. Provide specific directions to location
    vii. Answer any questions the operator may have

School Address:
555 Middlefield Road, Atherton, CA 94027

e. Notify other administration as necessary
f. Direct EMS to scene:
    Administrative/ Coaches/ Gate monitor Duties
        i. Open appropriate doors/gates
        ii. Designate individuals to direct EMS to exact scene
        iii. Limit entry to just medical staff
        iv. Answer questions/assist EMS as needed
g. Control Traffic/Observers to allow EMS to work
h. Keep other players clear of the area

2B. Local Hospitals

Lucile Packard Children's Hospital
725 Welch Road, Palo Alto, CA 94304
Distance: 2.6 miles

Stanford Hospital
500 Pasteur Drive, Palo Alto, CA 94304
Distance: 3.1 Miles

Kaiser Redwood City
1100 Veterans Blvd, Redwood City, CA 94063
Distance: 5.4 miles

Menlo-Atherton High School
Stadium, Fields, & Pool Emergency Action Plan
(Football, Soccer, Track, Lacrosse, Baseball, Softball)



Menlo-Atherton High School
Stadium, Fields, & Pool Emergency Action Plan
(Football, Soccer, Track, Lacrosse, Baseball, Softball)

Emergency Personnel

Shayna Lewis, ATC	Cell: (650) 613-3154
Paul Snow, AD; Steven Kryger, AD	Cell: (415) 601-7319 / (650) 766-0345
Karl Losekoot, Principal	Cell: (415) 314-7167
Tina Smith, AVP	Cell: (650) 271-3449

Venue General Directions

Menlo-Atherton High School
555 Middlefield Road, Atherton, CA 94027

Venue Specific Directions

Specific directions:

a. Enter campus from Ringwood Avenue through the *Gym Lot entrance*.
b. Follow straight through the parking lot and through the fire lane straight ahead.
c. Pull around buildings to the Left to get to the pool, all other venues in this section are on the straight away.

Role of emergency Care Provider(s)

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   Administrative/ Coaches/ Gate monitor Duties
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School Address:
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Menlo-Atherton High School
Gym Emergency Action Plan
(Basketball, Volleyball, Wrestling)



Menlo-Atherton High School
Gym Emergency Action Plan
(Basketball, Volleyball, Wrestling)

Emergency Personnel

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Paul Snow, AD; Steven Kryger, AD	Cell: (415) 601-7319 / (650) 766-0345
Karl Losekoot, Principal	Cell: (415) 314-7167
Tina Smith, AVP	Cell: (650) 271-3449

Venue General Directions

Menlo-Atherton High School
555 Middlefield Road, Atherton, CA 94027

Venue Specific Directions

a. Enter campus from Ringwood Avenue through the *Gym Lot entrance*
b. Continue straight and turn left in the parking lot.
c. Park to the side of Ayers Gym in the Fire Lane Parking.

Role of Emergency Care Provider

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b. Immediate care of injured/ill athlete
c. Equipment Retrieval
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    ii. Provide address or location
    iii. Provide phone number
    iv. Provide number of individuals injured/ill
    v. Provide current care/1st aid being rendered
    vi. Provide specific directions to location
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        i. Open appropriate doors/gates
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School Address:
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Menlo-Atherton High School
Tennis Courts, Upper Turf Field Emergency Action Plan
(Tennis, Soccer, Lacrosse)



Menlo-Atherton High School
Tennis Courts, Upper Turf Field Emergency Action Plan
(Tennis, Soccer, Lacrosse)

Emergency Personnel

Shayna Lewis, ATC	Cell: (650) 613-3154
Paul Snow, AD; Steven Kryger, AD	Cell: (415) 601-7319 / (650) 766-0345
Karl Losekoot, Principal	Cell: (415) 314-7167
Tina Smith, AVP	Cell: (650) 271-3449

Venue General Directions

Menlo-Atherton High School
555 Middlefield Road, Atherton, CA 94027

Venue Specific Directions

a. Enter campus from Ringwood Avenue through the *Tennis Lot entrance*
b. Continue straight through the gates, pull onto the Upper Turf field or next to the Tennis courts.

Role of Emergency Care Provider

a. Contact Certified Athletic Trainer (if not present)
b. Immediate care of injured/ill athlete
c. Equipment Retrieval
d. Activation of EMS (call 911)
    i. Provide name
    ii. Provide address or location
    iii. Provide phone number
    iv. Provide number of individuals injured/ill
    v. Provide current care/1st aid being rendered
    vi. Provide specific directions to location
    vii. Answer any questions the operator may have
e. Notify other administration as necessary
f. Direct EMS to scene:

Administrative/ Coaches/ Gate monitor Duties

    i. Open appropriate doors/gates
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