

# GRAND VIEW PUBLIC SCHOOL

## EXTRACURRICULAR ACTIVITIES EMERGENCY ACTION PLAN

Grand View Public School has a written emergency plan that should be followed in the event of a medical emergency. All staff should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the administrator on site, coach, or school sponsor.

An **EMERGENCY** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when **911** should be called are when an athlete or anyone in attendance:

- is not breathing
- has lost consciousness
- has a suspected head, neck or back injury
- has an open fracture (bone has punctured through the skin)
- has severe heat exhaustion or suspected heat stroke
- has severe bleeding that cannot be stopped

### CHAIN OF COMMAND

Administrator

Athletic Director

Head Coach

Assistant Coach

School Club Sponsor

Student Athletes or Participants

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the person in need of assistance until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

## EMS PROTOCOL

When you call EMS, provide your name and title or position, current address, telephone number, number of people injured, condition of injured, first aid treatment already administered, specific directions, and other information that is requested.

## EMERGENCY ACTION PLAN

1. The highest person on the chain of command will be deemed the leader, and will stay with the person in need of assistance to monitor their condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. If an administrator is not on site they should be notified that there is an emergency situation at the specific site.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911) from a cell phone or closest phone available. Specific instructions of the location should be addressed. EMS should be told what the emergency is, the condition of the person in need of assistance and their exact location. Also, tell the EMS that someone will meet them at the closest intersection or entrance to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. The leader will send runners to all intersections or entrance locations where the person in need of assistance is located to direct the ambulance. The runners should stay in their positions and wave the ambulance through the proper turns to get to the person in need of assistance.
4. If it is a student, the leader will designate another person to attempt contact with the student's parents. **EMERGENCY CONTACT INFORMATION CAN BE FOUND:** Gymnasium (Coaches Office), Football Game (Sidelines in Folder), Other Events (With the Sponsor)
5. If transport is deemed necessary by EMS, the person in need of assistance will be taken to either:  
**Northeastern Health System-** 1400 E. Downing Ave. Tahlequah, OK 74464 or  
**W.W. Hastings Hospital-** 100 Bliss Ave. Tahlequah, Ok 74464
6. Locations of Events:  
**Grand View Gymnasium-** 15481 N. Jarvis RD Tahlequah, Ok 74464  
**Football Field – Tahlequah Middle School-** 871 Pendleton St. Tahlequah, Ok 74465
7. Important Phone Numbers: **Ed Kennedy** 918-932-9683, **Shawn Cox** 918-894-8906, **Dr. Larry Ben** 479-640-8979, **Doug Thomas** 918-931-1132, **Coach Page**-918-931-7227

**Location of AED'S**

1. Gymnasium-Coaches Office
2. Football Games- Sidelines
  - Coaches should take note of the closest AED to their practice and game locations.

**This plan shall be reviewed and updated annually as appropriate. The plan is on file with the school district and with the emergency medical provider. Each year, Grand View School will provide the emergency medical provider a list of all events and activities scheduled at the school.**

## **Referral Numbers**

<b>911 (Emergency)</b>	<b>911</b>
<b>Tahlequah Police Department</b>	<b>918-456-8801</b>
<b>Cherokee County Sheriff's Office (Non-Emergency)</b>	<b>918-456-2583</b>
<b>Cherokee Nation Marshall Service</b>	<b>918-207-3800</b>
<b>UKB</b>	<b>918-822-3381</b>
<b>Fire Department</b>	<b>918-456-2424</b>
<b>Tahlequah City Ambulance</b>	<b>918-456-2230</b>
<b>Cherokee Nation EMS</b>	<b>918-458-6143</b>
<b>NSU Police Department</b>	<b>918-458-2111</b>