



Emergency Action Plan SVHS Activities

Introduction

The SVHS Activities Emergency Action Plan is designed to be a guide for all emergency situations that occur during all activity events, practices, and trips. This document will guide the supervising adult in taking immediate and appropriate action to ensure that all students are safe.

Most injuries sustained during athletics or other physical activities are relatively minor. Therefore, athletic programs can develop a false sense of security over time because of the relatively low incidence of catastrophic injuries. Potential limb or life-threatening emergencies can occur at any time, at any level, and without warning. These emergencies include, but are not limited to: spinal injuries, head injuries, severe bleeding, shock, gross deformity to a bone or joint, heat illness, abdominal trauma, asthma, or cardiovascular arrest.

The development, implementation, and practice of an emergency action plan will help ensure that all personnel are well prepared. This document will guide all individuals to act not only quickly, but also in a coordinated fashion while appropriately managing emergencies. After all, a student's survival may hinge on how well-trained and prepared an athletic department is.

Management of emergencies during activities may involve the Athletic Trainer, students, coaches, officials, game management personnel, team managers, school administrators, emergency medical personnel, and physicians, all working together.

During most contests and practices, the first responder to an emergency is the Head Coach and/or Athletic Trainer. There may be times, such as varsity contests or tournaments, when emergency personnel (Star Valley EMS Services) will be present.

Duties within the Activities Department include establishing scene safety, providing immediate care to the injured student, activating the emergency medical system, equipment retrieval, and direction of EMS to the scene.

The most important duties include establishing scene safety and immediate care of the injured person. Game management staff will limit scene access and move teams and spectators away from the area. Only the student's parent(s)/guardian(s) should be allowed near the scene, as well as any volunteer/first aid assistance from spectators that has been approved at the discretion of the on-scene school administrator. Assistant coaches should continue to supervise the team during an emergency. The most qualified individual on the scene should provide all acute care in an emergency until emergency responders arrive.

EMS activation should be done as soon as the situation is deemed an emergency. When in doubt – call 911! Activating EMS may be done by the Activities Director, coaches, a volunteer, or a reliable student. However, the person chosen for this duty should be someone who is calm under pressure and communicates well over the telephone. This person should also be familiar with the location and address of the sporting venue. It is important to verify good cell phone reception and/or access to a landline.

The person responsible for meeting emergency medical personnel as they arrive should have keys to any locked gates or doors that may slow the arrival of EMS. The person who calls 911 is appropriate for this role, or designating someone to do it in their stead. In most cases, this will be the Athletic Trainer, Head Coach, Activities Director, or administrator.

Equipment retrieval may be done by any Activities Department personnel or a reliable student who is familiar with the types and location of the specific equipment needed. Student managers and coaches are good choices for this role.

Each Head Coach should have a written copy of the EAP in their possession. This EAP should be reviewed at least once a year with all Activities Department personnel. The importance of being adequately prepared when a catastrophe arises cannot be stressed enough. This EAP helps ensure that an injured athlete will receive a high level of coordinated care during an emergency.

Protocol for Lightning or Thunder Disturbances

SVHS will follow all WHSAA guidelines regarding proactive planning for lightning or thunder disturbances at practices and contests. The Activities Director or Athletic Trainer will be responsible for monitoring local weather conditions for all contests. The Head Coach, Athletic Trainer, or designee will be responsible for monitoring local weather conditions for practices. During practices, coaches should direct students to shelter in the gyms or locker rooms. During games, the Activities Director will notify the public address announcer to direct spectators to either their vehicles or inside the building.

Criteria for Suspension and Resumption of Activity

A distance of ten miles, which should provide ample opportunity to remove any athletes from the outdoor playing field, and get them into a fully enclosed building with wiring & plumbing. The plumbing and electricity within a building act as a conductor to direct the electricity away from the building, and the use of these should be avoided during an electrical storm. If the school building is not available, then a fully enclosed vehicle or bus would be recommended. Unsafe locations also include tents, dugouts, screened porches, storage sheds, gazebos, press boxes, and open garages. After suspension, the activity will resume 30 minutes after the last flash of lightning is witnessed or thunder is heard, or once lightning has been more than 10 miles away for 30 minutes. Any subsequent lightning or thunder after the beginning of the 30-minute count should restart the clock, and another count should begin.

Injury Reporting

When a student sustains an injury, the Head Coach is responsible for reporting the injury to the Athletic Trainer within 24 hours. For serious injuries, including concussions, the Head Coach is responsible for reporting the injury to the Athletic Trainer by midnight of the day of the injury. If there is a medical emergency that requires EMS response, the Head Coach will notify the Athletic Trainer and the Athletic Director after calling 911.

Emergency Call Instructions

When you call an emergency medical service (911), you should:

1. Identify yourself and your exact location.
2. Explain what happened and the type of injury.
3. Give the address of the athletic facility and exact instructions on how the ambulance is to reach the injured student-athlete. This would include the street address, gate information, building location, and entry information.
4. Stay on the line until the operator disconnects the call.
5. Return to the injury scene.

Athletic Trips

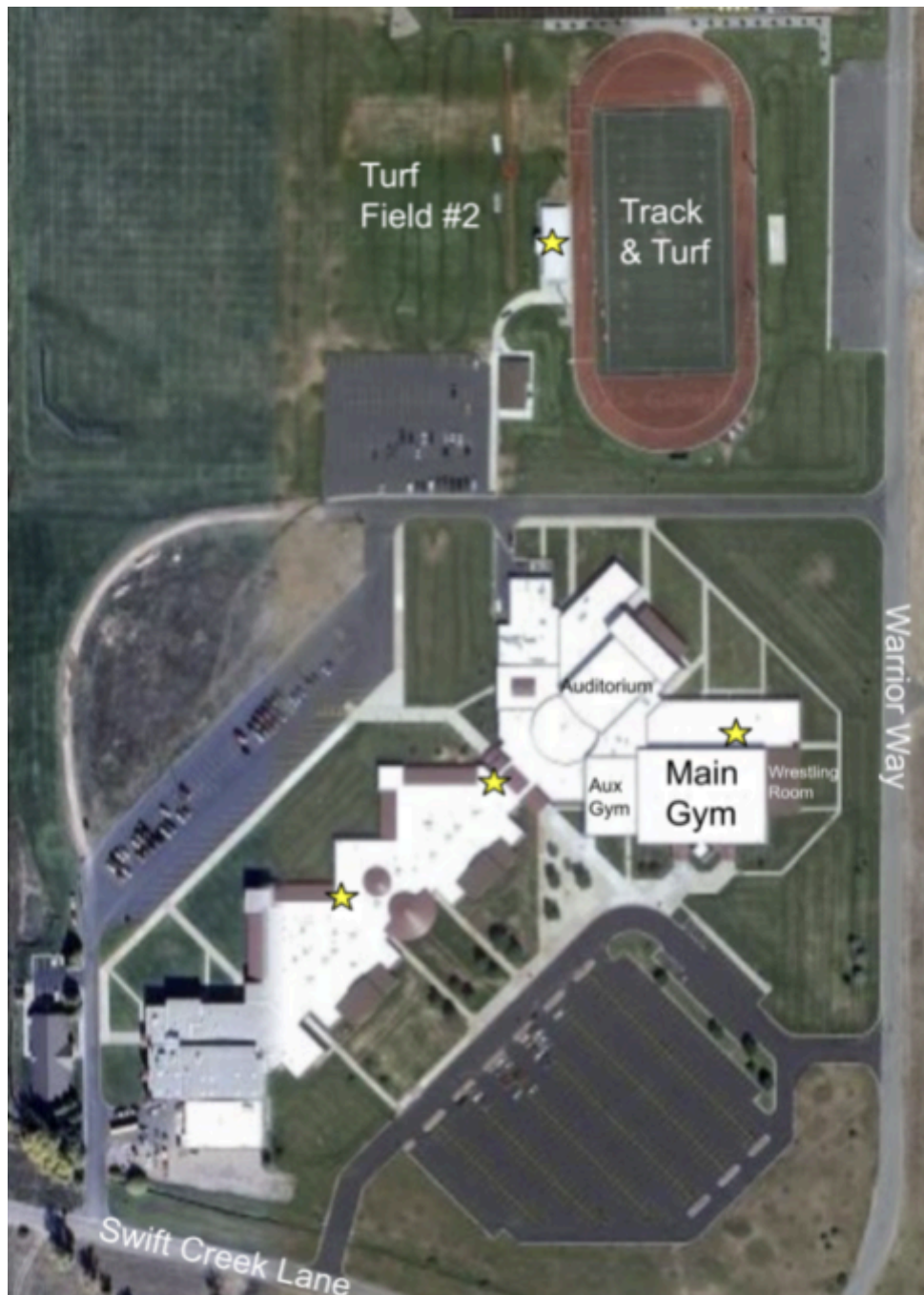
When traveling, it is the responsibility of the Head Coach to provide initial response to all emergencies, unless an Athletic Trainer is available. All coaches must have access to their cell phones and access to emergency contact information. At the beginning of each season, the Athletic Trainer will issue traveling med kits to all Head Coaches. These med kits will be required for all trips. It is the responsibility of the Head Coach to inform the Athletic Trainer when there are any replacement needs for the med kit. Upon arrival, the Head Coach should check in with the hosting administrator and the Athletic Trainer, if available. It is a good idea for the Head Coach to know emergency exits and AED access points at all contest locations. It is also essential to know the location of the nearest emergency medical center.

When a student sustains an injury, the Head Coach is responsible for reporting the injury to the Athletic Trainer within 24 hours. For serious injuries, including concussions, the Head Coach is responsible for reporting the injury to the Athletic Trainer the day of the injury. If there is a medical emergency that requires EMS response, the Head Coach or the Athletic Trainer will notify the parent(s)/guardian(s) and the Activities Director after calling 911.

Emergency Phone Numbers

Emergencies:	911
Activities Director: Kyle McClain	503-724-9211 (Mobile) 307-885-7113 (Office)
Athletic Trainer: Kelli Hansen	208-850-9039 (Mobile) 307-885-7261 (Office)
Activities Secretary: Kristi Clark	307-886-9248 (Mobile) 307-885-7847 (Office)
Principal: Farren Haderlie	307-248-1433 (Mobile) 307-885-7132 (Office)
Lincoln County Sheriff Non-Emergency:	307-885-5231
Star Valley High School Physical Address:	445 West Swift Creek Lane Afton, Wyoming 83110

Star Valley High School Aerial Map



Yellow Star ★ = AED Location

Star Valley Activities Facilities

1. Turf Field/Track
2. Turf Field #2
3. Main Gym & Indoor Track
4. Auxiliary Gym
5. Wrestling Room (room 517)
6. Weight Room (room 500)

Main Gym, Indoor Track, Auxiliary Gym, Wrestling Room, & Weight Room

Emergency Personnel: Coaches trained in First Aid & CPR on site at every practice, workout, and event. Athletic Director or other Administrator on site for all home contests.

Emergency Communication: Cell phones are preferred to activate EMS. Coaching staff should always have a cellular phone available.

When in doubt, call 911!

Emergency Equipment: Each team has its own medical kit available at every practice and event. It is the Head Coach's responsibility to ensure that it is stocked by bringing it to the Athletic Trainer for restocking when needed. Extra supplies and emergency equipment are located in the training room.

AED: Located in the hallway north of the gym.

Roles of First Responders

1. **Immediate care of the injured or ill person:** Provided by a coach or anyone trained in First Aid/CPR.
2. **Scene Control:** Game management staff and game officials will limit scene access. Only the parent(s)/guardian(s) of the injured athlete or volunteer medical/first aid assistance requested by the care provider should be allowed. Assistant coaches are responsible for supervising the team.
3. **Activation of EMS:** as directed by the individual providing care. Provide information as requested by the dispatcher. Do not hang up until the dispatcher ends the call.
4. **Emergency equipment retrieval:** As directed by the individual providing care.
5. **EMS Direction/Transportation:** Designate an individual to direct EMS to the scene.

****No student will be transported in an ambulance without a parent or school official with them****

6. **Follow Up:** If the student's parent/guardian is not present, notify them immediately. If the Activities Director is not present, notify them immediately after contacting the parent/guardian. All inquiries about the injured student, media or otherwise, should be directed to the Activities Director or other school administrators.

EMS Routes and Entry Points

Main Gym, Indoor Track, Auxiliary Gym, Wrestling Room (rm 517), & Weight Room (rm 500)



Yellow Star ★ = AED Location

Main Gym, Indoor Track, and Aux Gym: direct EMS to enter the east side of the parking lot through Warrior Way. They will enter the building through the south entry. Ensure that all doors are unlocked and propped open. Ensure that a coach or responsible student is directing EMS as they arrive.

Wrestling Room (room 517) and Weight Room (room 500): direct EMS to enter the east side of the parking lot through Warrior Way. They will enter the building through the east entry (either door #8 or door #9) by taking the walking path from the parking lot. Ensure that all doors are unlocked and propped open. Ensure that a coach or responsible student is directing EMS as they arrive.

Track & Turf Fields

Emergency Personnel: Coaches trained in First Aid & CPR on site at every practice, workout, and event. Athletic Director or other Administrator on site for all home contests.

Emergency Communication: Cell phones are preferred to activate EMS. Coaching staff should always have a cellular phone available.

When in doubt, call 911!

Emergency Equipment: Each team has its medical kit available at every practice and event. It is the Head Coach's responsibility to ensure that it is stocked by bringing it to the Athletic Trainer for restocking when needed. Extra supplies and emergency equipment are located in the training room.

AED: Located in the pressbox at the top of the home bleachers.

Roles of First Responders

1. **Immediate care of the injured or ill person:** Provided by a coach or anyone trained in First Aid/CPR.
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EMS Routes and Entry Points
Track & Turf Fields



Yellow Star★ = AED Location

Track & Turf Fields: direct EMS to enter through the driveway south of the facility off of Warrior Way. EMS can access both fields from the spectator parking lot. Ensure that all gates are unlocked and propped open. Ensure that a coach or responsible student is directing EMS as they arrive.