



Emergency Action Plan (EAP)
Portola High School
1001 Cadence, Irvine, CA 92618



Purpose: To provide detailed instructions on the prepared plan of action in case of life or limb-threatening conditions rendered by any staff or athlete at the specified venue.

Portola High School has a written emergency plan that **MUST** be followed in the event of a medical emergency. All coaches need to be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer (or school administrator, only in the absence of a certified athletic trainer).

An **emergency** is a limb or life-threatening situation that requires Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. In these situations, it is important to have effective coordination between the athletic trainer, administration, coaches, security personnel and student responders. This plan is intended to outline the protocol that must be followed and delineate roles should an emergency occur.

Emergency Personnel: The Certified Athletic Trainer (ATC), also certified in Professional Rescuer CPR/AED and First Aid, is assigned to lead any medical services needed by athletes or staff. Since the ATC cannot be present at every practice or competition for every sport, members of the coaching staff for each respective athletic season are present at all sporting practices and competitions, and are to be CPR/AED certified prior to their athletic season. Additionally, the Athletic Director (AD) and Assistant Athletic Director (AAD) are members of the emergency personnel, and are to be CPR/AED certified.

Training of Personnel: Training of all personnel is to be revisited at the start of each athletic season to ensure current knowledge of procedures, and is to be led by the ATC. Roles and responsibilities are to be explicitly described in order to allow all personnel under the supervising ATC (Sports Medicine students, coaches, AD/Administration, Security) to be prepared for immediate delegation in the event of an emergency.

Emergency Communication: Assigned ATC is to have a cell phone and radio (if available) on person at all times. Also, the nearest fixed telephone line should be identified specific to each venue on-site which allow athletic activity. To contact EMS on the fixed line, dial 9-911. Delegation for contacting EMS should follow the "Chain of Command" (see below).

Chain of Command:

1. Certified Athletic Trainer- Becca Loeza, MS, ATC, EMT
 - Lead staff in life or limb-threatening intervention, including any necessary immediate delegation (i.e. initiate EMS, provide care, retrieve emergency equipment, flag and direct EMS to site, retrieve emergency card, contact parent/guardian)
 - Triage- determine who gets treated first
 - Maintain a calm and confident atmosphere for all personnel
 - Inform all necessary administration of the event
 - Document the event in fine detail
2. Coaches
 - Secondly lead staff in life or limb-threatening intervention
 - Assume lead position in the absence of ATC.
 - Initiate EMS (Do not terminate phone call until emergency operator does so first)
 - Proactively assume role of first responder (see Roles of First Responder below) when nearest to the victim, until ATC arrives (**if certified to do so**)
 - Retrieve emergency equipment when Sports Medicine students are not present (see "Emergency Equipment" below)
 - It is the responsibility of the coaching staff to bring, and keep stocked, the assigned First Aid kit to each team function where physical activity is involved.
 - Retrieve Medical Clearance Card for injured/ill athlete(s)



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- o Must be retained on-site by coaching staff at all team functions, and is to accompany the victim when transported.
 - Control unaffected athletes/parents/fans (keep calm and safe environment)
 - o Relocate team or contact security/campus police, if necessary.
 - Contact parents/guardians of injured/ill athlete if Athletic Director is unavailable
 - o Only provide necessary information at this time (i.e. general condition of athlete, if EMS has been contacted, ask parent for consent to transport if EMS determines it is necessary).
 - o It is ok to say “I don’t know at this time.”
 - Actively flag EMS in route (designate an individual to flag EMS in route)
 - o Security and whomever is delegated to by Administration and the ATC; one designee will flag from the street and one will flag adjacently to the venue in sight of each other.
 - Accept any other delegation provided by ATC.
 - If ATC is not present, contact ATC immediately upon EMS transport of athlete.
3. Athletic Director
- Assist lead or acting staff.
 - Provide a safe environment for all persons in the surrounding area.
 - o Contact security/campus police
 - Contact parents/guardians of injured/ill athlete.
 - Proactively assume role of first responder (see Roles of First Responder below) when nearest to the victim, until ATC arrives (**if certified to do so**).
 - Accept any other delegation provided by ATC.
4. Security/Sports Medicine students
- Proactively assume role of first responder (see Roles of First Responder below) when nearest to the victim, until ATC arrives (**if certified to do so**).
 - Assist lead or acting lead staff.
 - Initiate EMS when instructed to do so by any superior personnel on the Chain of Command; Do not terminate phone call until emergency operator does so first.
 - o Retrieve emergency equipment (see “Emergency Equipment” below).
 - Actively flag EMS in route.
 - o Security and whomever is delegated to by Administration and the ATC; one designee will flag from the street and one will flag adjacently to the venue in sight of each other.
 - Accept any other delegation provided by ATC or acting lead staff.

Roles of First Responder:

1. Immediate care of the injured or ill student-athlete or staff member
 - a. Life/limb-threatening emergency
 - i. Activation of emergency medical system (EMS)
 1. If possible, the ATC directs the coach to activate EMS while ATC attends to the collapsed athlete.
 2. Call 9-911 when using an on-campus phone and 911 when using a cell phone (provide your name, location, telephone number, number of individuals injured, nature of injury, first aid treatment rendered, specific directions to location, other information as requested, and be the last one to hang up).
 - ii. Perform Basic Life Support (CPR, Rescue Breathing, AED, First Aid), if necessary, until emergency personnel arrive.
 - iii. Assign a member of the medical staff (i.e. Security, Administrator) to meet the ambulance at a designated location.



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- iv. Notify Portola High School athletic director, administrators, police officer and school nurse at 949-936-8202 (front office).
- b. Non-threatening emergency
 - i. Help the athlete remain calm and provide reassurance.
 - ii. Provide First Aid care as necessary.
 1. Apply direct pressure on wounds using sterile gauze from First Aid kit.
 2. Stabilize fractures or dislocated joints using splints, elastic bandages and/or sling.
 3. Do not provide food or water for injuries requiring hire medical care and/or transport.
2. Emergency equipment retrieval (see Emergency Equipment below)

When to call 911:

- An athlete is not breathing.
- An athlete has lost consciousness.
- It is suspected that an athlete may have a neck or back injury.
- An athlete has an open and compound fracture (bone has punctured through the skin).
- Severe heat exhaustion or suspected heat stroke.
- Severe bleeding that cannot be stopped.
- Other medical conditions (i.e. seizure, anaphylaxis, etc.)
- When directed by the Athletic Trainer or Team Doctor.

Saturday Practice: Call Emergency Medical Services at 9-1-1. Notify AD and ATC.

Chain of Command

Game Day

1. Team physician:
2. Certified Athletic Trainer
3. Athletic Director:
4. Principal: John Pehrson
5. Assistant Principal(s):
6. Emergency Medical Services (EMS)
7. Head coach/assistant coach respective to the current season
8. School Police Officer
9. Security Personnel

Practice

1. Certified Athletic Trainer:
2. Athletic Director:
3. Principal: John Pehrson
4. Assistant Principal(s):
5. Emergency Medical Services (EMS)
6. Head coach/assistant coach respective to the current season
7. School Police Officer/Security Personnel

The highest person in the chain of command who is present at a scene will be the designated person in charge/leader. This person is responsible for deciding whether or not to call 911. The AD/Administrator will instruct others in what they can do to assist. This individual **MUST** stay with the student athlete until EMS arrives.



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Emergency Action Plan

The following teams will be designated per sport and site. All Coaches are responsible for meeting with the Athletic Trainer prior to their season to review and delineate roles and responsibilities in an emergency situation. This is documented in the EMERGENCY ACTION PLAN AGREEMENT FORM and the original copy will be kept with the Athletic Trainer in case of an emergency. All parties that are noted will be informed and a copy given to them. Head Coaches will keep a copy with them along with their Student Athlete Emergency Cards.

- **911 Team**
- **CPR/AED Team**
- **AED Team**

Once the Emergency Action Plan is activated, the following protocol MUST be followed:

1. The highest person on the Chain of Command is deemed the leader and will stay with the athlete and administer necessary first aid until the Certified Athletic Trainer arrives. If possible, someone else on the Chain of Command should stay and assist. The Certified Athletic Trainer, administrator and front office should be made aware that there is an emergency situation on campus if they are not already present.
2. The highest person on the Chain of Command will call EMS or will designate the next person on the Chain of Command to make the call using a cell phone or school phone. EMS should be told:
 - Type of emergency situation
 - Type of suspected injury/medical condition
 - Current condition of the victim
 - Current assistance being given
 - Exact location of emergency
 - Age of the athlete
3. Tell Security Personnel to meet EMS at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
4. Phones at Portola High School are located in the main office, classrooms, coaches' offices, the athletic training clinic, nurse's office and the front lobby. All those on the Chain of Command should have their cell phone with them and charged at all times.
5. The second person according to the chain of command will contact and direct Security Personnel to all intersections between where the student athlete is located and Portola High School/venue-specific location to direct the ambulance to the athlete. The Security Personnel should stay in position and wave the ambulance through the proper turns to get to the student-athlete.
6. Athletic Director/Administration will notify parents. **All coaches must have their cell phones with them and charged at all times.** In addition, Emergency Contact Information Cards should be found with the Head Coach. These cards are to be with them **at all times.** If a parent is not present, the form should accompany the athlete to the hospital.
7. If transport is deemed necessary, the athlete will be taken to **Hoag Hospital Irvine located at 16200 Sand Canyon, Irvine, CA 92618 or Kaiser Permanente Hospital located at 6640 Alton Pkwy, Irvine, CA 92618**, unless the parent/s request otherwise.



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Demographics

- ❖ School Address:
Portola High School
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- ❖ Important Phone Numbers:
 - o Certified Athletic Trainer: Becca Loeza, MS, ATC, EMT 1(949) 374-4468 (C), 1(949) 936-8299 (O)
 - o Team Physician: 1(949) 586-3200 (O)
 - o Emergency Medical Services (EMS): 911 or 9-911 from school land line
 - o Athletic Director: Peter Abe 1(949) 400-7576 (C) or 1(949) 936-8207(O)
 - o Assistant Athletic Director: Brian Smith 1 (505) 977-7792 (C)
 - o School Office: 1(949) 936-8202

- ❖ Emergency Entrances:

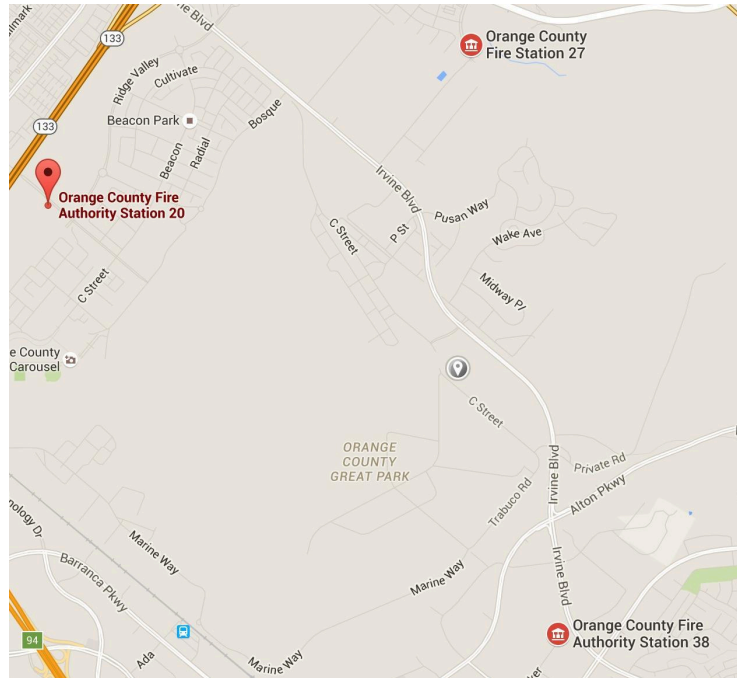
*****Please indicate which specific venue and if the venue is off Merit or Chinon. Different Fire Departments come depending on which venue is called.*

- o For gymnasium/weight room/wrestling room/pool access:
 - Turn left or right onto Merit from Irvine Blvd. and turn right into the first parking lot.
- o For stadium access and baseball field:
 - Turn left or right onto Merit from Irvine Blvd. and turn right into the first parking lot.
- o For softball field access:
 - Turn left or right onto Chinon from Irvine Blvd. and turn left into EMS entrance.
- o For grass field/track field event access:
 - Turn left or right onto Chinon from Irvine Blvd. and turn left into EMS entrance.
- ❖ Local Fire Stations:
 - o Orange County Fire Authority Station 38 (2.2 miles from PHS) **Venues off Merit*
 - 26 Parker, Irvine 92618
 - o Orange County Fire Station 27 (2.9 miles from PHS)* *Venues off Chinon*
 - 12400 Portola Springs, Irvine, CA 92618
 - o Orange County Fire Authority Station 20 (4.7 miles from PHS)
 - 6933 Trabuco Rd, Irvine, CA 92618



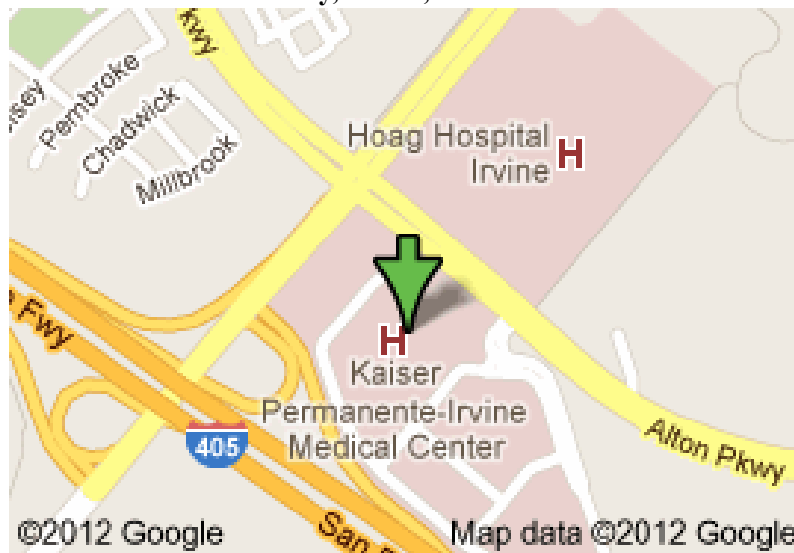
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❖ Closest Hospitals:

- o Hoag Irvine
 - **16200 Sand Canyon, Irvine, CA 92618**
- o Kaiser Permanente
 - **6640 Alton Pkwy, Irvine, CA 92618**



❖ Maps

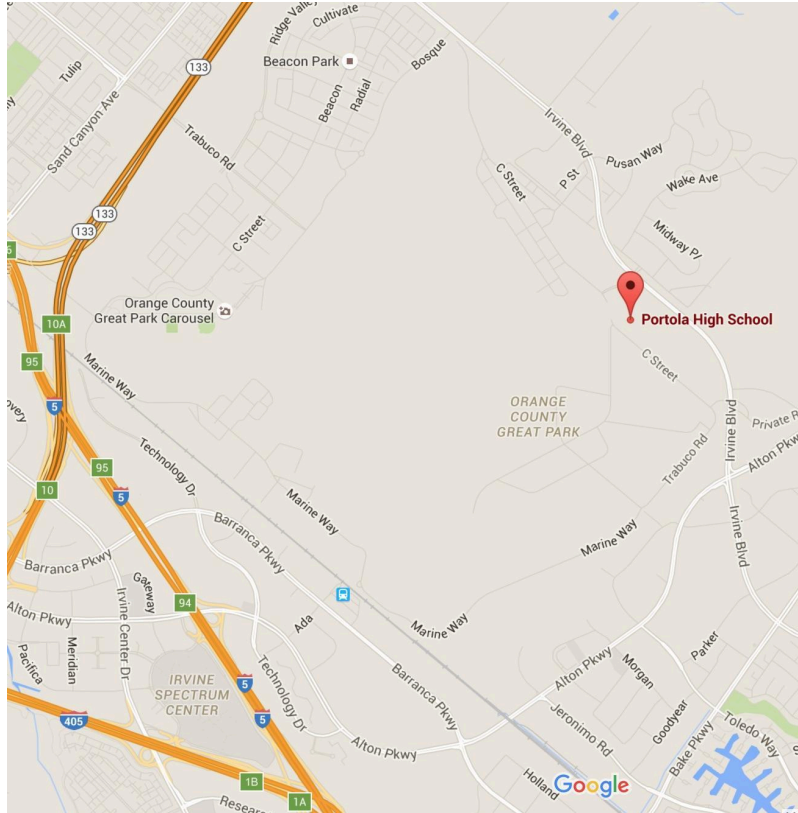
- o Overview



Emergency Action Plan (EAP)

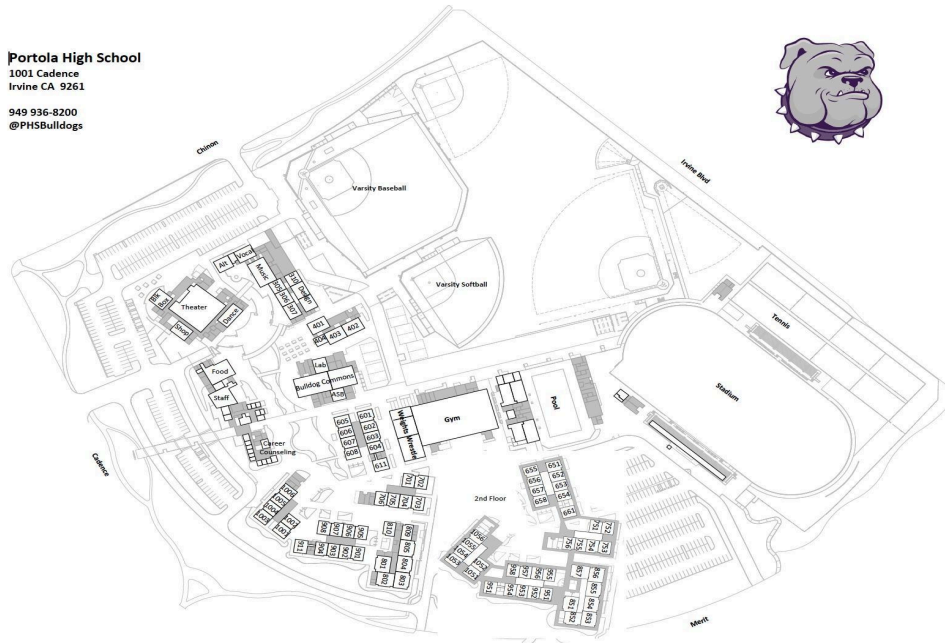
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o School Map

Portola High School
1001 Cadence
Irvine CA 9261
949 936-8200
@PHSBulldogs



o Athletic Facility and AED Map

- AED locations in red

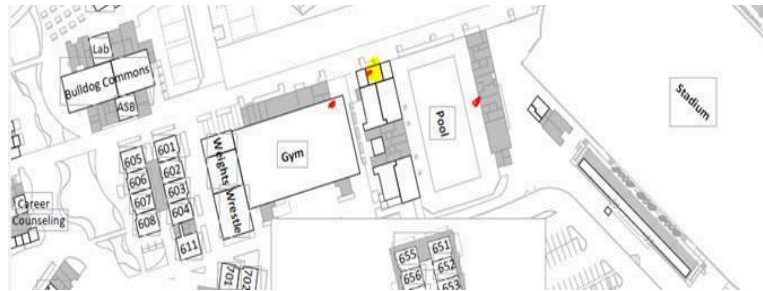


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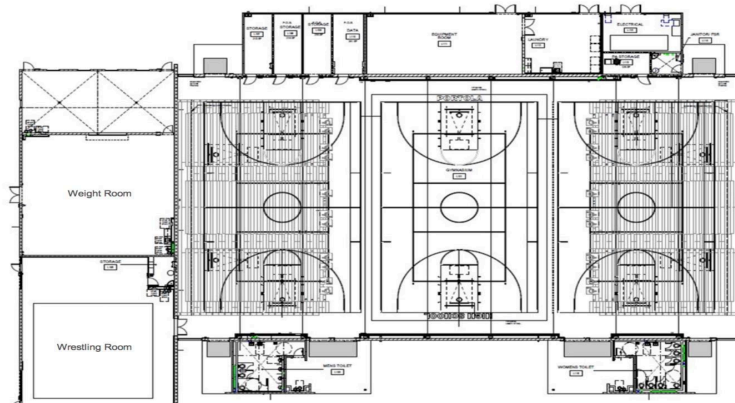
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- Pool Deck (room 1314-meeting room)
- Athletic Training Clinic (roaming)
- Gym (by wrestling room entrance)
- Front office (hallway by nurse's office/staff mailboxes)
- Athletic Training Clinic in yellow
- Stadium Snack Bar
- Outside 800 bathrooms
- Blacktop (next to gate towards stadium)
- Shed at Baseball Field



o Gymnasium Layout





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Environmental Considerations for Outdoor Activity:

- Lightening
 - The National Weather Service advocates the 30/30 rule: Take cover if you hear thunder within 30 seconds of the lightning.
 - Enter nearest building when flash-to-bang is within 30 seconds
 - Activity not to resume until 30 minutes following last visible flash or audible thunderclap within a 30-second flash-to-bang interval (30/30 rule)
 - Flash-to-Bang: When you see the FLASH, count the seconds to the BANG. Every five seconds equals one mile. For example, if 15 seconds elapse between a lightning bolt (flash) and when you hear its thunder (bang), the bolt was three miles away.
- Earthquake
 - Immediately evade all heavy or blunt equipment by “drop, cover and hold on!”
 - **DROP** to the ground (before the earthquake drops you!),
 - Take **COVER** by getting under a sturdy desk or table
 - If there isn’t a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. Do not try to run to another room just to get under a table.
 - **HOLD ON** until the shaking stops.
 - When safe and tremors are completed, quickly move outside to the stadium.
- Other (i.e. Dust Storms, Bee Swarms)
 - Follow directions provided by senior personnel (see Chain of Command above)

Emergency Medical Information: All medical and personal information for each athlete is retained by coaches of each in-season sport, and is present at all team functions (Medical Clearance Card). A copy of each athlete’s medical and personal information is retained by the Athletics Department.

Emergency Equipment:

- Automated External Defibrillator (AED)
 - Stationary locations: (1) gym, (2) pool deck, (3) nurse’s office
 - Traveling: (1) with Certified Athletic Trainer and/or in athletic training clinic
- Spine board - **NOT** available. Not enough trained personnel (spine boarding most likely to be performed by EMS). Student should not be moved until EMS arrives.
- Other supplies (medical kit, splint kit) are issued as needed. A medical kit will accompany the ATC during practices and competitions when present.
- First Aid kits - each team is provided a black kit (tool box) at the start of the respective season that must be present during team events requiring physical activity.
- Keys for all doors where access is needed in order to acquire supplies, turn on lights, allow EMS easy entrance, etc., are held by the ATC, Assistant Athletic Directors, Athletic Director, Administrators, as well as members of security and maintenance.

Post-Event EMS Administration Notification:

1. Certified Athletic Trainer: Becca Loeza MS, ATC, EMT
2. Athletic Director: Peter Abe
3. Assistant Athletic Director: Brian Smith