



**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 or A.T.), 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 A.T.. Roles and responsibilities are to be explicitly described in order to allow all personnel under the supervising A.T. (Sports Medicine students, coaches, AD/Administration, Security) to be prepared for immediate delegation in the event of an emergency.

**Emergency Communication:** Assigned A.T. 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- Kathryn Cleek, MS, ATC
  - 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
  - Secondarily lead staff in life or limb-threatening intervention
  - Assume lead position in the absence of A.T.
  - 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 A.T. 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.



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- Retrieve Medical Clearance Card for injured/ill athlete(s)
    - 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)
    - Relocate team or contact security/campus police, if necessary.
  - Contact parents/guardians of injured/ill athlete if Athletic Director is unavailable
    - 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).
    - 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)
    - Security and whomever is delegated to by Administration and the A.T.; 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 A.T.
  - If ATC is not present, contact A.T. 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.
    - 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 A.T. arrives (**if certified to do so**).
  - Accept any other delegation provided by A.T.
4. Security/Sports Medicine students
- Proactively assume role of first responder (see Roles of First Responder below) when nearest to the victim, until A.T. 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.
    - Retrieve emergency equipment (see “Emergency Equipment” below).
  - Actively flag EMS in route.
    - Security and whomever is delegated to by Administration and the A.T.; 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 A.T. 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 A.T. directs the coach to activate EMS while A.T. 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.



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- iii. Assign a member of the medical staff (i.e. Security, Administrator) to meet the ambulance at a designated location.
- 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 Certified Athletic Trainer or Team Doctor.

***Saturday Practice:*** Call Emergency Medical Services at 9-1-1. Notify AD and A.T.

***Chain of Command (\*subject to change)***

Game Day

1. Team physician: Dr. Kadakia
2. Certified Athletic Trainer: Kathryn Cleek (\*activate EMS)
3. Athletic Director: Peter Abe
4. Principal: John Pehrson
5. Assistant Principal(s): Amy Paulsen; Jeff Hernandez; Jen Ochsner
6. Emergency Medical Services (EMS) (\*if not already activated)
7. Head coach/assistant coach respective to the current season
8. School Police Officer
9. Security Personnel

Practice

1. Certified Athletic Trainer: Kathryn Cleek (\*activate EMS)
2. Athletic Director: Peter Abe
3. Principal: John Pehrson
4. Assistant Principal(s): Amy Paulsen; Jeff Hernandez; Jen Ochsner
5. Emergency Medical Services (EMS) (\*if not already activated)
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.



***Emergency Action Plan***

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. Head Coaches will keep a copy with them or have access to the EAP as well as 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.

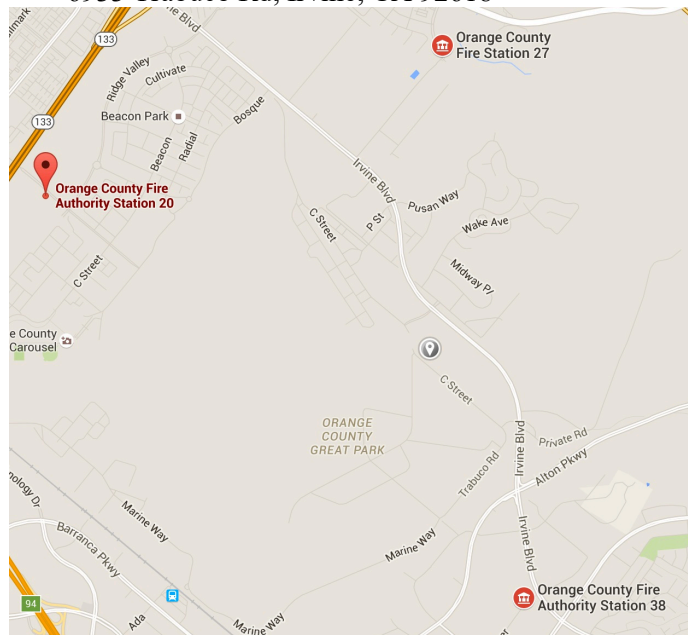


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**Demographics**

- ❖ School Address:
  - Portola High School
  - 1001 Cadence, Irvine, CA 92618
- ❖ Important Phone Numbers:
  - Certified Athletic Trainer: Kathryn Cleek 1(949) 936-8299 (O)
  - Team Physician: Dr. Kadakia 1(949) 586-3200 (O)
  - Emergency Medical Services (EMS): 911 or 9-911 from school land line
  - Athletic Director: Peter Abe 1(949) 936-8207(O)
  - School Office: 1(949) 936-8202
- ❖ Emergency Entrances:
  - 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.
  - For stadium access and baseball field:
    - Turn left or right onto Merit from Irvine Blvd. and turn right into the first parking lot.
  - For softball field access:
    - Turn left or right onto Chinon from Irvine Blvd. and turn left into EMS entrance.
  - 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:
  - Orange County Fire Authority Station 38 (2.2 miles from PHS)
    - 26 Parker, Irvine 92618
  - Orange County Fire Station 27 (2.9 miles from PHS)
    - 12400 Portola Springs, Irvine, CA 92618
  - Orange County Fire Authority Station 20 (4.7 miles from PHS)
    - 6933 Trabuco Rd, Irvine, CA 92618



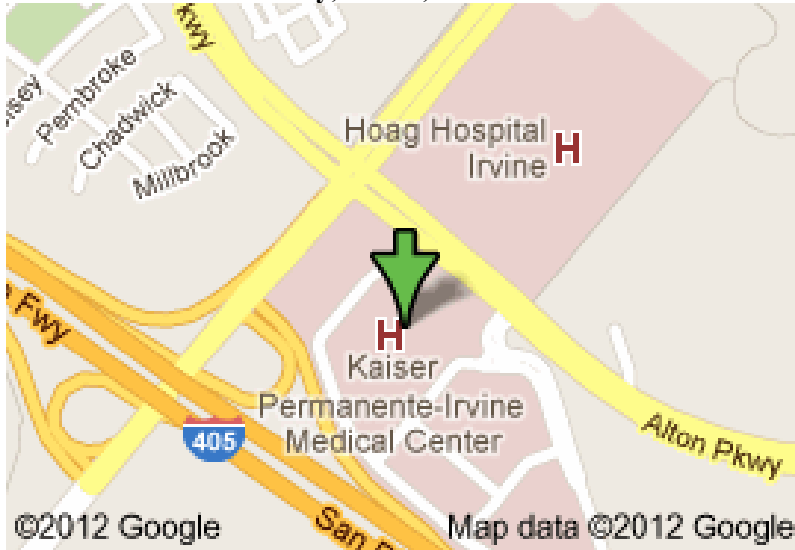
- ❖ Closest Hospitals:
  - Hoag Irvine



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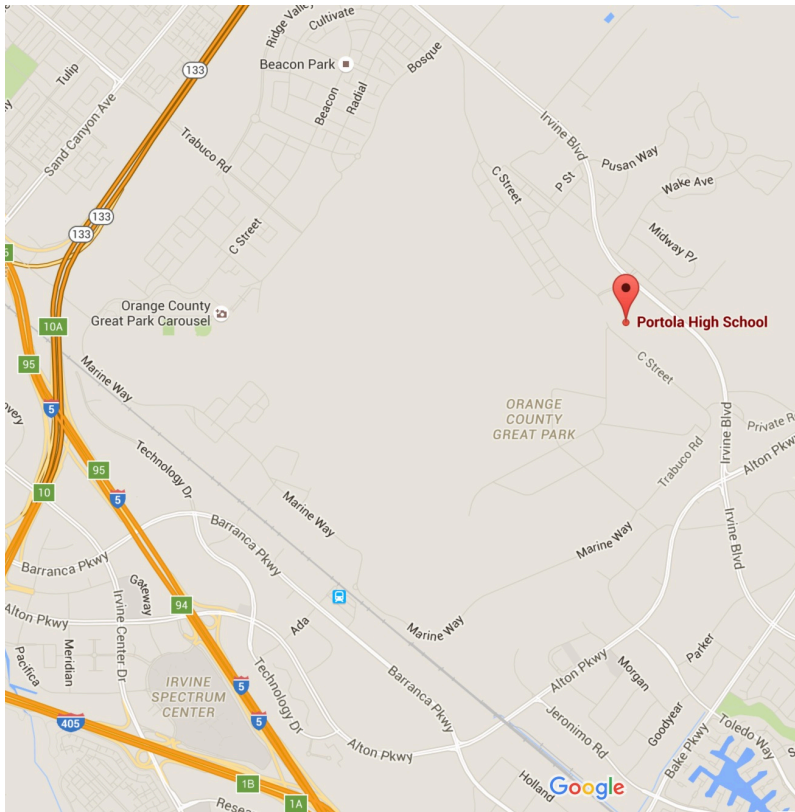


- **16200 Sand Canyon, Irvine, CA 92618**
- Kaiser Permanente
  - **6640 Alton Pkwy, Irvine, CA 92618**



❖ Maps

- Overview



- School Map





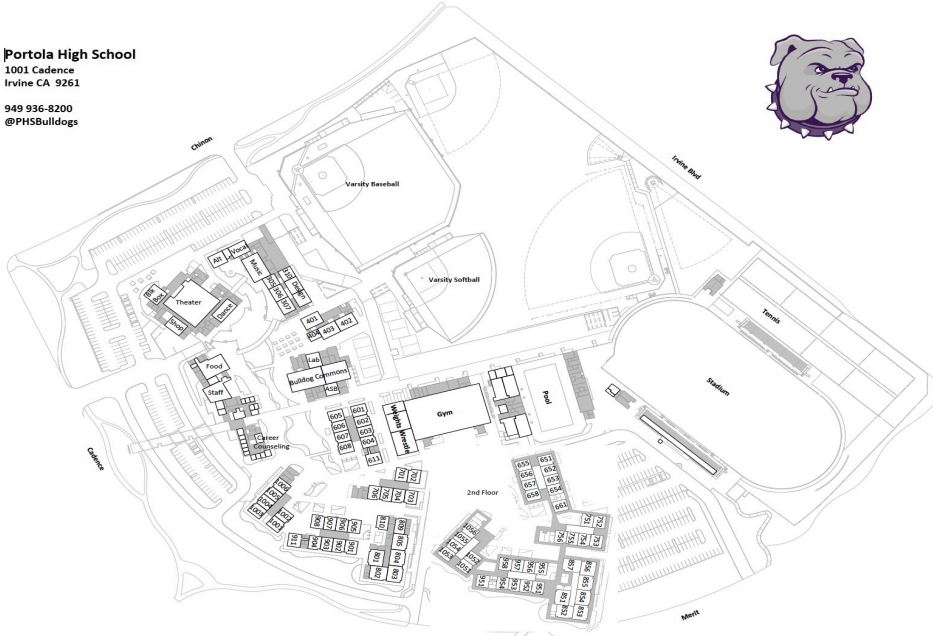
# Emergency Action Plan (EAP)

## Portola High School

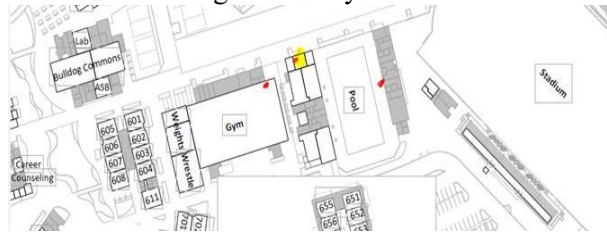
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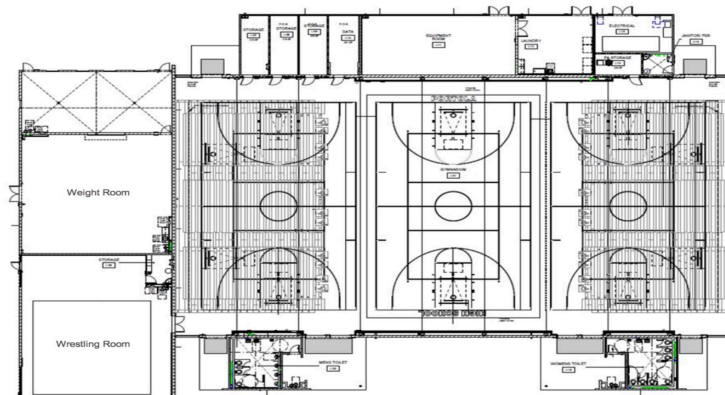
Portola High School  
1001 Cadence  
Irvine CA 92618  
949 936-8200  
@PHSBulldogs



- Athletic Facility and AED Map
  - AED locations in red
    - Outside of the pool (entrance by the blacktop)
    - Athletic Training Clinic/A.T. (roaming)
    - Gym
    - Front office (hallway by nurse's office/staff mailboxes)
    - Theater
    - Stadium (outside of the concession stand)
  - Athletic Training Clinic in yellow



- Gymnasium Layout





***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.
- NFHS Adovcates the following (updated March 2018):
  - When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning \* should always take precedence over information from a mobile app or lightning-detection device.
  - \* At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
- **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.





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***Emergency Equipment:***

- Automated External Defibrillator (AED)
  - Stationary locations: (1) gym, (2) pool, (3) nurse's office, (4) theater, (5) stadium
  - 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 with A.T.). Student should not be moved until EMS arrives.
- Other supplies (medical kit, splint kit) are issued as needed. A medical kit will accompany the A.T. 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 A.T., Assistant Athletic Directors, Athletic Director, Administrators, as well as members of security and maintenance.

***Post-Event EMS Administration Notification:***

1. Certified Athletic Trainer: Kathryn Cleek
2. Athletic Director: Peter Abe