

# MIRAMONTE HIGH SCHOOL

## Athletic Events

### Emergency Action Plan

In the event of an emergency during an athletic practice or event, there must be an action plan. It is required to practice this plan for events. It is also necessary for the Acalanes administration and staff to be aware of the plan and be prepared to execute the plan.

During such emergencies, many will flee the campus. In most cases, this is the best course of action and should not be prohibited. In the event of an earthquake or intruder on campus, everyone should be discouraged from fleeing to their cars as the solar panels may not be stable or the traffic congestion in the parking lot may put them in danger.

In any emergency situation, there will be an initial contact person that will communicate with outside emergency personnel. This person will be the administrator, athletic director or head coach.

#### Medical Emergencies

The athletic trainer will be responsible for medical treatment of all injuries and will be responsible for delegation of other duties. The sports medicine students will assist the athletic trainer as directed. Their duties will include calling 911 or other emergency services, assisting with treatment, meeting outside emergency personnel at access points on campus and opening gates and doors necessary for access.

#### Big Gym or Small Gym

If there is a need to evacuate due to a fire or fire drill, direct everyone to the stadium field. If the evacuation is due to an earthquake, encourage everyone to evacuate the campus if doing so does not place them in danger. If the earthquake is strong enough to damage or weaken the building or solar panels, strongly encourage everyone to the field and not to their vehicles.

If there is an intruder on campus necessitating a lockdown, allow those fleeing campus to do so, but discourage them from fleeing to their cars as they will be trapped in the congestion in the parking lot. Lock and secure all doors. Instruct everyone to move to the west corners of the gym away from the windows on the east side of the gym. Turn off the lights and instruct everyone to be silent. Call Orinda Police Dispatch at **925-646-2441** and report the location on campus and the approximate number of people in the facility. Do not open the doors for anyone. The police will open the doors when it is safe.

### Stadium or Pool

If there is a need to evacuate due to a fire, fire drill or earthquake, direct everyone to remain in the facility. If the evacuation is due to an earthquake, encourage everyone to evacuate the campus if doing so does not place them in danger. If the earthquake is strong enough to damage or weaken the surrounding buildings or solar panels, strongly encourage everyone to remain in the field or pool area and not to their vehicles.

If there is an intruder on campus necessitating a lockdown, allow those fleeing campus to do so, but discourage them from fleeing to their cars as they will be trapped in the congestion in the parking lot. Instruct everyone to go into the boys or girls locker rooms or the small gym. In the small gym, instruct them to move to the south wall of the gym away from the windows on the doors. Lock and secure all doors. Turn off the lights and instruct everyone to be silent. Call Orinda Police Dispatch at **925-646-2441** and report the location on campus and the approximate number of people in the facility. Do not open the doors for anyone. The police will open the doors when it is safe.

### Baseball Field, Softball Field or Tennis courts.

If there is a need to evacuate due to a fire, fire drill or earthquake, direct everyone to leave campus.

If there is an intruder on campus necessitating a lockdown, instruct everyone to flee campus on foot and strongly discourage them from fleeing to their cars as they will be trapped in the congestion in the parking lot. Go to the nearest room in the 200 or 300 wings and open it to allow people to enter and lockdown in a safe place. Lock and secure the doors and place everyone away from the windows. Turn off the lights and instruct everyone to be silent. Call Orinda Police Dispatch at **925-646-2441** and report the location on campus and the approximate number of people in the facility. Do not open the doors for anyone. The police will open the doors when it is safe.

### Access Points for Emergency Personnel

Contact John Grigsby, athletic trainer at 925-202-6909 or send someone to get him. If necessary, call 911 or Orinda Police Dispatch at **925-646-2441**.

Position people at the access entrances to guide the emergency vehicles to the facility. For medical emergencies in the big gym or small gym, the emergency vehicles will enter the bus circle from Ivy Drive. For medical emergencies in the stadium, pool, baseball or softball field, the emergency vehicles will enter from the fire lane near the J lot and continue behind the pool. For medical emergencies at the tennis courts, emergency vehicles will enter the school at the first parking lot entrance and proceed straight to the courts.

## AEDs

The AEDs are placed in the following locations on campus.

- Inside the big gym.
- In the pump room on the pool deck.
- In the athletic trainers office.
- On the outside wall of the snack shack at the stadium
- In the nurse's office in the main office.
- In the Performing Arts Center.

## Amplified Communication

Prior to athletic events that utilize an announcer, emergency information will be announced prior to event introductions. Included will be identification of emergency exits and the location of the AED, if available. It will also be announced that in the event of an emergency, school officials will communicate necessary instructions that may include avoiding the parking lot if it is an area of greater danger.

## School Personnel Contact Information

Athletic Trainer	John Grigsby	925-202-6909
Athletic Director	Sean Hennessy	925-699-3275
Principal	Ben Campopiano	925-899-4037
Associate Principal	Danny Carvalho	831-332-2952
Associate Principal	Jami Greer	415-819-5920

# MHS EVACUATION PLAN



