

Concord High School

Emergency Action Plan

Introduction

The purpose of this document is to provide all athletic teams with response steps for an emergency situation during an athletic event/practice held at Concord High School. Should one of the following safety situations happen, you are expected to understand how to use the protocols outlined here.

For purposes of the Athletic Department, "Person in Charge" is designated as:

- Program Head Coach and/or
- Athletic Director and/or
- CHS Administrator

Fire & Earthquake Response

Interior Location (Gym, Small Gym, MU, classroom, etc.)	Exterior Location / Athletic Fields
<ul style="list-style-type: none"> ⦿ All persons are to exit the building immediately. Person in charge is to make an announcement to everyone present - inform them of the evacuation route and area, and instruct them to follow you there. ⦿ Follow the evacuation route (or secondary route if the primary route is unsafe). Maps of evacuation routes are posted inside of each room/facility. If no map is present, then take the safest route possible off of campus. ⦿ Once off campus, ask those present to stay near you. Require student athletes to line up, and take roll. Instruct students to stay with you, and require them to check in should a parent/guardian choose to take them. ⦿ If you see smoke/fire dial 911. ⦿ If an emergency happens after school hours, contact the below (in order) and report what has happened. <ul style="list-style-type: none"> ○ MDUSD Security: 925-825-7440 ex.3836 ○ VP overseeing Athletics: Kevin Honey: 510-502-8640 ○ Athletic Director Matt Harrod: 925-207-0777 	<ul style="list-style-type: none"> ⦿ Person in charge is to announce and direct all persons present to gather in an open, safe area away from structures. ⦿ Require student athletes to line up, and take roll. Instruct students to stay with you, and require them to check in should a parent/guardian choose to take them. ⦿ If you see smoke/fire dial 911. ⦿ If an emergency happens after school hours, contact the below (in order) and report what has happened. <ul style="list-style-type: none"> ○ MDUSD Security: 925-825-7440 ex.3836 ○ VP overseeing Athletics: Kevin Honey: 510-502-8640 ○ Athletic Director Matt Harrod: 925-207-0777

Shelter in Place

Interior Location (Gym, Small Gym, MU, classroom, etc.)	Exterior Location / Athletic Fields
<ul style="list-style-type: none"> ⦿ Person in charge will want to call a shelter in place if a non-human threat is present or developing (air contamination, threatening animal or dangerous weather) ⦿ If anyone is outside, direct them into the building. ⦿ Close doors and windows as quickly as possible. ⦿ If possible, research conditions (airnow.gov or purpleair.org) to best plan next steps. If conditions allow for travel, cancel your event and direct guests to leave campus. If conditions require you to remain, then direct guests to stay calm and away from windows. ⦿ If an emergency happens after school hours, contact the below (in order) and report what has happened. <ul style="list-style-type: none"> ○ MDUSD Security: 925-825-7440 ex.3836 ○ VP overseeing Athletics: Kevin Honey: 510-502-8640 ○ Athletic Director Matt Harrod: 925-207-0777 	<ul style="list-style-type: none"> ⦿ Person in charge will want to call a shelter in place if a non-human threat is present or developing (air contamination, threatening animal or dangerous weather) ⦿ Direct everyone into the nearest building or vehicles. Coaches have access to the gym, MP room and locker rooms. ⦿ Make sure all windows and doors are closed. ⦿ If possible, research conditions (airnow.gov or purpleair.org) to best plan next steps. If conditions allow for travel, cancel your event and direct guests to leave campus. If conditions require you to remain, then direct guests to stay calm and away from windows. ⦿ If an emergency happens after school hours, contact the below (in order) and report what has happened. <ul style="list-style-type: none"> ○ MDUSD Security: 925-825-7440 ex.3836 ○ VP overseeing Athletics: Kevin Honey: 510-502-8640 ○ Athletic Director Matt Harrod: 925-207-0777

Bomb Threat

Interior Location (Gym, Small Gym, MU, classroom, etc.)	Exterior Location / Athletic Fields
<ul style="list-style-type: none"> ⦿ If your event receives a bomb threat, remain calm. Do not immediately state there is a bomb threat to students and/or guests, as this can cause panic. ⦿ Person in charge contacts the authorities by dialing 911. Follow any directions they provide. ⦿ Assemble your event's leadership, if applicable. Make an announcement that due to unforeseen circumstances, the event must end and that everyone is to leave immediately. ⦿ If an emergency happens after school hours, contact the below (in order) and report what has happened. <ul style="list-style-type: none"> ○ MDUSD Security: 925-825-7440 ex.3836 ○ VP overseeing Athletics: Kevin Honey: 510-502-8640 ○ Athletic Director Matt Harrod: 925-207-0777 	

Lockdown

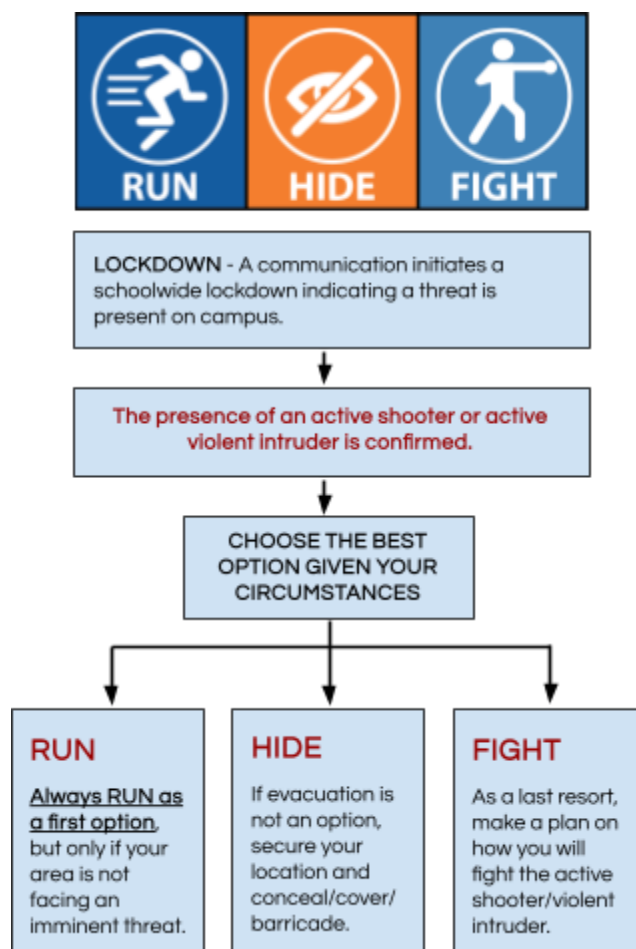
Interior Location (Gym, Small Gym, MU, classroom, etc.)	Exterior Location / Athletic Fields
<ul style="list-style-type: none"> ⦿ Person in charge will call a lockdown when there is a reasonable concern of a possible threat becoming present at your event, or if a concerning event has begun to develop. ⦿ Contact authorities by dialing 911. Follow any directions they provide. ⦿ Reassure everyone and try to reduce anxiety. Make a plan with those present if the situation escalates. Discuss ALL options: <ul style="list-style-type: none"> ○ How will you evacuate? ○ How will you respond? ○ Who is responsible for what action? ⦿ Be ready to Run/Hide/Fight ⦿ If an emergency happens after school hours, contact the below (in order) and report what has happened. <ul style="list-style-type: none"> ○ MDUSD Security: 925-825-7440 ex.3836 ○ VP overseeing Athletics: Kevin Honey: 510-502-8640 ○ Athletic Director Matt Harrod: 925-207-0777 	<ul style="list-style-type: none"> ⦿ Person in charge will call a lockdown when there is a reasonable concern of a possible threat becoming present at your event, or if a concerning event has begun to develop. ⦿ Contact authorities by dialing 911. Follow any directions they provide. ⦿ Direct everyone into the nearest building or vehicles. Coaches have access to the gym, MU and locker rooms. ⦿ Reassure everyone and try to reduce anxiety. Make a plan with those present if the situation escalates. Discuss ALL options: <ul style="list-style-type: none"> ○ How will you evacuate? ○ How will you respond? ○ Who is responsible for what action? ⦿ Be ready to Run/Hide/Fight ⦿ If an emergency happens after school hours, contact the below (in order) and report what has happened. <ul style="list-style-type: none"> ○ MDUSD Security: 925-825-7440 ex.3836 ○ VP overseeing Athletics: Kevin Honey: 510-502-8640 ○ Athletic Director Matt Harrod: 925-207-0777

Active Shooter / Dangerous Person (Run/Hide/Fight)

Interior Location (Gym, Small Gym, MU, classroom, etc.)	Exterior Location / Athletic Fields
<p>IMPORTANT: Only utilize the Run/Hide/Fight response when <u>you have confirmed the active state</u> of a shooter or violent intruder.</p> <ul style="list-style-type: none"> ⦿ <u>Running away from the event/area is the best option, if possible.</u> ⦿ Take cover in a nearby building, bathroom, or vehicle, if necessary. ⦿ Keep everyone quiet and off of their cell phones. Stay focused on what is happening around you. ⦿ If you encounter the shooter/intruder and have no other option, fight. ⦿ Dial 911 	

RUN/HIDE/FIGHT Quick Reference Diagram

This diagram organizes how each component in the system is used in the event of an intruder or active shooter.



Universal Steps of AED Use and Locations

Call 911

- Place AED next to left side of patient near head/shoulder area
- AED's provide 'prompts', when opened or turned on.

Power on the AED

- Most AED's automatically turn on when opened

Attach the AED to the patient's chest with electrode pads

- Remove clothing to bare chest.
- Dry patient or shave chest in area electrode placement if needed.
- Place one pad above the right nipple and one to the side and below the left nipple.

Analyze Rhythm

- AED will instruct you to administer the shock button if required.
- Make sure everyone is clear (say out loud, "stand clear of the victim"). Do not touch or have physical contact with the victim.
- After shock proceed as instructed by prompt with continued CPR or additional shock(s)

AED Locations:

- Main Office Lobby
- Main Gym
- Small Gym
- Room 711
- Football Field Scorebooth
- Baseball Field Equipment Shed (left side)

Sudden Cardiac Arrest Warning Signs

Every 34 seconds, someone dies from heart and blood vessel diseases. America's No. 1 killer. Most heart attack deaths are from coronary heart disease over 375,000 each year therefore learn the warning signs of heart attack so you can get help for yourself or others right away.

*Uncomfortable pressure, squeezing, fullness or pain in the center of your chest. It lasts more than a few minutes, or goes away and comes back.

*Pain or discomfort in one or both arms, your back, neck, jaw, or stomach.

*Shortness of breath with or without chest discomfort.

*Other signs such as breaking out in a cold sweat, nausea or lightheadedness.

If you or someone you're with has chest discomfort, especially with one or more of the other signs, call 911 immediately or the EMS services in your area. Get to a hospital right away.

If a person becomes unconscious, call 911 and get the AED.

If you or someone you're with has chest discomfort, especially with one or more of the other signs, call 911 immediately or the EMS services in your area. Get to a hospital right away.

Heat Related Procedures

Prevention:

1. Provision of Water - All athletic events must provide access to water for all participants
2. Access to Shade - All athletic events must provide timely access to shade when temperatures do not exceed 80 degrees.

High Heat Procedures

Refer to [California State Extreme Heat and Air Quality Policy](#)

First Aid Procedures

All coaches are required to be CPR, First-Aid, and AED certified. Trained first-aid procedures and blood borne pathogen training should be applied in all first-aid situations.

Concussion Policy

MDUSD and Concord HS follow CIF regulation and California state law in order to ensure student-athlete safety during athletic participation. Any athlete, who is **suspected of sustaining a concussion is not allowed to return to athletic activity that day and must bring back documentation of physician examination clearing the athlete of a concussion.** The concussion can be suspected by a coach, athletic director, medical staff or referee. CIF also requires that the athlete be seen by a M.D. or D.O. trained in concussions and working in their scope of practice. This means that the athlete cannot be seen by a nurse practitioner or physician's assistant. If the athlete did sustain a head injury or concussion, he or she must complete the [CIF Concussion Return to Play](#) progression supervised by a physician in order to return to play. **The student-athlete must have made a complete [return-to-learn](#) before they start the return-to-play progression.** Every step of the return-to-play progression must be signed off by a designated concussion monitor. Even if an athlete brings a note stating that he or she is cleared to play, the progression must be completed and signed before the athlete is cleared for participation at BHS.

As the coach and athletic trainer cannot monitor all athlete's every move, it is the student-athlete's responsibility to read, understand, and report any symptoms of a concussion.