

# Emergency, Evacuation, and Security Action Plan (EESAP)

**Raymond High School**  
14050 Hwy 18 Raymond, MS 39154

## **Purpose:**

The purpose of the EESAP is to provide **Raymond High School** Athletics with an action plan in case a serious or life-threatening condition arises during practice or competitions; the plan includes actions for keeping fans, players, coaches, and all others involved safe during inclement weather; and the plan provides an intentional plan of proactive steps to create an environment that is safe and promotes good sportsmanship. The athletic coaches, trainer, faculty, and administration must constantly be on guard for potential injuries, and although the occurrence of limb-threatening and life-threatening emergencies is not common, the potential exists. Therefore, proactive procedures for safety, inclement weather, and emergencies must be prepared for a timely and orderly response to potentially dangerous and life-threatening circumstances.

## **Emergency Contacts:**

Fixed phones are not available outside school buildings. In the instance that an incident occurs, you will immediately report to the Administration, Athletic Director, School Resource Officer, Sheriff Deputy, and/or **Raymond High School** Faculty at the event. They will get in contact with the appropriate emergency personnel needed for the incident. An emergency contact phone list will be provided for to all administrators, faculty, and deputies at the event.

- Ambulance, Fire, and Police – 911
- American Association of Poison Control Centers – 1-800-222-1222

Information to be provided over the phone in case of emergency:

1. Your name and phone number you are calling from
2. Exact location of emergency and directions (street names, buildings, landmarks, entry into the building, specific areas, etc.)
3. Type of injury, illness, and/or incident
4. Condition of patient(s) and type of aid being provided
5. Number of people injured
6. Other information that is requested
7. Be the last one to hang up

The Athletic Trainer, Administration, and/or Deputies will make the decision to call EMS and will personally make the call or they may directly assign a responsible person to call. Local EMS should also have directions and specific entry points to aid in the response of the emergency.

## **Chain of Command:**

The Athletic Trainer is in charge of the emergency until EMS arrives. Doctors will assist if summoned by the Athletic Trainer. Administration and/or Coaches should be available to assist if the Athletic Trainer requests their assistance. When an Athletic Trainer is not available, the Administration and Coaches are in charge until an Approved Medical Professional or EMS arrives.

### **Emergency Qualifications:**

It is required that all Athletic Trainers and Coaches are trained in CPR and First Aid. New staff should comply to the rule within six months of being hired. It is also recommended that all personnel also be trained in the prevention of disease transmission. Visiting teams should be informed of EESAP procedures.

### **EAP Training and Personnel:**

The EESAP procedures should be taught to all that participate in the administration of school events. Gate workers and deputies should have a card of all the administrators working the event. The gate workers should also be able to contact the deputies throughout the night. Either hand-held radios or cell phones should be used at the event.

### **Responsibilities of Emergency Team Members:**

If a parent is not present at the event, a faculty member must be responsible until emergency personnel arrives. The responsible faculty member of **Raymond High School** will be responsible for contacting the parent and communicating with the parent until all arrangements are made. Since insurance coverage varies among athletes, parents may decide how their athlete is cared for and where they are cared for. Parents are the primary person to accompany the athlete to the hospital.

### **Equipment and Supplies:**

Basic first aid supplies will be available at all events. The Athletic Trainer will have necessary equipment and supplies at the event, as well. An Automated External Defibrillator (AED) will be available at all home athletic events. Head Coaches are responsible for providing a basic first aid kit. Medical forms and parent contact information should be available at all contests whether home or away.

The minimum requirements for a basic first aid kit includes:

- Various size band-aids
- Athletic tape
- 4x4 Gauze pads
- Antibiotic ointment
- Hydrogen peroxide
- Non-latex medical gloves
- Medical scissors
- Bodily fluid absorption

### **Environmental Conditions:**

**In case of lightning**, the referee or administration is responsible for the decision to stop the contest. The administrator is responsible for having a lightning detection device or app at all outdoor contests. If a game is stopped due to lightning, all spectators should return to their cars and await further instructions. All players, coaches, and staff should return to appropriate locker rooms. The administration and referee will maintain communication while monitoring the weather situation.

**Weather can be cold or hot in our area, and symptoms are listed at the end of this document for both heat and cold injuries. The MHSAA has information about lightning policies and heat illness policies. The links for these two documents can be found on the Raymond High School football webpage. Reference the heat related illnesses documents for determining attire, extent of practices, prevention, and treatment of heat injuries and illnesses.**

**In the case of a fire**, everyone inside the building will calmly proceed to the nearest exit and remain outside and away from the building. The Administrator or who they directly instruct should call 911 to inform them of the situation. In case of an earthquake, everyone inside will immediately drop, cover, and hold on. If necessary, move only a few steps to the nearby safe place avoiding windows. If you are indoors, expect the fire alarms and even the sprinklers to activate during the earthquake. Stay indoors until the shaking stops, and you're sure that it is safe to exit. If you are outdoors, find a clear spot away from buildings, trees, and powerlines and drop to the ground. Once the shaking stops, check yourself and others for injuries. Expect aftershocks and each time that you feel one, drop, cover, and hold on. Get everyone out of a building that is unsafe. Someone should also call 911 to inform them of the situation. You cannot assume that administration, coaches, faculty, and deputies are in a position to call.

**In case of a tornado warning while indoor.** Administration, coaches, deputies, and faculty should escort all spectators and players to the two main halls within the school away from windows and if more space is needed quickly make space in the B building if it can be done safely based on conditions. Everyone should drop and cover to protect from falling and/or flying debris. Everyone should stay inside after the tornado has passed until emergency personnel has declared that the environment is safe. If the building has become unsafe due to damage, carefully move to a safer location after the tornado has passed.

**In case of a tornado warning while at the football field.** Deputies should escort the visiting spectators to the old fieldhouse. The spectators should drop and cover away from windows. The administration should escort the home spectators to the vacant locker rooms and corridors of the athletic field house. The coaches for the home and visiting team should escort their players to their locker rooms.

**In case of a tornado warning at the softball and baseball complexes.** Deputies and administration should escort both visitor and home spectators to all available spaces inside the athletic field house. The spectators should drop and cover away from windows. The baseball coaches for the home and visiting teams should escort players to the baseball and boys' soccer locker rooms. The players should drop and cover away from windows. The softball coaches for the home and visiting teams should escort the players to the softball and girls' soccer locker rooms. The players should drop and cover away from windows.

### **Procedures for Various Sport Locations at Raymond High School:**

#### **Main Gym – Boys/Girls Basketball – Softball Field**

In case of emergency a cell phone at the court will be used by the athletic trainer or coach to call EMS. The athletic trainer or coach will give directions for EMS to the main gym (GYM on

map) or Softball Field (Softball on the map) at **Raymond High School**, if necessary. The school is located at **14050 Hwy 18 – Raymond, MS 39154**. The administrator will assign a person to meet EMS at the parking lot entrance of the gym or the parking lot entrance of the softball field. The main gym and softball field entrances are located on the west (left) side of the main building. The administration will be responsible for crowd control and coordinating police if necessary. The head coach will remain with the team as deemed necessary. In the event life flight is needed. The helicopter will land in the teacher parking lot (which will need to be blocked off with barricades).

**Landing Coordinates for Soccer Practice Field**

**32°14'47.4"N 90°26'23.1"W**

**Football Field - Football, Soccer, Track, and Cross Country and Baseball Field**

In case of emergency a cell phone at the field will be used by the athletic trainer or coach to call EMS. The athletic trainer or coach will give directions for EMS to the football field (Football on map) or Baseball field (Baseball on the map) at **Raymond High School**, if necessary. The school is located at **14050 Hwy 18 – Raymond, MS 39154**. The administrator will assign a person to meet EMS at the double gate on Dry Grove St off of Old Port Gibson Rd. to direct them to the entrances of either football or baseball. The administration will be responsible for crowd control and coordinating police if necessary. The head coach will remain with the team as deemed necessary. In the event life flight is needed. The helicopter will land on the football practice field.

**Landing Coordinates for Football Practice Field**

**32°14'55.9"N 90°26'23.5"W**

**All incidents should be documented and kept in a secure office!**

**Documentation should include the following:**

1. Documentation of response and actions during emergency situation
2. Follow-up documentation on evaluation of response to emergency situation
3. Documentation of personnel training and rehearsals

**Emergency Care:**

Apply basic emergency care as situation requires. Care might include:

1. Check life threatening conditions
  - a. Level of consciousness – if unconscious call 911 immediately
  - b. Airway – is airway blocked
  - c. Breathing – is person breathing
  - d. Circulation – does person have pulse
  - e. Bleeding – is person bleeding severely
2. Call 911 now if necessary
3. Emergency equipment
  - a. AED, first aid kit
4. Apply basic first aid as situation requires
  - a. Adult CPR: 30 compressions then every 2 breaths
  - b. Bleeding: direct pressure over injury; elevate injury over heart if possible; apply sterile dressing over injury

- c. Splint fractures
- d. Cervical Collar – apply if suspected neck injury; prevent any movement of neck when applying cervical collar
- e. Spine Boarding – use if suspected head, neck or spine injury; prevent any movement of spine while attaching to spine board
- f. Treat for Shock – if necessary
5. Any other emergency procedures as necessary
6. Other things to consider during emergency situation:
  - a. Reassure and calm athlete
  - b. Don't move severely injured athlete unless he/she is in danger
  - c. Don't reduce fractures or dislocations
  - d. Sufficient lines of vision between the medical staff and all available emergency personnel should be established and maintained
  - e. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference
  - f. Keep players, coaches, spectators away and prevent them from helping injured athlete

### *Heat Injuries*

- Heat Cramps** – dehydration, thirst, sweating, muscle cramps, fatigue
- Heat Syncope** (fainting) – dehydration, fatigue, tunnel vision, pale or sweaty skin, decreased pulse rate, dizziness, lightheadedness, fainting
- Heat exhaustion** - normal or elevated temperature, dehydration, dizziness, lightheadedness, fainting, headache, nausea, diarrhea, decreased urine output, persistent muscle cramps, pale skin, profuse sweating, chills, cool/clammy skin, intestinal cramps, urge to defecate, weakness, hyperventilation
- Heat stroke** - high body-core temperature, central nervous system changes, dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, dehydration, weakness, hot and wet or dry skin, fast heart beat, low blood pressure, hyperventilation, vomiting, diarrhea; cool athlete immediately in any way possible, **can lead to death**

### *Cold Injuries*

- Frostnip** – white/waxy skin, numbness; typically cheeks, earlobes, fingers, and toes
- Frostbite** – white skin, “wooden” feel to affected area, numbness, possible anesthesia; warm slowly, no rubbing
- Hypothermia** – shivering, loss of function, slurred speech, dazed, irrational behavior, pale skin, dilated pupils, decreased pulse

## **MHSAA SECURITY PROCEDURES**

Provide necessary game information to visiting schools. Include game time, directions to the game site and parking, location of ticket booths, seating arrangements and ticket prices.

Provide adequate police supervision for major sports and playoff contests. Police should be visible **inside and outside** the stadium. (Submit to the MHSAA a chart indicating the physical location before, during and after the game for the sports of football and basketball - ensuring you have adequate security in areas that could be trouble spots.)

Provide protection and courtesy to game officials.

- A. Arrange for a school representative to meet the officials and have a special room where the officials can have their pre-game conference.
- B. Provide escort on and off the field or court.
- C. Ensure that officials are treated well after the game and escorted to their car or have a place of safety as soon as the contest is over.

Provide supervised parking. A special supervised area should be provided for buses of visiting teams. (Use of service clubs or youth organizations is suggested. This will free your law enforcement officials to be in other possible trouble areas.)

A manager's conference should be held thirty minutes prior to a varsity contest in the sports of football, softball, basketball, soccer, and baseball. The game administrator is **required** to conduct a pre-game meeting with game officials, **both** head coaches, and security. A game manager's conference needs to be held prior to all sporting playoff contests, including all major sports, as well as minor sports (such as volleyball, swimming, etc.)

Personnel should be stationed in key areas. They should remain at their station throughout the contest and after the game until the areas have cleared.

All coaches are expected to conduct themselves in an orderly and good sportsmanship like manner at all times. A coach must model the good behavior that we expect from our student/athletes and their fans. (See sportsmanship rule in the MHSAA Handbook.)

Develop a procedure for the exit of teams, officials, and spectators. You will need to keep personnel on duty in the trouble spots until the area clears. Cameras recording the contest should be kept on until the teams clear the competition area. (Usual problem – security is released near the end of the game to direct traffic. It is suggested that security be kept in problem areas.)