



**EMERGENCY
ACTION PLANS**
for the
**KIRKSVILLE R-III
ATHLETIC
FACILITIES**

EMERGENCY ACTION PLANS FOR THE KV R-III ATHLETIC FACILITIES

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I. CHAIN OF COMMAND FOR ATHLETIC EMERGENCY SITUATIONS

- A. In the case of a medical emergency, the Highest Ranking School Official will take charge of first aid when he/she arrives on the scene until EMS arrives. The Athletic Trainer (if available) is the designated healthcare professional at KV R-III events. Medical personnel in the audience will not have authority to overrule the designated healthcare professional.
- B. Should the Athletic Trainer not be available the Head Coach/Sponsor or Assistant Coach will take charge of first aid when he/she arrives on the scene until EMS arrives.
- C. Student Athletic Trainers can be utilized for first aid and calling EMS but should not be responsible for managing life-threatening situations.

II. CALLING THE EMERGENCY MEDICAL SERVICES, POLICE, AND FIRE

- A. General Calling Directions for EMS, Police and Fire
 1. The Kirksville Emergency Number is 911. When calling from a KV R-III phone see the list below as to how to dial out of each building:
 - a. Central Office: 9-911
 - b. High School: 99-911
 - c. Middle School: 99-911
 - d. RME: Office: 9-911, Classroom: 99-911
 - e. ECLC: Office: 9-911, Classroom: 99-911
 - f. Primary: 99-911
 - g. Tech Center: 99-911
 2. When the dispatcher answers, he/she may ask for the following information:
 - a. The location of the injured person (Be specific i.e. Stadium, High School Weight Room, Primary School girls locker room, Middle School Library).
 - b. The type of injury involved. (fracture, head/neck injury, difficulty breathing, sudden illness, heart problem, drug overdose, severe bleeding).
 - c. Caller's name and job title.
 - d. The number of injured people.
 - e. The condition of the injured person. (Conscious/unconscious, quality of breathing, responsiveness).
 - f. Detailed directions on how to get to the location of the injured person including the door number for entry into the building.
 3. Answer all of the dispatcher's questions.
 4. Hang up only after the dispatcher hangs up the phone.
 5. Go to the location where EMS was instructed to enter the facility. Meet the ambulance crew as they arrive. Take the EMT staff to the injured person.
 6. Notify an Administrator (if not already in attendance). Call the A.D., Principal, Assistant Principal.

III. INCLEMENT WEATHER AND ENVIRONMENTAL PROBLEMS

A. Lightning Policy

1. Athletic events and practices are to be stopped at the first sign of cloud to ground lightning or the first sound of thunder. All athletes, coaches and spectators are to vacate the outdoor facility and seek shelter in a permanent structure. Open sided dugouts do not count as shelters.
2. The lightning call can come from any of the following sources: the coach, game official, athletic trainer, principal, assistant principal or athletic director who has seen lightning or heard thunder. Each coach is responsible to stop play/practice and move everyone involved to shelter.
3. Play/practice is not resumed until 30 minutes have passed from the last sight of lightning or the last sound of thunder.

B. Thunderstorms

1. Coaches are responsible for following the lightning policy (see III. A. Lightning Policy).
2. When thunderstorms arise, spectators, athletes, coaches and officials should seek shelter in the designated facilities. Do not allow anyone to seek shelter under the bleachers.
3. Heavy rains may not include lightning and therefore do not constitute an evacuation situation.
4. Coaches are encouraged to be very conservative in these situations, and follow all prescribed guidelines.

C. Weather Sirens

1. Anytime that the weather siren sounds, coaches/sponsors must move all those in attendance into the designated shelter areas as quickly as possible.
2. In a tornado-warning situation, coaches/sponsors should move students and spectators into designated shelter areas. Once in the shelter area, everyone should be seated with their back to an internal wall while covering their head. Avoid using areas with loose objects and large areas of glass. No one should be stationed in the hallways where there are large glass doors.
3. The staff should monitor a portable information center for information about the storm and wait for the "all clear" before leaving the designated shelter areas.

D. High Winds

1. Coaches must use their best judgment when faced with high winds. If conditions favor the formation of a tornado, then coaches should remove everyone from the field.
2. Again it is best to be conservative and seek shelter in the appropriate areas. Remember that during the spring, weather seems to change for the worse quickly.

E. Earthquake Procedure

1. Indoor facilities.
 - a. Immediately take cover under desks or tables if available. Where there is no shelter, kneel along the interior wall and use tornado drill procedure.
 - b. Turn bodies away from glass areas.
 - c. Wait for an all clear, and evacuate the building as soon as possible.
 - d. Injured persons should not be moved unless the building condition is life threatening.
 - e. Anticipate an aftershock. It will be coming.
 - f. Teams should reassemble in the nearest parking lot to account for all athletes.
2. Outside facilities and fields
 - a. Move to an open space away from buildings and overhead power lines.
 - b. Lie or crouch down (sheltered position).
 - c. Remain in sheltered position until instructed otherwise.
 - d. Assemble as a team in the middle of the field to assess each person's condition.

IV. EVACUATION PROCEDURE

1. The highest-ranking school official on site or his/her designee will make the decision for the evacuation. During events, an announcement will be made on the public address system. During practice, coaches are responsible for spreading the word to each of the facilities areas that damaging weather is approaching and that all persons should seek shelter.
2. All those in attendance are asked to seek shelter in the appropriate area in a calm orderly manner.
3. The highest-ranking school official on site or his/her designee is responsible for determining when a facility is at capacity and will encourage others to seek shelter in a secondary location.
4. The head coach or a coach's designee must take team attendance once the area has been evacuated. Stop athletes from randomly leaving the shelter areas until the all clear is given.

V. ASSIGNED SHELTERS FOR OUTDOOR ATHLETIC FACILITIES – After teams have moved to shelters, coaches should take attendance to ensure that all athletes are accounted for.

1. **Stadium** – Athletes, coaches/sponsors and game officials should be sent to the High School Locker Rooms... Everyone seeking shelter in this building should avoid standing in the hallways near glass. Spectators are encouraged to move into the Vo-Tech Building through the West gate into the West doors of the building, no one should be allowed to seek shelter under the bleachers or in the press box.
2. **Practice Fields** – Athletes, coaches/sponsors and support personnel should move quickly to the High School Locker rooms area. Those seeking shelter should avoid staying in the hallways near glass windows.
3. **Soccer Field** – Athletes, Coaches, and Support Personnel, and Spectators should go to the Primary School Locker Rooms.
4. **Baseball/Softball Complex** – Athletes, Coaches and Spectators should seek shelter at Walmart. The press box, dugouts, or shelter area should not be used as a weather shelters.
5. **Conditioning Training off Campus on a Road Run** - Athletes and coach(es) should stay together as a group during a run. When threatening weather appears, the team should seek shelter in the High School locker rooms if the school is close. If the school is not close, then the team should seek shelter in a public building or private business. Coaches should plan running courses that have shelters along the way.
6. **Golf Course** – All participants should use the clubhouse as a weather shelter.
7. **Tennis Courts**
 - a. KHS Courts - Athletes and spectators should seek shelter in the High School Locker Rooms.
 - b. Truman Courts - Teams should be encouraged to stick together and go to the basement of Ryle Hall (North of the Courts on the West Side Florence Street).

VI. ASSIGNED SHELTERS/EVACUATIONS FOR INDOOR ATHLETIC FACILITIES

- A. **Primary Gymnasium** - The gym area is too wide open. When the weather siren sounds, athletes, coaches, and officials should take shelter in the team's assigned locker room. Spectators are to be sent to hallways within the building. Avoid going into the halls by the front doors due to the glass entry way. Fire or other Evacuation Situations – All should exit through the North and West doors. Coaches should gather their teams in the West parking lot to ensure that all members have escaped safely.
- B. **High School Gymnasium** - The gym area is too wide open. When the weather siren sounds, ALL should take shelter in the locker rooms. Fire or other Evacuation Situations – Athletes and spectators should exit through the North doors. Coaches should gather their teams in the North parking lot to ensure that all members have escaped safely.
- C. **High School Cafeteria** - When the weather siren sounds, ALL should take shelter in the locker rooms. Fire or other Evacuation Situations – All should exit through the Courtyard doors. Coaches should gather their teams by the High School Sign on the West Side of the school to ensure that all members have escaped safely.
- D. **High School Fitness Room** - When the weather siren sounds, ALL should take shelter in the locker rooms. Fire or other Evacuation Situations – ALL should exit through the East doors. Coaches should gather their teams in the grass area between the Stadium and High School to ensure that all members have escaped safely.
- E. **High School Weight Room** - When the weather siren sounds, ALL should take shelter in the locker rooms. Fire or other Evacuation Situations – ALL should exit through the West door or the North Hallway Doors. Coaches should gather their teams in the North parking lot to ensure that all members have escaped safely.
- F. **Middle School Gymnasium** - The gym area is too wide open. When the weather siren sounds, athletes should take shelter in the team's assigned locker room. Spectators are to be sent to hallways within the building. Fire or other Evacuation Situations – All should exit through the North doors. Coaches should gather their teams in the parking lot between the Middle School and the High School to ensure that all members have escaped safely.
- G. **Wrestling Room at the Middle School** - When the weather siren sounds, ALL should take shelter in the main level locker rooms. Fire or other Evacuation Situations – All should exit through either set of North doors. Coaches should gather their teams in the parking lot between the Middle School and the High School to ensure that all members have escaped safely.
- H. **Middle School Cafeteria** - When the weather siren sounds, ALL should take shelter in the main level locker rooms. Fire or other Evacuation Situations – All should exit through the West or North doors. Coaches should gather their teams in the parking lot between the Middle School and the High School to ensure that all members have escaped safely.
- I. **Ray Miller Gymnasium** - The gym area is too wide open. When the weather siren sounds, athletes should take shelter in the locker rooms. Fire or other Evacuation Situations – All should exit through either sets of North doors. Coaches should gather their teams in the North parking to ensure that all members have escaped safely.
- J. **Ray Miller Cafeteria** - When the weather siren sounds, athletes should take shelter in the locker rooms. Fire or other Evacuation Situations – All should exit through the North doors. Coaches should gather their teams in the North parking to ensure that all members have escaped safely.

VII. MEDICAL EMERGENCY SITUATIONS – Coaches/Sponsors are required to earn their American Red Cross CPR and First Aid Certifications, the skills learned should be an automatic reaction in the time of an emergency.

A. Life Threatening

1. A life-threatening situation is any situation in which one of the following conditions is true.
 - a. A person is unconscious.
 - b. A person is having great difficulty breathing.
 - c. A person is experiencing chest pains that indicate possible heart attack.
 - d. A person has heat stroke or extreme heat exhaustion.
 - e. A person is bleeding profusely and the bleeding cannot be controlled.
 - f. A person has been poisoned or is having an allergic reaction that may impair breathing or proper circulation.
 - g. A person has a possible spinal injury.
 - h. A person is suffering from shock.
2. Life threatening situations dictate that the person initiating treatment at the time of the emergency sends another person to call the EMS unit for assistance. (Call 911) After calling EMS, a call should be made to the Activities Director.
3. Proper care should be given to the person while the EMS unit is in route: Maintain Airway, Breathing and Circulation; Stabilize the Head and Neck; and Control Bleeding.
4. The athletic trainer (if available) will join the coach with first aid care until EMS arrives.
5. Call/Contact the parents/guardians of the injured student.
6. When emergency medical personnel arrive, the coach should release the injured person to the care of the paramedic or EMT.
7. Coaches must submit a written report of the emergency to the Activities Director within 24 hours. The athletic trainer will submit a similar report if he/she was involved in the incident.

B. Non-Life Threatening Requiring Ambulatory Service

1. A non-life threatening situation that requires ambulatory service include fractured limbs that are difficult to splint, dislocated joints where the person cannot be placed in a comfortable position, head injuries where the athlete is having trouble remaining conscious, and severe bleeding that is not life threatening.
 - a. Stabilize the athlete.
 - b. Call the athletic trainer (if available).
 - c. Call/Contact the parents/guardians of the injured student.
 - d. Decision to call for EMS will be made jointly by the coach(es) and/or the athletic trainer.
 - e. When emergency medical personnel arrive, the coach releases care of the person to the paramedic or EMT

C. Non-Life Threatening Requiring Assistance from the Athletic Training Staff

1. A non-life threatening situation that requires assistance from an athletic trainer include, severe sprains of the ankle or knee, mild concussions, large contusions, and large open wounds that may need stitches. This may include any injury that is difficult to move without increasing the pain to the athlete.
 - a. Call the athletic trainer (if available).
 - b. Call/Contact the parents/guardians of the injured student.
 - c. Begin basic first aid to decrease pain. Do not move the athlete unless the movement does not increase pain.

VIII. REPORTS (SEE XI.)

- A. After each emergency situation, a written report must be submitted to the Activities Office.
- B. Reports – Use the standard form attached to this EAP to document the incident and provide a detailed description of the actions that were taken by the staff.
- C. It is wise to collaborate with others at the scene to establish the exact activities that occurred during the incident and first aid procedures.

IX. EMERGENCY EQUIPMENT AND ITS LOCATION

- A. Automated External Defibrillator (AED)
 - a. High School –
 - b. Middle School –
 - c. Primary School – Commons Area Outside the South Gym Doors
 - d. Ray Miller Elementary – Outside of the Main Office
 - e. Spainhower Field – East side of the Concession Stand (In-Season)

- B. First Aid Kits – There is a kit provided for each team. The kit should be on site for each practice and game.

X. EMERGENCY TELEPHONE NUMBERS

- A. The purpose of this list is to provide 24 hour telephone numbers to report emergencies at Kirksville Public Schools. You do not have to contact everyone on this list.

- B. It is advisable to program these numbers into your cell phones in the event you do not have the list with you.
 - a. Calling 911 from all of our schools: In order to call 911 from our schools, you must first dial 99 then 911. (Example: 99-911)
 - i. School Police.....(660) 342-3703 (Rich)
 - ii. City Police.....911 or 99-911
 - iii. Ambulance.....911 or 99-911
 - iv. Fire Department.....911 or 99-911
 - v. Activities Director.....(660) 815-4622
 - vi. ECLC Director.....(660) 349-0606
 - vii. Ray Miller Principal.....(660) 665-0471
 - viii. Ray Miller Assistant Principal..... (660) 216-7163
 - ix. Primary School Principal..... (660) 341-3830
 - x. Middle School Principal.....(660) 349-0651
 - xi. Middle School Assistant Principal.....(660) 537-0260
 - xii. High School Principal.....(660) 216-6961
 - xiii. High School Assistant Principal.....(660) 626-4029 (
 - xiv. Superintendent.....(660) 988-6537
 - xv. Bus Barn.....(660) 988-2220 (Shannon)

