



The EAP is on file in the following locations:
AD Office _____
AHCT Office _____
Coach _____
Date of EAP: _____

JAMES CAMPBELL HIGH SCHOOL

EMERGENCY ACTION PLAN

Athletic Training Room

Emergency Personnel: Athletic Health Care Trainer (AHCT) will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

- 1) Immediate care of the injured or ill student athlete
 - a) Call/send for **AHCT** for guidance
 - b) In any case (with or without AHCT present), **do not touch or move** a student athlete who may have a dislocation, fracture/broken bone, or spinal/cervical/neck injury

- 2) Activate emergency medical system (EMS) when immediate care is deemed necessary
 - a) **Non-catastrophic** (Scene is safe, condition is stable)
 - **Call parent/guardian**; ask if they want their child transported by EMS. Do not move/relocate the victim.
 - b) **Catastrophic** (Scene is unsafe, condition is unstable/life or limb threatening)
 - **Call 911** (*If dialing from a campus phone you must first dial "8" for an outside line*)
 1. Information for EMS Personnel
 - a. Caller's Name, Address: **91-980 North Road Ewa Beach, HI 96706**, Phone Number of Caller
 - b. Number of victims, Condition of victims
 - c. First Aid/CPR trained/initiated
 - d. Instruct EMS to enter location through the appropriate entrances
 2. **Do not hang up until EMS hangs up**

- 3) Emergency equipment retrieval (AED, medical kit, splint kit, spine board) - located in Athletic Training Room

- 4) Direction of EMS to scene
 - a) Open appropriate gates
 - b) Designate individual to "flag down" EMS and direct to scene
 - c) **Scene control** (Coaches): limit scene to first responders, move bystanders away, maintain clear access

- 5) Report incident to AHCT and athletic director if not present
- 6) If available an assistant coach should go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 7) Document event and debrief

AEDs are located in the following places:

1. **Front office building:** AED is located on Registrar's door
2. **Saber Hall 1st Floor Copy Room:** AED is located in the 1st floor lounge
3. **J building:** AED is located on wall above water fountain
4. **Gym:** AED is located on wall closest to Athletic Director's office
5. **Athletic Training Room:** stored in the front of the athletic training room (may travel to away events)
6. **Weight Room:** AED is located closest to the office on the back wall.
7. **Softball Dressing Room:** AED is located in the dressing room
8. **Cafeteria:** AED is located on back wall closest to kitchen
9. **ROTC Classroom P43:** AED is located on wall by door
10. **Athletic Training Room:** stored in the front of the athletic training room (may travel to away events)
11. **D-Building (Room D111):** AED is located on wall closest to the copy machine side of the office
12. **T-Building 1st fl Lounge T134:** AED is located on 1st floor lounge by copy machine
13. **T-Building 2nd fl Lounge T241:** : AED is located on 2nd floor lounge by entrance

Important Names and Phone Numbers

1. **Athletic Director:** Rory Pico (808) 859-6600
2. **Athletic Health Care Trainer(s):** Alexis Domingo & Gisele Furukawa (808) 305-3676

First Aid Supplies located in Athletic Training Room (H building Gymnasium)

Prior to the season please review and practice procedures and designate who will be responsible for differing roles.

EAP will be reviewed yearly and updated as needed

