Emergency Action Plan

Athletics Faculty

Atlanta International School
This document is a supplement used in addition to the AIS Health and Safety manual.

REVIEWED BY: KG, PH, GA, BC, CF, TH, PF
Emergency Action Plan – Athletics Department

CONTENTS

- Objective
- 911 Situations
- Decision Tree
- Away Games
- AIS Security Guard
- Communications
- Available Emergency Equipment
- Emergency Scenario Safety Procedure:

1. Campus Evacuation
   Examples: fire, bomb threat, hostage situation, etc.

2. Lockdown
   Examples: armed individual on campus, intruder on campus, angry and agitated parents, dangerous person headed toward campus, mob etc.

3. Physical Altercation (stands / playing area)
   Examples: Agitated, violent parent, player or student

4. Reverse Evacuation
   Examples: animals outside, suspicious person, chemical spill (in chemistry lab or in area), severe weather etc.

5. Bomb Threat
   Examples: high level bomb threat, suspicious package found in building, explosion on campus, etc.

6. Severe Weather
   Examples lightening, tornado, heat

7. Missing or Abducted Student (source: emergency flip book)
   Example: a student cannot be found by the supervisor / coach.

8. Transportation

9. Injuries and Illness
10. After Hours - Athletics Field Emergency Response Procedure
OBJECTIVES:

To provide information and instructions to the Athletics Department staff and coaches to establish a response in the event of an emergency. This is consistent with the existing AIS Emergency Action Plan and will defer to any future changes in that document.

All coaches should be familiar with this document and their role and responsibility in an emergency. Coaches should also display their ID badges at all times which will provide after hours access inside AIS buildings when doors are locked. The rear access gate should be unlocked but kept closed for outside practices and can be opened using key 3.7 (issued to head coaches of track, soccer, ultimate). Any questions should be directed to the Athletics Director.

SITUATIONS WHEN 911 SHOULD BE CALLED:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury (numbness, tingling, immobility)
- An athlete has an open fracture (bone has penetrated through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped
- Intruder, fire, violent altercation

DECISION TREE

In the event of an emergency, the following decision tree below will apply within the Athletics Faculty. In the event of an emergency the highest person in the decision tree who is present will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the student until EMS arrives.

Athletic Trainer → Athletic Director → Administrator → Coaches → Parents
AWAY GAMES

In the event of an emergency at an away game, the Emergency Action Plan for that school/location would normally take precedence. Coach should notify Athletics Director / Assistant of an emergency event. Coach to call parent(s) using the Emergency Contact list provided to head coaches. It is the responsibility of the head coach to pass the list to the assistant coach if he/she cannot attend a game/practice or travel with the team. Alternatively, the assistant coach should obtain a copy of the master contact list from the office (to be returned the following day).

AIS SECURITY GUARD

The security team can be reached at any point during the day (7am – 7pm) and certain event nights using our emergency contact number, 404-200-5857. This is the same night emergency phone number we have listed on the stickers at all exterior entrance doors. If you haven’t already, please be sure to save this number in your mobile phone. They are also available on channel 1 on the walkie-talkie.

COMMUNICATIONS

AlertNow Emergency Notification system is an email and phone notification system that the school uses to notify parents of school closings, early dismissals, or other related emergency information

Notification System (PA Announcements during school hours only)

In order to alert students and employees to potential threat we have the following notification systems:

<table>
<thead>
<tr>
<th>Alarm Type</th>
<th>Threat</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm System</td>
<td>Potential fire on campus.</td>
<td>Evacuate to rear of SAC parking lot immediately.</td>
</tr>
<tr>
<td>Thor Guard Lightning System Siren and flashing light</td>
<td>Threat of lightning strike within 6 miles of school</td>
<td>Evacuate all outdoor areas (athletics field, playgrounds, etc) to indoor</td>
</tr>
<tr>
<td>PA Announcement Weather Alert: Tornado Warning</td>
<td>Tornado warning in effect in our area</td>
<td>Seek immediate shelter in interior hallway.</td>
</tr>
<tr>
<td>PA Announcement Weather Alert: Severe Weather</td>
<td>Severe Weather, wind, hail, etc.</td>
<td>Be on alert for follow up information.</td>
</tr>
</tbody>
</table>
PA Announcement: Restricted Access
Possible dangerous situation near campus
Bring all students and faculty inside, secure classrooms, and wait for further information.

PA Announcement Lockdown
Serious Threat on campus
Dial 911, immediately take shelter and wait for police. Check in using quick image system

Fire Alarm System for Evacuation Alert
Potential bomb threat or anything making campus unsafe
Evacuate immediately.

PA Announcement General, non-specific
Broad range of concerns that require a rapid response from faculty and students.
Vary depending on announcement.

AVAILABLE EMERGENCY EQUIPMENT

1. **AED Machines** are installed in the SAC lower level (across from fitness room), in ASD Building (first floor by elevator), ELC Building (by hallway bathroom), Primary School Building (outside main entrance office) and Secondary School Building (1st floor next to Headmaster’s office), plus one portable unit carried to score table by to be available for games on the field.

2. **First Aid Kits** are placed in the following locations: SAC (PE office), Primary and Secondary School Clinics, ASD Design Technology Lab, Theater, Library, Secondary School office, Athletics office and 1 kit for each minibus and van.

3. **Inclement weather NOAA radios** are located in the offices of Headmaster. It is the responsibility of the radio owner to make sure the radio is fully charged at all times. The Games Manager should bring a radio onto the field for use in the event of tornado risk. Coaches are also encouraged to obtain weather updates using their cell phones.

4. **Wheelchair** – The Athletics Dept will make a WC available (to be held in the Medical Supply Room, next to downstairs elevator).

5. **Students** are required to bring their own Personal Emergency Medical Equipment as required (e.g. EPI-Pin, inhaler). Names of students and respective health issues are included the Health Issues Report provided to each Head Coach.

NOTE: Prior to start of home games the Games Manager will ensure that an AED Machine, First Aid Kit, Wheelchair and Inclement Weather Radio (in the event of tornado risk) is
placed on the score table on the field.

EMERGENCY SCENARIO SAFETY PROCEDURES

1. CAMPUS EVACUATION
   a) On-Campus Evacuation Definition:
      An evacuation is called when a situation occurs that renders a building unsafe. The goal is to get everyone out of the building in a safe, orderly fashion and reassemble far enough away to be out of danger, generally on the Athletics Field.
      
      Examples: fire, bomb threat, hostage situation, etc.

      On-Campus Evacuation site: Back of SAC car park
      Responsibilities Teachers / Coaches:
      1. Get students out of the building quickly and safely.
      2. Walk to the back of the SAC car park.
      3. Take attendance at evacuation location.
      4. Coaches notify Administrative Assistant (e.g. Athletics Director/Game Manager/Teacher) if you are missing a student or have a critically injured student. The Admin Assistants will conduct a sector sweep/search in the event of a missing student.
      5. Coaches stay with your students, keeping them quiet and calm.
      6. Do not re-enter building until Fire Dept gives all clear.

      If practice or game is cancelled:
      1. Stay with your team until everyone has been picked up.
      2. Assist with pick up by locating your students and getting them to the "Runner" (see reunification procedure).

   b) Off-Campus Evacuation Definition:
      An off-campus evacuation is called when a situation occurs that renders all the buildings on campus unsafe. You will be directed to leave AIS property completely. The goal is to get everyone off of campus in a safe, orderly fashion and reassemble far enough away to be out of danger.

      Examples: fire, bomb threat, hostage situation, etc.

      Off Site Evacuation Location: Second Ponce Baptist Church, 2715 Peachtree Road, Atlanta, GA 30305
Responsibilities Teachers / Coaches:

- Take attendance prior to leaving for off-site location.
- Safely transfer students along route.
- Group students by grade at site and keep them orderly.
- Take attendance upon arrival
- Watch for students who become agitated or violent: they may jeopardize the safety of others
- Do not return to campus until emergency personnel give approval to do so.

c) Reunification Process

As the parent/caregiver arrives at the “Parent Report Area” at Second Ponce Baptist Church (A), and after proper identification is confirmed, (person is on the Student Release list and provides photo ID) a runner will notify the appropriate person at the “Student Holding Area” (B).

At that time, the parent/caregiver is sent to the “Parent/Student Reunification” area (C), student(s) should be released from student holding area (B) to (C) “Parent/Student Reunification area”.

If necessary, a mental health professional /counselor should deliver the student to the “Parent/Student Reunification Site (C) and ensure the family is reunited.

If there are injuries or deaths related to the crisis, a Mental Health Area (D) should be set up for students, parents and faculty.

2. LOCKDOWN Definition:
Lockdown is called when a lethal threat occurs on campus that makes it necessary to secure students and employees in the classroom or office. Doors should remain secured until the Emergency Responder alerts you, in person, that it is safe. The goal is to keep everyone safe and secure while on campus until Emergency Responders arrive. Campus should remain secured until a member of the Crisis Management Team alerts you, in person that it is safe to move freely about campus again.

Examples: intruder on campus, angry and agitated parent that represents a threat to the team, dangerous person headed toward campus, etc.

PROCEDURE:
If inside – remain in the building you are currently in. If you are outside -move quickly to the
nearest building, account for all students and staff, close and lock the door behind you. You should move to interior classrooms or halls – away from windows. If access to the building is blocked, move quickly and safely to the nearest exit gate on the field. Note: pedestrian gate to back parking lot should remain unlocked during practices and games. Then follow the off-site evacuation procedure.

**Responsibilities Teachers / Coaches:**
1. Bring in students/visitors from hallways and close the doors. If students are outside please bring them in. PE reports to SAC. Secondary students at recess report to the Auditorium.
2. Take attendance and use the Emergency Quick image check-in system.
3. Check email for any follow up directions from school office.
4. Students and faculty may move around inside, but outdoor activities are restricted.
5. Continue with scheduled classroom activities while keeping class orderly, calm, and together at all times.
6. Remain in the classroom until an announcement over the PA system is made that it is all clear.

**After hours lockdown:**
If a campus lockdown happens during after school hours of operation, students are to immediately exit to off-site evacuation location (Second Ponce Baptist Church, 2715 Peachtree Road, Atlanta, GA 30305) and wait for the coach/administrator to take attendance at the off-site location.

**3. PHYSICAL ALTERCATION**

*Examples: Agitated / violent parent or player, escalating threat in the stands.*

Remove your team from the area. Coaches should not physically intervene, but try to verbally calm the situation down. The Athletic Director/Game Administrator will intervene to separate the altercation while coaches remain with their respective teams. Use PA system if necessary to calm spectators and provide instructions to move from the area.

*Altercation on the field between players:* If necessary, coaches should use minimal contact intervention to protect a student from harm or danger and prevent others from becoming involved. The Athletic Director/Game Administrator will contact security and/or police as appropriate.

*NOTE: Coaches should not physically intervene, but try to verbally calm the situation down. Use PA system if necessary to calm spectators and provide instructions to move from the area.*
4. REVERSE EVACUATION

Examples: animals outside, suspicious person or, chemical spill in chemistry lab etc.

Definitions:

a) **Restricted Access** is called when a situation occurs in the area that makes it necessary to secure students and employees inside the buildings. The goal is to keep everyone safe and secure while on campus when there is a threat in the area but not on campus. Campus should remain secured until a member of the Crisis Management Team alerts you, in person that it is safe to move freely about campus again.

**PROCEDURE**

If inside – remain in the building you are currently in. If you are outside -move quickly to the nearest building, account for all students and staff, close and lock the door behind you. You should move to interior classrooms or halls – away from windows.

b) **Shelter in Place** is called when a situation occurs that makes it safer to have everyone inside a building. Similar to a restricted access, you may move about within a building but you may not go outside until told to by a member of the Crisis Management Team. The goal is to keep everyone safe inside a building on campus. We may need to remain inside for a prolonged period of time.

**PROCEDURE**

If inside – remain in the building you are currently in. If you are outside -move quickly to the nearest building, account for all students and staff, close and lock the door behind you. You should move to interior classrooms or halls – away from windows.

c) **Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE)** situation has occurred when one of the listed elements causes an emergency situation. Appropriate response agencies are called and we implement the Shelter In Place procedure until the situation is deemed clear by responding agencies.

**PROCEDURE**

If inside – remain in the building you are currently in. If you are outside -move quickly to the nearest building, account for all students and staff, close and lock the door behind you. You
should move to interior classrooms or halls – away from windows

Responsibilities Teachers / Coaches:

**Shelter in Place:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bring all students inside the closest building and go to an available teaching space. If students are outside bring them in.</td>
</tr>
<tr>
<td>2.</td>
<td>Isolate students from outside windows and classroom doors.</td>
</tr>
<tr>
<td>3.</td>
<td>Contact Administrative Assistant and report your location and status via Quick Image system</td>
</tr>
<tr>
<td>4.</td>
<td>A 100% accounting of students should be conducted periodically</td>
</tr>
<tr>
<td>5.</td>
<td>Keep students together and focused until “all clear” is given by a member of the Crisis Management Team or an announcement over the PA system.</td>
</tr>
<tr>
<td>6.</td>
<td>Reassure students.</td>
</tr>
</tbody>
</table>

**CBRNE:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Isolate students from outside windows and classroom doors.</td>
</tr>
<tr>
<td>2.</td>
<td>If threat is outside, seal all door/windows (using a damp cloth) to classrooms.</td>
</tr>
<tr>
<td>3.</td>
<td>Keep class calm and together at all times.</td>
</tr>
<tr>
<td>4.</td>
<td>Remain in CBRNE Shelter-in-Place until a staff person you recognize assures you that it is safe to resume normal classroom conditions.</td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>If ordered to evacuate, listen for announcement of where and when to move students.</td>
</tr>
</tbody>
</table>
5. BOMB THREAT AND EXPLOSION ON CAMPUS

A bomb threat can be received via mail, phone, or note. Once it has been received we call 911 and assess the level of threat posed by the message. An evacuation is called when the threat is deemed high; if the threat is deemed low then no evacuation is necessary. The goal is to make sure everyone is safe, and if necessary, get everyone out of the building in a safe, orderly fashion and reassemble far enough away to be out of danger.

Examples: high level bomb threat, suspicious package found in building, explosion on campus, etc.

Routine Evacuation site: Back of SAC parking lot  
Back up evacuation location: Park at Garden Hills

PROCEDURE

Bomb Threat:
1. Get students out of the building quickly and safely.
2. Do a visual inspection of the evacuation route as you egress to the athletic field.
3. Report any findings to the command center on field.
4. Take attendance at evacuation site.
5. Notify Administrative Assistant if you are missing a student or have a critically injured student by holding up the red placard at the back of the Emergency Flip Book (a Flip Book is placed inside the AED equipment bag).
6. Assemble students for transport to off-site location IF directed by command center.
7. Stay with your class until everyone has been picked up.

Explosion on Campus:
1. Immediately go into Restricted Access
2. Instruct all students to turn off their cell phones. This is a safety measure.
3. Wait for further instructions directing you to evacuate.
4. Once Evacuation is called please escort students quickly and safely out of the building, avoiding any damaged areas.
5. Take roll once you have reached evacuation site.
6. Assemble students for transportation to our off-site location.
7. Guide students to our location and take roll upon arrival to ensure everyone has arrived safely.
8. Stay with students until everyone has been picked up.
6. **SEVERE WEATHER**

**a) Lightning**

The Thor Guard Lightning Prediction System predicts the probability of a lightning hazard in an area up to 6 miles. It also provides information of the risk in the immediate area of our campus.

You will be alerted by one loud horn blast that will last 15 seconds. Upon hearing the horn, everyone should seek shelter immediately.

When this occurs, strobe lights located on the top of the horns will activate and remain active while under weather alert. Every attempt should be made to seek shelter in a safe environment. The Thor Guard system will determine when conditions are safe to return to your previous activities.

**Three 5-second** blasts will indicate that everything is all clear and the strobe lights will cease operation. Horns and strobe lights are located on the Auditorium roof facing Klaus Field (the center of the Secondary School building).

**Seek Shelter at:** Permanent Buildings (SAC Old Gym) and Vehicles until the ALL CLEAR is given.

**Always avoid:** Athletic Fields, Open areas, Bodies of water, Door and windows, isolated trees, High elevations.

**b) Tornado**

The local emergency alert system (siren) will sound. Also, **NOAA Weather radios** are located in the offices of the Headmaster. They are set to alarm when a Tornado Warning or Tornado Watch is issued in our county and all counties immediately surrounding us.

Coaches may also access a local weather site/application on their cell phone as an additional point of reference (if possible).

**PROCEDURE**

The school has predetermined and identified safe zones in each building (interior hallways). If you are **outside**: try to seek shelter inside the HALLWAYS of the SAC near locker rooms (do not seek shelter in the gym itself – glass at top is dangerous).
If **inside** – remain in the building you are currently in. Seek shelter in an interior hallway, away from windows. Assume the Duck and Cover position – with your hands covering and protecting your head. If you are outside -move quickly to the nearest building, account for all students and staff. Go to an interior hallway away from windows and assume the Duck and Cover position – with your hands covering and protecting your head. If you are unable to Duck and Cover, proceed to the hallway located adjacent to 4-102 and 4-106.

Should a shelter-in-place scenario become necessary due to extensive damage, predetermined areas have been equipped to provide refuge until students can safely be returned to their parents or guardians.

c) **Severe Heat Index**

AIS Athletic Department has in place Heat Index Guidelines to which each coach must be familiar with and adhere to. The Athletics Department will assess heat Index risk prior to activities and will notify coaches as necessary.

Practice Policy for Heat and Humidity:
(a) Schools must follow the statewide policy for conducting practices and voluntary conditioning workouts (this policy is year-round, including during the summer) in all sports during times of extremely high heat and/or humidity that will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine in regard to:

(1) The scheduling of practices at various heat/humidity levels.
(2) The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels.
(3) The heat/humidity levels that will result in practice being terminated.

(b) A scientifically-approved instrument that measures the Wet Bulb Globe Temperature must be utilized at each practice to ensure that the written policy is being followed properly. WBGT readings should be taken every hour, beginning 30 minutes before the beginning of practice.

__________________ WBGT ACTIVITY GUIDELINES AND REST BREAK GUIDELINES

Under 82.0 Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.

82.0 - 86.9 Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.

87.0 - 89.9 Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed.
during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.

90.0 - 92.0 Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.

Over 92.0 No outdoor workouts. Delay practice until a cooler WBGT level is reached.

(c) Practices are defined as: the period of time that a participant engages in a coach-supervised, school approved sport or conditioning-related activity. Practices are timed from the time the players report to the practice or workout area until players leave that area. If a practice is interrupted for a weather related reason, the “clock” on that practice will stop and will begin again when the practice resumes.

(d) Conditioning activities include such things as weight training, wind-sprints, timed runs for distance, etc., and may be a part of the practice time or included in “voluntary workouts.”

(e) A walk-through is not a part of the practice time regulation, and may last no longer than one hour. This activity may not include conditioning activities or contact drills. No protective equipment may be worn during a walk-through, and no full-speed drills may be held.

(f) Rest breaks may not be combined with any other type of activity and players must be given unlimited access to hydration. These breaks must be held in a “cool zone” where players are out of direct sunlight.

(g) When the WBGT reading is over 86, ice towels and spray bottles filled with ice water should be available at the "cool zone" to aid the cooling process AND cold immersion tubs must be available for the benefit of any player showing early signs of heat illness. In the event of a serious EHI, the principal of “Cool First, Transport Second” should be utilized and implemented by the first medical provider onsite until cooling is completed (core temperature of 103 or less).

7. **MISSING OR ABDUCTED STUDENT**

**Definition:**

A student cannot be found by the supervisor / coach.

**Responsibilities Teachers / Coaches**

1. Recount students and check buildings / outfields
2. Try calling the missing student in case they have a cell phone
3. Ask a colleague to watch the students and retrace steps to last location
4. If a student is still not located, notify parents and call 911.
5. Follow commands of law enforcement once on scene.

8. TRANSPORTATION

The school only operates mini buses for routine sport events and practices and some field trips.

Minibus Policy:
1. All Mini Bus drivers must attend a training class before they are eligible to drive.
2. All drivers have a background and driving record check prior to attending the training class.
3. The training class is made up of two parts:
   a) An overview of bus procedures, insurance information, and safety procedures
   b) Driving through a pre-selected course to practice various maneuvers
4. You must take a first aid kit with you on the bus (pick up with the keys in the office)

Responsibilities Teachers / Coaches

1. All buses to be accompanied by a Coach or Staff Member
2. Coach to take account of all students as they enter and leave the bus
3. No standing or moving around the bus while in transit
4. Ensure water and snacks are aboard the bus for away games
5. In the event of an accident, AFTER you have called 911; immediately contact the AIS Emergency phone operator (404-200-5857) who will contact Director of Operations.
1. INJURIES AND ILLNESS

In the event of an Injury or serious illness, the first responding faculty or staff member should assess the situation. Notify the on-site athletic trainer immediately.

All coaches are required to maintain a current First Aid and CPR certification.

- **If life-threatening event**, stay with the student and a second adult must call 911 (see page 3) and notify game manager and athletic trainer immediately.
  - Have additional adult to care for/ manage other students
  - Send a person to the front of the school to meet emergency responders who may not arrives at field
  - Contact the students’ parents
  - First responding faculty/staff member must fill out an incident report

- **If NOT life-threatening event**, but the child needs to be transported to a hospital:
  - Contact game manager and trainer immediately
  - Have additional adult to care for/ manage other students
  - Contact the students’ parents
  - Using first aid skills, determine if the student can be moved and transported to hospital via parent or ambulance.
  - First responding faculty/staff member must fill out an incident report

- **If NOT life threatening AND not needing transport to hospital**:
  - Contact trainer immediately
  - First responding faculty/staff member must fill out an incident report

- **Examples of medical situations include**:
  - Severe Bleeding
  - Heat Exposure / Exhaustion
  - Player unconscious / not breathing
  - Asthma attack
  - Allergic reaction (e.g. bee sting)
  - Broken bone(s)
  - Swollen / sprained joint or limb

All of the above are explicitly covered in the HeartSaver First Aid / CPR / AED Certification Course which all coaches are required to attend.

**Reminder**: An EPI-Pin is located in each AED cabinet.
2. AFTER HOURS – ATHLETICS FIELD EMERGENCY RESPONSE PROCEDURE

Situations when 911 should be called:
• Athlete is not breathing and has no pulse
• Athlete has lost consciousness
• Athlete has suspected neck/back injury
• Athlete has an open fracture/unstable LE fracture
• Athlete is suffering from severe heat exhaustion or suspected heat stroke
• Athlete has severe bleeding that cannot be stopped

Chain of Command
Athletic Director/Administrator
Athletic Trainer/Health Service Manager/Nurse
Head Coach
Assistant Coach
Parents/Athletes

Emergency Action Plan:
The athletic trainer that is present will be deemed leader and will stay with the athlete to monitor his/her condition and administer First Aid/CPR/AED if necessary. If available another person on the chain of command will assist the athletic trainer.

The Athletic Trainer will designate someone to make the 911 call using either a personal cell phone or a landline located in the facility. The following information is provided:
• Nature of emergency
• Condition of athlete
• Location and directions to the site
• Inform the dispatcher that individuals will be on-site to help direct the ambulance to the proper location
• Do not hang up until the EMS hangs up first

The assistant coach will designate two runners to the on-site intersections between the location of the athlete and the campus entrances to help direct the ambulance to the injured athlete.

The Athletic Director will contact the athlete’s parents. Emergency contact information can be found on Magnus Health.
If transport is deemed necessary, the athlete will be taken to the nearest hospital (CHOA/Scottish Rite)

**Communications:**
Athletic Trainer – David Schrader – (770) 841-1664
Athletic Director – Reilly Campbell – (941) 914-6416

**Venue Directions:**
**Gym Address:** 102 Delmont Dr., Atlanta, GA 30305
**Field Address:** 23 Peachtree Ave, Atlanta, GA 30305
**Gym:** Follow N. Fulton Drive NE to Delmont Drive and continue until the soccer fields are located on the right. The first gate (Gate C) will take you straight to the basketball gym.
**Soccer Field:** Follow Peachtree Ave to Gate A and continue straight. The second gate (Gate A2) will take you straight onto the soccer fields.

**Individual Duties:**
**Athletic Trainer** – Provide immediate evaluation and emergency care until the EMS arrives
**Head Coach** – Activate EMS when instructed by Athletic Trainer.
**Assistant Coach** – Select runners to assist and direct EMS to injured athlete’s location.
**Athletic Director/Administrator** – Contact parents, notify facility manager/security, and control the crowd

**Gym Runner’s Duties**
**N. Fulton Runner** – Direct ambulance to Delmont Dr. Gate C where the second runner is located.
**Delmont Runner** – Direct EMT inside the gym

**Soccer Field Runner’s Duties**
**N. Fulton Runner** – Direct ambulance to Peachtree Ave Gate A where the second runner is located.
**Peachtree Ave Runner** – Direct ambulance into the parking lot near the soccer fields

**Dispatcher information**
Caller’s name, telephone number, school address (2890 N. Fulton Dr., Atlanta, GA 30305), number of injured persons, condition of injured persons, directions, inform that runners will be waiting
Medical Exclusion Policies

In order to decrease the spread of illness, AIS Clinic Personnel uphold the following policy and procedures.

**Policy:** Students found to have any of the following conditions listed below are excluded from school attendance as per exclusion criteria.

**Procedure:** AIS cannot require parents to report the diagnosis or conditions for which children are being kept home from school; however, notification of such to the school nurse proves beneficial in preventing the spread of illness. The Guidelines below have been developed for the exclusion of students who have communicable or contagious disease. These guidelines are consistent with the reporting requirements of the local health authorities, CDC and follow recommendations by the American Academy of Pediatrics (AAP), National Association of School Nurses (NASN) and the Children’s Healthcare of Atlanta (CHOA).

<table>
<thead>
<tr>
<th>Condition:</th>
<th>Excluded if:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campylobacter</td>
<td>Fever; loose stools/ more than 5 a day</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Open blisters or non-crusted lesions (usually 5-6 days after rash began)</td>
</tr>
<tr>
<td>Cold sores</td>
<td>No exclusion necessary</td>
</tr>
<tr>
<td>Common cold</td>
<td>No exclusion necessary if child is well enough to participate in activities and no fever</td>
</tr>
<tr>
<td>CMV</td>
<td>No exclusion necessary</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Less than 24 hours since last diarrhea/ more than 5 stools in a day</td>
</tr>
<tr>
<td>Earache</td>
<td>No exclusion necessary</td>
</tr>
<tr>
<td>Fever</td>
<td>Fever in the past 24 hours (100.4 or higher); student may return once fever free for 24 hours independent of fever reducing medications</td>
</tr>
<tr>
<td>Fifth Disease</td>
<td>No exclusion necessary; notify pregnant teachers</td>
</tr>
<tr>
<td>Gastroenteritis (viral)</td>
<td>Less than 24 hours since last diarrhea episode and/or fever (100.3 or higher)</td>
</tr>
<tr>
<td>Giardiasis</td>
<td>Less than 24 hours since last diarrhea episode</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease - (Coxsackie A)</td>
<td>Fever in the past 24 hours (100.3 or higher); student may return once fever free for 24 hours independent of fever reducing medications</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Any live lice present</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Less than one week since onset of jaundice</td>
</tr>
<tr>
<td>Impetigo rash</td>
<td>Less than 24 hours since start of antibiotic treatment</td>
</tr>
<tr>
<td>Infectious Mononucleosis</td>
<td>No exclusion necessary if child is able to participate in activities and has been fever free for over 24 hours</td>
</tr>
<tr>
<td>Influenza</td>
<td>Fever in the past 24 hours (100.3 or higher) and any nausea/vomiting/diarrhea</td>
</tr>
<tr>
<td>Measles</td>
<td>First five days after rash appears</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>First seven days after rash appears</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>No exclusion, but ALL sores/blisters must be covered with bandage or clothing</td>
</tr>
<tr>
<td>Mumps</td>
<td>First nine days of neck (parotid gland) swelling</td>
</tr>
</tbody>
</table>
### Illnesses and Recommendations

<table>
<thead>
<tr>
<th>Illness</th>
<th>Restrictions/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinkeye (Bacterial &amp; Viral)</td>
<td>No exclusion required; recommend MD evaluation for treatment</td>
</tr>
<tr>
<td>Pinworms</td>
<td>No exclusion required; recommend MD evaluation for treatment</td>
</tr>
<tr>
<td>Rashes</td>
<td>Accompanied with fever, drainage or scaly patches. No exclusion for minor localized rash or contact dermatitis.</td>
</tr>
<tr>
<td>Roseola</td>
<td>No exclusion unless fever is also present</td>
</tr>
<tr>
<td>Scabies</td>
<td>Less than 24 hours since start of treatment</td>
</tr>
<tr>
<td>Sore throat</td>
<td>No restrictions unless fever present or unable to participate</td>
</tr>
<tr>
<td>Strep throat- diagnosed</td>
<td>Less than 24 hours since antibiotic treatment started and/or fever (100.3 or higher)</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Less than 24 hours since last vomiting episode</td>
</tr>
</tbody>
</table>

Because of the possible need for extra preventive actions, or care for other members of the AIS community who may have been exposed, we ask that parents let the office know as soon as possible if their student is diagnosed with any of the following illnesses. Faculty and staff who are made aware of any of these diagnoses in a member of the AIS community should immediately report that information to the School Clinic. For many of the illnesses on this list, reporting to the Georgia Department of Health is mandatory. If notice of the illness needs to be communicated to other members of the AIS community (e.g., other parents), notification will be sent in generic terms (e.g., “A child at AIS has a diagnosis of...”) to protect the child’s privacy.

### Rationale:
This policy is essential to comply with standards set by the American Academy of Pediatrics to ensure a safe and healthy school environment is available to children at school. It applies to all students, faculty and staff. Confidentiality will be maintained at all times.
Concussion Policy

Notification:

- Tiffany Holland, RN, Associate Director of Health and Safety or Matthew Blumm, RN will be notified by AIS Athletic Trainer (AT) or Student Parent (which must be followed through by submitting medical form to Tiffany or Matthew, completed by students physician). Included in this notification are the division principal and division school counselor(s).

- Division RN will notify via email appropriate parties (detailed below)

Notification Responsibilities:

- It is the Division RN’s responsibility to immediately notify the students teachers of sustained concussion, accommodations/modifications, updates/progression and when the student is symptom free and cleared to return to typical classroom and physical participation.

- The following faculty must be cc’d to all concussion emails:

  1. Reilly Campbell (will notify Faculty and Community Coaches)
  2. Advisor/Classroom Teachers (English and Language for Primary)
  3. Teachers (Secondary School), Specials Teachers (Primary School)
  4. Head of Year/Grade Level Leader
  5. Head of Division (Lower Primary, Upper Primary, Middle School or Upper School)
  6. School and/or College Counselors

- The subject line of the email must be Concussion Info- (insert students initials)

- Email must include the statement “student is permitted to be escorted to the nurse as requested and/or if teacher notices symptoms are present”

- Copy and paste accommodations and modifications, care plan and Return to Play (RTP) directly

- Define Screen Time as: anything electronic to include TV, smart phones, smart boards, laptop, etc

- Students that are medically diagnosed as concussed are automatically moved to Tier II of the RTI process. Any RTI data (academic, social or emotional) is suspended until students are medically cleared from the sustained concussion. SST should monitor academic status.