

KALANI HIGH SCHOOL ATHLETICS SITES EMERGENCY ACTION PLAN

(Created: August 2005 Rev. 7/2008, 5/2009)

In the event of an emergency all coaches will cooperate with the Athletic Director, site manager, athletic trainers, and security and emergency personnel. At all practices the Head Coach and/or Assistant Coach will serve as the site manager for that venue.

EMERGENCY NUMBERS: (These numbers are to be used in emergencies only!)

IF dialing from a campus phone you must first dial “9” “9” for an outside line!

Police/Fire/Ambulance-		911
Principal –	Gerald Teramae	227-7003
Athletic Trainers –	Ben Kuenzli-League	343-2665
	Lori Vazquez	265-3491
Athletics Director –	Gregory Van Cantfort	391-0147
Head Custodian –	Kalfred Centeio	373-9203
HECO-		548-7961

In the following situations, 911 will always be called: neck/spine injuries, open fractures, seizures, stroke, cardiac conditions, loss of consciousness, and dislocations of extremities (except fingers).

Parents have the right to transport their child to the nearest emergency facility if deemed safe to do so by an on-site certified athletic trainer.

Information to give EMS Personnel for Kalani on-site facilities:

- Caller’s Name, 4680 Kalaniana’ole Hwy., Telephone Number of Caller
- Number of victims, Condition of victims
- First Aid/CPR trained initiated
- Instruct EMS to enter stadium/gymnasium through the appropriate entrances listed below for each site

Other pertinent information may be asked for by dispatcher.

PARKING

1. Park in marked stalls only!
2. There is no parking allowed on the road between the cafeteria and the front entrances to the gym or the gym landing. This is a designated emergency vehicle lane.

AUTOMATED EXTERNAL DEFIBULATOR (AED)

The Certified Athletic Trainer carries the AED Device for all athletic events where stationed.

KALANI HIGH SCHOOL GYM

Crossroads are Kalaniana'ole Hwy and Laukahi or Kalaniiki entrances
(based on direction fire truck/ambulance is coming from)

Teams using this facility are primarily basketball and volleyball, but this facility is used for other sport activity due to inclement weather. It is also used as an evacuation facility.

Teams shall sit on the makai side of the gym. The site manager or event staff will, in most instances, greet the visiting team upon arrival and will share the following information: The visiting team shall sit on the makai side ewa end of the gym. The visiting team will use the upstairs mauka (#2) locker room and shall use the mauka stairway to access their locker room. The visitor's locker room will **not** be available for use after the last game of the day/night without prior arrangements between respective athletics directors.

After the last game of the day, the visiting team, after shaking hands, shall immediately exit the back makai door of the gym where their bus will be staged. The site manager or event staff will, with the cooperation of the visiting team's coach, escort the team to the bus. Spectators may greet or congratulate their children back at their school. The home team shall report immediately to their locker room.

Emergency Procedures

In all of the following situations **immediately** radio for the site manager and/or call the Athletics Director. The nearest landline phone is the pay phone located on the mauka side entrance of the gym and another pay phone fronting the main school office if a cellular phone is not available. Secondary to that is the phone located inside the Athletics Director's office on the makai side of the gym.

INJURY REQUIRING EMS: - Site Manager or Athletics Director to call 911 if prompted by the Certified Athletic Trainer (when present).

The respective Certified Athletic Trainers from the teams shall be the first responder.

Athlete or spectator – if the injured party cannot be moved then the coaches shall escort their teams to their respective locker rooms and wait for further instructions by the site manager. Game officials shall report to the coach's office. Event staff will direct emergency vehicle onto campus to the gym landing and assist with crowd control.

The Site Manager or Athletics Director will assist with contacting a family member of the injured. No evacuation of the spectators is required.

CATASTROPHIC INJURY: - Site Manager or Athletics Director to call 911, Principal, CAS and OIA Executive Director.

The respective Certified Athletic Trainers from the teams shall be the first responder.

Athlete – Teams are to be escorted by their coach to their respective locker rooms. The coach is to keep players inside of the locker room until advised by Athletic Director or site manager. The

spectators are to be evacuated and the doors of the facility secured. The game/contest shall be postponed indefinitely by the Athletics Director upon consultation with the Principal and the OIA office.

Spectator – Same as above. The continuation of the game/contest is to be determined by the Athletics Director after consultation with Principal and OIA office.

Event staff will direct emergency vehicle onto campus to the gym landing and assist with crowd control.

HPD and event staff to assist with crowd control.

FIGHTS/CROWD DISTURBANCE: - Site Manager or Athletics Director to call 911 if necessary.

Fight – Team Participants. Assistant coaches control the bench. The game officials and Head Coach are to assist with separating those that are fighting. The Special Duty Officers and event staff are to position themselves on the court facing spectators for crowd control. Coaches are not to physically handle an opposing team's player unless they present a serious threat to themselves or others.

Fight/riot – Spectators. Coaches are to escort their teams to their respective locker room. The gates are to be closed and manned by event staff to prevent anyone going up to the locker rooms. **Athletes and coaches are not to engage in any spectator disturbances.** The site manager is to escort and secure game officials in the coach's office. The Special Duty Officer will assess the situation and, with security, assist with diffusing the situation. The Special Duty Officer will call for further police assistance if necessary.

FIRE: - Site Manager or Athletics Director to call 911, Principal and Complex Area Superintendent (CAS)

Teams exit nearest available exit to the football field. Visiting team exits makai – ewa side door. Home team exits makai – Koko Head side door. **(LEAVE IMMEDIATELY. DO NOT PICK UP BAGS OR EQUIPMENT.)** Respective coaches are to take head count of their team including managers, statisticians etc. Report all unaccounted for to the site manager. **DO NOT RE-ENTER BUILDING.**

With the assistance of event staff, spectators are to exit the nearest available exit to the mauka half of the parking lot between the gym and K building (music building) or the football field whichever is nearest.

HPD and event staff is to assist with crowd control and keeping lanes clear for emergency vehicles.

POWER OUTAGE: - Site Manager or Athletics Director to call Head Custodian and HECO

Everyone is to remain in their seats until the emergency lights are activated. If evacuation of the gym is required, then emergency lights and flashlights will be used to safely escort teams and spectators in an orderly manner to the parking lot between the gym and K Building (music building).

BOMB THREAT/GAS LEAK: - Site Manager or Athletics Director to call 911, Principal and CAS.

Teams exit nearest available exit to the football field. Visiting team exits makai – ewa side door. Home team exits makai – Koko Head side door. **(LEAVE IMMEDIATELY. DO NOT PICK UP BAGS OR EQUIPMENT.)** Respective coaches are to take head count of their team including managers, statisticians etc. Report all unaccounted for to the site manager. **DO NOT RE-ENTER BUILDING UNTIL AN ALL CLEAR HAS BEEN GIVEN.**

Everyone reports to the athletic track closest to the highway. **(DO NOT USE CELL PHONES OR OTHER ELECTRONIC DEVICES.)**