



Alamo Heights High School Emergency Guidelines & Procedures



Overview of Emergency Action Plan

The Emergency Action Plan (EAP) is strategically crafted to outline administrative procedures essential for effectively managing various athletic campus emergencies. The Alamo Heights High School Athletic Department's overall ability to respond to an emergency will depend upon tactical plans and the business continuity plans developed by its individual departments. The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the High School and its clients. This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Roles of First Responders
3. Activating Emergency Medical Services
4. Emergency Communication
5. Emergency Equipment
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified/licensed athletic trainer. However, the first responder may also be a coach or another member of the school personnel. All athletics personnel



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involved in practices, competitions, skills instruction, and strength and conditioning, including the athletic director, school nurse, certified/licensed athletic trainer, and coaches, must hold certifications in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, prevention of disease transmission, and emergency plan review. Copies of training certificates and/or cards must be kept on file with the Athletic Department. Additionally, all coaches are obligated to possess certifications in CPR, first aid, AED operation, and concussion management training.

The emergency team may consist of physicians, emergency medical technicians, certified/licensed athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

Roles of the First Responders

- **Establish scene safety and immediate care of the athlete:** This should be provided by the most qualified individual on the medical team.
- **Activation of Emergency Medical Services:** This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.
- **Equipment Retrieval:** May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Athletic training students, managers, and coaches may be good choices for this role.
- **Direction of EMS to the Scene:** One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates or doors.

Activating Emergency Medical Services

- Call 9-1-1
- Provide Information
 - name, address, telephone number of the caller
 - nature of emergency (medical or non-medical*)
 - number of athletes
 - condition of athlete(s)
 - first aid treatment initiated by the first responder
 - specific directions as needed to locate the emergency scene (i.e. “use the northeast entrance to the stadium on Vanderhoeven Drive)
 - other information requested by the dispatcher
 - DO NOT HANG UP FIRST



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*If non-medical, refer to the specified checklist of the school's non-athletics emergency action plan

Emergency Communication

Communication is a key to a quick, efficient emergency response. There will be a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. The equipment should be checked on a regular basis to ensure good condition and equipment use should be rehearsed by all emergency personnel. Know how to properly care for and store all of the equipment. You should choose a clean, dry, environmentally controlled area and it should be readily available when emergency situations arise.

Type of equipment could include: spine boards and straps, automated external defibrillators (AEDs) and accessories, rectal thermometer, splinting equipment, first aid supplies, helmet removal equipment, etc.

Coaches should take note of the closest AED to their practice and game locations.

Medical Emergency Transportation

Emphasis is placed on having an ambulance on site at high risk sporting events. The athletics department coordinates onsite ambulances for competition in varsity football games and other high profile events. During a Varsity Football Game an ambulance is on site, there is a designated location with rapid access to the site and cleared route for entering/exiting the venue. In the event that an ambulance is not on site, the medical personnel should be aware of average EMS response time for the athletic venue and distance from the venue to local hospitals.

Any emergency situation where there is impairment in loss of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a "load and go" situation and emphasis placed on rapid evaluation, treatment, and proper transportation.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the high school's emergency action plan's checklist and follow instructions.

Safety Training Drill



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[UIL requires yearly Safety Training Drill](#) for all coaches or sponsors for athletic activities, and any marching band director, completed prior to their first competition and documentation on file.

Emergency Contact List

Dialing from a campus phone; you must: press *, '1' then the area code followed by the number

Emergency: 9-1-1

Non-Emergency Off-Campus Numbers

Alamo Heights Fire & EMS	210-824-1281
Alamo Heights Police	210-822-3321
Poison Control	800-222-1222

On Campus Contacts & Numbers

Campus Police: Officer McManis	210-820-8850 x1251
Athletic Trainer: Tim Moore	210-820-8850 x5747
Athletic Trainer: Kenneth King	210-820-8850 x5992
Nurse: Lisa Padilla	210-832-5756
Athletic Director: Ron Rittimann	210-820-8855
Assistant Athletic Director: Jennifer Fox	210-820-8855 x5620
Athletic Administrative Coordinator: Pat Chavez	210-820-8850 x5717
Main Office:	210-820-8850
Principal Secretary:	210-820-8850 x5721
Assistant Principal Secretary:	210-820-8850 x5705
Counselor Secretary:	210-820-8850 x5712



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Updated 12/2023

HENRY B. OREM STADIUM

(Traylor Azar Field)

Address: 150 East Fair Oaks

GPS Coordinates: 29.4914° N, 98.4635° W

Nearest Major Intersection: Broadway & East Fair Oaks

Entrance 1: Northeast corner of stadium, off East Fair Oaks & Vanderhoevan Dr.

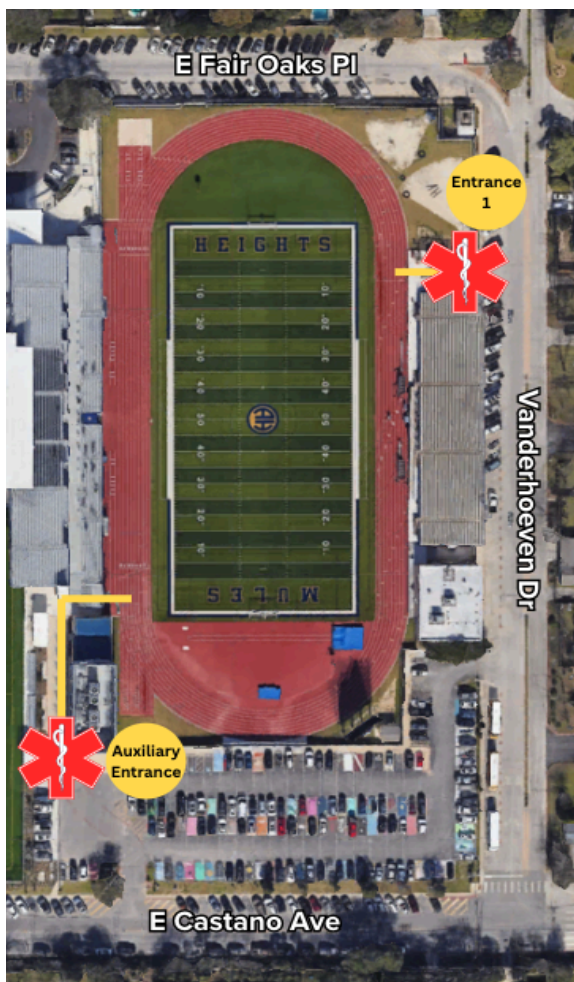
Aux Entrance: Southwest corner of stadium, off of 141 East Castano Ave

Nearest AED: Inside the Athletic Training Room. Inside Gym; 1st floor across from Concession Stand and 2nd floor outside of Dance/Cheer rooms

Nearest Phone: Athletic Training Room or Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center

3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



Dialing from a campus phone; you must: press *, '1' then the area code/number

Activation of EMS	9-1-1
Poison Control	800-222-1222
AHISD Police Office	210-820-8850 x1251
AHISD Main Office	210-820-8850
AHISD Athletic Office	210-820-8855
AHISD Athletic Training	210-820-8850 x5747
AHISD Central Office	210-824-2483

Person in Charge will:

- * Provide immediate care and stay with the injured person.
- * Make a call to EMS or designate someone to make the call.
- * Designate someone to retrieve the AED (if needed).
- * Designate a person to notify parents and any necessary personnel (Athletic Directors, Administration, Nurse and/or Campus Police) of the situation.
- * Designate person(s) to flag down and direct EMS to the emergency.
- * Designate a staff member to supervise other students/spectators not involved in the emergency.



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MULEDOME MAIN GYMNASIUM

Address: 150 East Fair Oaks

GPS Coordinates: 29.4918° N, 98.4646° W

Nearest Major Intersection: Broadway & East Fair Oaks

Entrance 1: North entrance of gym, off of East Fair Oaks

Aux Entrance 1: Northwest side of gym, off of East Fair Oaks

Aux Entrance 2: Southwest entrance, parking lot off of 141 East Castano Ave

Aux Entrance 3: Southeast entrance, parking lot off of 141 East Castano Ave

Nearest AED: Hallway across from Concession Stand and 2nd floor outside of Dance/Cheer rooms. Inside the Athletic Training Room.

Nearest Phone: Reception Room, Athletic Training Room or Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center
3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



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'1' then the area code/number**

Activation of EMS	9-1-1
Poison Control	800-222-1222
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AHISD Main Office	210-820-8850
AHISD Athletic Office	210-820-8855
AHISD Athletic Training	210-820-8850 x5747
AHISD Central Office	210-824-2483

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* Designate a staff member to supervise other students/spectators not involved in the emergency.

PRACTICE FIELD ATHLETIC TRAINING ROOM & WEIGHT ROOM

Address: 141 East Castano Avenue

GPS Coordinates: 29.4918° N, 98.4646° W

Nearest Major Intersection: Broadway & East Castano Ave

Entrance 1: Southeast entrance, parking lot off of East Castano Ave

Aux Entrance 1: Southwest entrance, parking lot off of East Castano Ave

Aux Entrance 2: Northwest side of gym, off of 150 East Fair Oaks

Nearest AED: Inside the Athletic Training Room. Hallway across from Concession Stand and 2nd floor outside of Dance/Cheer rooms.

Nearest Phone: Athletic Training Room or Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center

3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



Dialing from a campus phone; you must: press *, '1' then the area code/number

Activation of EMS	9-1-1
Poison Control	800-222-1222
AHISD Police Office	210-820-8850 x1251
AHISD Main Office	210-820-8850
AHISD Athletic Office	210-820-8855
AHISD Athletic Training	210-820-8850 x5747
AHISD Central Office	210-824-2483

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BASEBALL FIELD

Address: 750 Jones Maltsberger Road

GPS Coordinates: 29.4820° N, 98.4790° W

Nearest Major Intersection: Jones Maltsberger Rd & Alamo Heights Blvd

Entrance 1 (Stands): Northwest entrance of field

Entrance 2 (Field): Southwest entrance of field

Aux Entrance (Outfield): East side entrance of field, off of Alamo Heights Blvd

Nearest AED: Inside Press Box

Nearest Phone: Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center

3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



Activation of EMS 9-1-1

Poison Control	800-222-1222	AHISD Police Office	210-820-8850 x1251
AHISD Athletic Office	210-820-8855	AHISD Athletic Training	210-820-8850 x5747
AHISD Central Office	210-824-2483	AHISD Main Office	210-820-8850

Person in Charge will:

- * Provide immediate care and stay with the injured person.
- * Make a call to EMS or designate someone to make the call.
- * Designate someone to retrieve the AED (if needed).
- * Designate a person to notify parents and any necessary personnel (Athletic Directors, Administration, Nurse and/or Campus Police) of the situation.
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SOFTBALL FIELD

Address: 252 Viesca Avenue

GPS Coordinates: 29.4809° N, 98.4768° W

Nearest Major Intersection: Jones Maltzberger Rd & Alamo Heights Blvd

Entrance 1: East side entrance off of Viesca Ave; through the parking lot

Entrance 2: North side entrance off of Alamo Heights Blvd; through the fields

Nearest AED: Inside Concession Stand

Nearest Phone: Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center

3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



Activation of EMS 9-1-1

Poison Control 800-222-1222
 AHISD Athletic Office 210-820-8855
 AHISD Central Office 210-824-2483

AHISD Police Office 210-820-8850 x1251
 AHISD Athletic Training 210-820-8850 x5747
 AHISD Main Office 210-820-8850

Person in Charge will:

- * Provide immediate care and stay with the injured person.
- * Make a call to EMS or designate someone to make the call.
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TENNIS CENTER

Address: 705 Trafalgar Road

GPS Coordinates: 29.5259° N, 98.4870° W

Nearest Major Intersection: Jones Maltsberger Rd & Trafalgar Rd

Entrance 1: Southwest entrance to Tennis Center off of Trafalgar Rd

Aux Entrance: Northeast Maintenance Entrance off of Jones Maltsberger Rd.

Nearest AED: Inside Tennis Center

Nearest Phone: Tennis Center, Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center

3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



Activation of EMS 9-1-1

Poison Control 800-222-1222
AHISD Athletic Office 210-820-8855
AHISD Central Office 210-824-2483

AHISD Police Office 210-820-8850 x1251
AHISD Athletic Training 210-820-8850 x5747
AHISD Main Office 210-820-8850

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AQUATICS CENTER

Address: 705 Trafalgar Road

GPS Coordinates: 29.5259° N, 98.4870° W

Nearest Major Intersection: Jones Maltsberger Rd & Trafalgar Rd

Entrance 1: Northeast Maintenance Entrance off of Jones Maltsberger Rd.

Aux Entrance: Southwest entrance to Aquatics Center off of Trafalgar Rd

Nearest AED: Outside Coaches Office & at Diving Area

Nearest Phone: Aquatic Center, Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center

3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



Activation of EMS 9-1-1

Poison Control 800-222-1222
AHISD Athletic Office 210-820-8855
AHISD Central Office 210-824-2483

AHISD Police Office 210-820-8850 x1251
AHISD Athletic Training 210-820-8850 x5747
AHISD Main Office 210-820-8850

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* Designate a staff member to supervise other students/spectators not involved in the emergency.

MULEDOME SKY GYM (2nd Floor)

Address: 150 East Fair Oaks

GPS Coordinates: 29.4918° N, 98.4646° W

Nearest Major Intersection: Broadway & East Fair Oaks

Entrance 1: North entrance of gym, off of East Fair Oaks

Elevator Access: East side of the gym's hallway

Nearest AED: Hallway across from Concession Stand and 2nd floor outside of Dance/Cheer rooms. Inside the Athletic Training Room.

Nearest Phone: Reception Room, Athletic Training Room or Cell Phone

Nearest Hospital: BAMC - Brooke Army Medical Center

3551 Roger Brooke Dr, Fort Sam Houston, TX 78234



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Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Alamo Heights High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.



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Approval and acceptance of the Alamo Heights High School Emergency Plan for Athletics.

Superintendent

Date

Principal

Date

Assistant Principal

Date

Athletic Director

Date

Assistant Athletic Director

Date

Athletic Trainer

Date

Athletic Trainer

Date