

CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Cleveland Public Schools **Athletic Department** **Emergency Action Plan**

Cleveland Public Schools, Mercy Regional Ambulance Service and the Cleveland Fire Department have developed and prepared a plan for the provision of emergency medical services at athletic events or activities held at Cleveland School district facilities. This plan shall be reviewed and updated annually as appropriate. The plan is on file with the school district and with the emergency medical providers. This plan is in compliance with H.B. 1801, "Riley's Rule."

Cleveland Public Schools Emergency Action Plan:

1. Cleveland Public School will provide Mercy Regional Ambulance Service and the Cleveland Fire Department with copies of all athletic events that will be hosted by the Cleveland Public School system for the 2021-2022 school year.
2. Scheduling will be worked out with the emergency medical service providers by administration of both the school and the providers.
3. In the event that neither emergency medical service provider can attend the local sporting event, 911 is to be called immediately.
4. Copies of individual site plans will be posted at each athletic location.
5. The Emergency Action Plan is also posted on the Cleveland Public Schools webpage at www.clevelandtigers.com
6. This plan will be rehearsed with local EMS providers and updated annually.

Emergency Contact Numbers:

Dr. Alan Baker, Cleveland Superintendent	Office: 918-358-2210, ext. 205
Daniel Brimmer, Athletic Director	Office: 918-358-2210, ext 553
Chief Ryan Murray, Cleveland Fire Dept.	Office: 918-358-3112 Cell: 918-399-4714
Brian Cook, Mercy Asst Chief for Cleveland	Office: 918-609-5827
Clint Stout, Cleveland Police Dept.	Office: 918-358-3112
Jeremy Bartley, School Resource Officer	Cell: 918-399-7178

This plan was reviewed and revised at the District Emergency/Safety Meeting on September 13, 2022 in consultation with school personnel and local emergency responders. The plan will be reviewed at least annually and revised as necessary.

Phone (918) 358-2210

Extensions are as follows:

Superintendent's Office 200, High School 501, Middle School 400
Intermediate School 300, Primary School 700

Fax (918) 358-3071

CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Billy Vessels Stadium
106 E. Kaw
Cleveland, OK 74020

Football/Soccer

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
 - a. Locate the on-site AED (Ambulance Service)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hang up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Enter the complex at the southwest corner of the stadium. The field can be accessed at the southwest corner.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
- Inform administration of the incident
- Document the circumstances surrounding the emergency and all actions taken for debriefing purposes.

Important Numbers:

- School Nurse (during school day) - call main office
- School Resource Officer (during school day) - 918-399-7178 Cell
- Cleveland Police - 911 or 918-358-3112
- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Phone (918) 358-2210

Extensions are as follows:

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Intermediate School 300, Primary School 700

Fax (918) 358-3071

CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Football Practice Field
600 N. Gilbert
Cleveland, OK 74020

Football/Soccer

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
 - a. Locate the on-site AED (Event Center - SE corner of the the basketball floor)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hand up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Ambulance can enter the field from the SE corner of the facility. Or an ambulance can park by softball field and enter through the NW gate.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
- Inform administration of the incident
- Document the circumstances surrounding the emergency and all actions taken for debriefing purposes.

Important Numbers:

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- School Resource Officer (during school day) - 918-399-7178 Cell
- Cleveland Police - 911 or 918-358-3112
- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Phone (918) 358-2210

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Intermediate School 300, Primary School 700

Fax (918) 358-3071

CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Cleveland Event Center
324 N. Gilbert
Cleveland, OK 74020

Basketball/Wrestling

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
 - a. Locate the on-site AED (Event Center - SE Corner of the Basketball Floor)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hand up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Emergency Personnel can enter the site on the lower level through doors on the NE, NW, W, or East side of the event center.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
- Inform administration of the incident
- Document the circumstances surrounding the emergency and all actions taken for debriefing purposes.

Important Numbers:

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- School Resource Officer (during school day) - 918-399-7178 Cell
- Cleveland Police - 911 or 918-358-3112
- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Phone (918) 358-2210

Extensions are as follows:

Superintendent's Office 200, High School 501, Middle School 400
Intermediate School 300, Primary School 700

Fax (918) 358-3071

CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

High School Basketball Gym
323 N. Gilbert
Cleveland, OK 74020

Basketball

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
 - a. Locate the on-site AED (SE corner of the multi-purpose room, next to cafeteria serving window.)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hand up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Ambulance may park in the circle drive in front of the school and enter through the main doors.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
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- Cleveland Police - 911 or 918-358-3112
- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Phone (918) 358-2210

Extensions are as follows:

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Intermediate School 300, Primary School 700

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CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Cleveland Middle School Gym
322 N. Gilbert
Cleveland, OK 74020

Basketball

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
 - a. Locate the on-site AED (Located in the hallway directly east of gym doors. East side of south hallway)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hang up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Ambulance can park in the front of the building and enter the gym through the south facing double doors.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
- Inform administration of the incident
- Document the circumstances surrounding the emergency and all actions taken for debriefing purposes.

Important Numbers:

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- Cleveland Police - 911 or 918-358-3112
- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Phone (918) 358-2210

Extensions are as follows:

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Intermediate School 300, Primary School 700

Fax (918) 358-3071

CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Baseball/Softball Facility
1200 N Crestview
Cleveland, OK 74020

Baseball/Soccer

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
 - a. Locate the on-site AED (Event Center - SE Corner of the basketball floor)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hand up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Enter the complex at approximately 1200 N. Crestview. Both baseball and softball fields have field access at their NW corner.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
- Inform administration of the incident
- Document the circumstances surrounding the emergency and all actions taken for debriefing purposes.

Important Numbers:

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- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Phone (918) 358-2210

Extensions are as follows:

Superintendent's Office 200, High School 501, Middle School 400
Intermediate School 300, Primary School 700

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CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Cleveland Middle School Practice Football Field
323 N. Gilbert
Cleveland, OK 74020

Football/Soccer

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
 - a. Locate the on-site AED (Middle School hallway adjacent to the gym. East side of the south hallway)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hang up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Ambulance can drive down the bus service road north of the middle school and park directly in front of the football field. Field is directly behind the middle school at 324 N. Gilbert. Field can also be accessed off of Swan Drive.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
- Inform administration of the incident
- Document the circumstances surrounding the emergency and all actions taken for debriefing purposes.

Important Numbers:

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- Cleveland Police - 911 or 918-358-3112
- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Phone (918) 358-2210

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Superintendent's Office 200, High School 501, Middle School 400
Intermediate School 300, Primary School 700

Fax (918) 358-3071

CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Keystone Golf & Country Club
2799 S Airport Road
Cleveland, OK 74020

Football/Soccer

1. First to arrive on scene provides first aid.
2. Send a coach, manager or uninjured athlete to notify the administrator in charge (AIC).
Locate the on-site AED (Ambulance)
3. If the AIC is not on site, the head coach will become the leader
4. Head coach is responsible for keeping all emergency medical forms for each athlete on site at all times.

Designated Leader: AIC (or head coach if AIC not on site)

- Will be in charge of the emergency situation and will instruct all others on the emergency team.
- Will always carry a cell phone to call Emergency Medical Services
- Will inform the dispatcher of:
 - The nature of the injury and the age of the athlete
 - The location of the athlete and directions to the site
 - Will stay on the line with the dispatcher until the dispatcher advises him/her to hang up.
- Will designate assistant coach to meet ambulance at field entrance

Ambulance Entrance:

- Ambulance can pull into the parking lot. Would be able to access most of the course by driving.

Person Responsible to meet EMS:

- Assistant coach designated by the AIC or head coach.
 - Will contact any necessary staff to assure access for the ambulance
 - Will meet the ambulance at the designated entrance and lead them to the injured athlete.

Person to accompany the athlete to the hospital:

- Head Coach or an assistant designated by the head coach.
 - With the medic's permission, will ride with the athlete in the ambulance to the hospital if parents are not on site.
 - If denied permission, will follow in a personal vehicle (or school vehicle if readily available).
 - Will provide hospital with athlete's emergency medical information.

Responsibilities of the Leader:

- Immediately call the athlete's parent/guardian
- Inform administration of the incident
- Document the circumstances surrounding the emergency and all actions taken for debriefing purposes.

Important Numbers:

- School Nurse (during school day) - call main office
- School Resource Officer (during school day) -918-399-7178 Cell
- Cleveland Police - 911 or 918-358-3112
- Mercy Ambulance Service - 911 or 918-358-3112
- Cleveland Fire - 911 or 918-358-3112
- Cleveland Area Hospital - 918-358-2501

Emergency Management Exercise Description/Debrief

Phone (918) 358-2210

Extensions are as follows:

Superintendent's Office 200, High School 501, Middle School 400

Intermediate School 300, Primary School 700

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CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020

Copy to be filed with Superintendent, Athletic Director, Site Principal, and City Emergency Responders within two weeks of date of event or drill.

Date of Event:

Time:

Type of Event:

Staff in Charge:

Personnel participating in the Event:

Description of the event:

Phone (918) 358-2210

Extensions are as follows:

Superintendent's Office 200, High School 501, Middle School 400

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600 North Gilbert Cleveland, OK 74020

Debrief/Critique:

What worked well?

Improvements needed?

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CLEVELAND PUBLIC SCHOOLS

Alan D. Baker Superintendent
600 North Gilbert Cleveland, OK 74020



AED's located at the red dots.

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