

**THE SCHOOL DISTRICT OF PHILADELPHIA
THE ARTS ACADEMY AT BENJAMIN RUSH**

**Emergency Action Plan for
AFTER SCHOOL ACTIVITIES & ATHLETIC EVENTS**

In the event of an EMERGENCY/CRISIS situation during an after school activity, immediate response is the responsibility of the program staff sponsor, supervisor or athletic coach.

Each staff member holding after-school clubs should be aware of the School emergency response plans As well as their revised role in absence of the Principal/designee

In an Emergency/Crisis where the Principal or Building Administrator is not available: notify:

1. Philadelphia Police Department (**911**)
2. School Police Dispatch (**215-400-6000**)
3. Principal Lori DeFields _____
(cell phone)

Revised Responses:

Accidental injury: VIEW ATHLETIC INJURY PROCEDURE.
Substitute your role (program staff sponsor, supervisor) for athletic coach

Evacuation: FIRE or other hazard in the building requiring Evacuation.

Exit immediately at closest exit.
Pull closest fire alarm prior to exit.
Follow school evacuation protocol including but not limited to:
-account for all students in your program
*If evacuation occurs after school and students normally travel independently to go home, they may be dismissed immediately following evacuation and attendance.

STAFF MAY NOT leave the site until all students leave AND instructed by emergency personnel arrive or School District command staff

Lock Down: Intruder in the building posing threat or perceived threat
Maintain normal lockdown procedure
Call (if possible) or TEXT 911 situation, school and exact location

Shelter in Place: known hazard outside of building such as but not limited to chemical spill
Proceed to normal designated area and away from doors and windows. Make sure all doors and windows are shut.

- Contact Building Engineer (phone = 1000)
1. Philadelphia Police Department (**911**)
 2. School Police Dispatch (**215-400-6000**)
 3. Principal Lori DeFields _____
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Bomb Scare Check List reference

The School District of Philadelphia created a check list in the event of a bomb scare. The checklist refers to information a person answering a phone should get in the event a caller makes a bomb threat.

It is un-likely that a club staff sponsor, supervisor, athletic director, coach, or other official in charge of overseeing a specific after school club or athletic contest, will be aware of such a call since the main number only rings in the main office. If a person referenced above does become aware of a bomb scare:

- Remain Calm
- Get as much information about the bomb as possible
- Note characteristics of caller
- Initiate evacuation OR Shelter in place
 - Evacuation if caller does not threaten to trigger bomb if people leave building
 - Shelter in place if caller does threaten to trigger bomb if people leave building

Active Shooter Reference

If possible: Evacuate

If not able to evacuate: Lockdown and Hide

If necessary: Prepare to fight

- Notify =
1. Philadelphia Police Department (**911**)
(you may also text 911 with exact location and situation)
 2. School Police Dispatch (**215-400-6000**)
 3. Principal Lori DeFields _____

When safe to do so. Do not put your safety or the safety of your students in jeopardy

**ACTIVE SHOOTER IN A LARGE AREA
Such as the gymnasium and auditorium**

It is generally more difficult for shooters to hit a moving target. However, it is recognized that should an armed person enter a large area during a practice, meeting or event, that an evacuation may not be possible. Please reference the School District of Philadelphia's Active Shooter policy

Although Evacuation should be the first response and it is generally more difficult to hit a moving target, if unable to run, fall to the floor and limit the vertical target of the shooter.

If able to move into a lock down situation, proceed to locker rooms. Lock doors of locker room and go all the way into locker rooms shutting secondary doors as well

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Hostage situation

- Remain Calm
- Do as directed by hostage takers
- No sudden moves
- Do not pull fire alarms

Do not call 911 unless it can be done WITHOUT the hostage takers seeing or hearing the phone

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The Following pages are specific to Athletic events

Other club and after school activity sponsors/supervisors should review the medical
Emergency information and substitute your role for the role of athletic coach

For all policies below, the order of authority in terms of final decisions is as follows:

- 1) Principal.
 In the absence of Principal
- 2) Athletic Director
 In the Absence of Athletic Director (including assistant athletic director)
- 3) Home team head coach
 In the absence of home team head coach
- 4) Home team adult supervisor
 Staff member or parent in area

In the event an Athletic Trainer is present, they will take the lead in the evaluation of any injuries

School Police or Philadelphia Police when present will take command of emergency situations that are criminal

For terms of above, absence includes disability or injury that does not allow that person to make decisions

In an Emergency/Crisis, administrators notify:

1. Philadelphia Police Department (**911**)
2. School Police Dispatch (**215-400-6000**)
3. Athletic Director: Todd Corabi

IN THE CASE OF MOST MEDICAL EMERGENCIES:

The plan is:

- 1) STOP PLAY
- 2) CHECK-CALL-CARE

-CHECK Injured person for type of injury. If unconscious with no history of fainting, severe bleeding,
no signs of life, or other life threatening condition, assign someone to CALL 911
*If unconscious, send someone to get AED if it is not on sideline immediately

-CALL – when calling 911, make sure it's Philadelphia Dispatch. Give nature of injury (or assumed injury),
Location of event, and how to get into building. ASSIGN someone to meet EMS when they arrive

-CARE for type of emergency injury using current RED CROSS and School District of Philadelphia protocols

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Each team will review this plan and make adaptations as needed based on the facility they use (such as away contests). Each team should carry with them to all practices and games a basic first aid kit and have access to ICE and an AED.

Physical Education and Athletics Emergency Action Plan

Injuries NOT requiring Emergency Medical Personnel or Hospital Care

MANDATORY: ALL coaches must have Red Cross (or equivalent) Certification in Adult First Aid, CPR, AED and be certified via state and district regulations with concussion and cardiac education. Fall Outdoor Sports such as soccer must also be certified in Heat Acclimation.

Injuries during Athletics (before/afterschool practice and contests)

NOTE: Coaches should have PIAA CIPPE's completed prior to any practice, participation or contests
Coaches should have in their possession during all practices, meeting and contests a completed A School District EH-80 form and are requested to have in their possession pages 5 and 6 of the PIAA form

Injuries NOT requiring Emergency Medical Personnel (Paramedics) or Hospital Care

1) All injuries should be reported to the coach immediately by players.

2) If Athletic trainer is present: they assess injury and follow steps 3-7 below

3) Coach should have first aid kit and ice on hand at all practices or knowledge of a nearby source.

4) Coach evaluates and applies the recommended first aid for the injury (using American Red Cross standards).

5) For cuts and scrapes, student should not continue to participate until blood is cleaned up.
Universal precautions should always be used.

6) During first aid treatment, team captains and/or assistant coaches take over team leadership if there is no assistant coach available

7) Interview student and determine if they can continue to participate, should continue to rest, be dismissed from practice alone, or be picked up by parents, guardians or other responsible party.

In Absence of obvious symptoms of injury or illness, students should have initial decision followed by close observation by coach/trainer. This is because coaches and trainers can only go by what they observe and hear.
Students should be honest about any soreness or symptoms

8) Notify Athletic Trainer for follow up of any muscular or skeletal injuries and all injuries that do not allow a student to return to play the same day

9) Inform parents or guardians for any injuries sustained during participation and advise them to observe child for..
future symptoms.

10) Obtain proper, if necessary, documentation from medical professional about return to play

Emergency Action Plan for
AFTER SCHOOL ACTIVITIES & ATHLETIC EVENTS

Each team will review this plan and make adaptations as needed based on the facility they use (such as away contests). Each team should carry with them to all practices and games a basic first aid kit and have access to ICE and an AED.

Physical Education and Athletics Emergency Action Plan
For emergency injuries REQUIRING advanced medical or hospital treatment

MANDATORY: ALL coaches must have Red Cross Certification in Adult First Aid, CPR, AED And be certified via state and district regulations with concussion and cardiac education. Fall Outdoor Sports such as soccer must also be certified in Heat Acclimation

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For emergency injuries REQUIRING advanced medical or hospital treatment

A) Asthma related emergencies:

Student should utilize their prescribed rescue inhaler and individual guidelines supplied by their Physician
If rescue inhaler does not provide relief after individual guidelines and 15 minutes or student becomes un-conscious, activate 911 services

If an inhaler is used a second time, the student should stop all physical activity for day UNLESS Physician's instructions specifically prescribe for the student to use it more than once
(see PIAA CIPPE medical authorization page or accompanying documentation signed by a physician)

NOTE: An acute asthma attack cannot be treated with CPR. It is the student's responsibility to report on their PIAA CIPPE they have Asthma and the responsibility of the parent/guardian to make sure the student athlete has a inhaler in their possession during games.

B) Head Injuries: Perceived concussion:

In the event that a head injury occurs OR a person demonstrates signs of a concussion
(see concussion education information)

the student athlete must be removed from the game/contest immediately, and their parent/guardian notified. If student is showing obvious signs of distress, inability to walk, loss of consciousness, etc, Activate 911 services

Once a concussion is considered a possibility, the student athlete may not participate in any practices, games or contests, until cleared by a Physician using the Physician's prescribed return to play protocol. If Physician lists a student as "no restrictions", the PIAA's Standard Concussion Return to Play protocol must be followed with progress monitored by Athletic Trainer and Coach. This policy is available in the student-athlete handbook

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For emergency injuries REQUIRING advanced medical or hospital treatment continued

C) Emergencies requiring activation of 911 for advanced emergency medical care:
such as but not limited to a Cardiac event, breathing related emergency, loss of consciousness, severe bleeding, obvious broken bone, or other life threatening situation using American Red Cross standards

1) Evaluate and apply appropriate initial first aid using American Red Cross Guidelines.

2) If athletic trainer is present, Trainer will take lead in care OR support with care if another trained person, most often the head coach, has already started care.

3) Have all students stop participation and move away from injury supervised by team captain(s), other team's coach, athletic official, or responsible volunteer adult in attendance.

4) Assign different responsible student athletes, staff members or adults in attendance to do the following:

a) Call 911 with nature of injury, exact location and how to enter playing area and report back with update

b) Get AED (if applicable and available)

-For events in the Rush Arts gymnasium, an AED is located in the main office, in kitchen cabinet with AED sign AND near the lunch room main hallway. The outdoor teams all travel with their own AED that should be on the sidelines.

c) If in a school district facility, contact school police, security, or adult supervisor to assist

d) Have someone go to area where EMS will facility/field enter and direct them to injured athlete

d) Contact athlete's parents, guardians or emergency contact.

6) If parent, guardian or responsible adult cannot travel with athlete to hospital, per School District of Philadelphia guidelines, the player's coach must travel to hospital

If this occurs: a) any practice or contest will be terminated

b) In a home contest in the school gymnasium where the home coach must leave, Athletic Director will take over supervision of the team(s). Home team will be released with normal school dismissal procedures

c) in an away contest or home contest where responsible representatives of the home team are not able to be present, the away team coach and adult designee will stay with team until transportation arrives.

d) School District Transportation will be notified immediately of incident for soonest pick up time and that the bus will be un-supervised If an away team's head coach must leave their team to accompany an injured student to hos

NOTE: Be sure to ask the paramedics what hospital the athlete will be transported to, Take/Send a copy of the EH80 and PIAA CIPPE form pages 5/6/7 and update parents/guardians immediately .

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Follow up in the event of a 911 activation:

Supervising adult in substitution of coach: After dismissing the team, contact coach. If possible, assist in transportation

If coach does not need to accompany student: Contact parents/guardians in evening for update

Coach should contact athletic director and appraise him/her of situation if athletic director is not in attendance.

Complete injury evaluation form as directed and Complete Serious Incident Report as directed by school administration by 9:00am, the next morning (information given to School Police Officer).

BLOOD-BORNE INFECTIOUS DISEASE

Coaches should see the official NFHS rule book for their sport and discuss with the sport chair any adaptations to this policy. In general:

1) An athlete who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person, shall be directed to leave the activity (game or practice) until the bleeding is stopped, the wound is covered, the uniform and/or body is appropriately cleaned, and/or the uniform is changed before returning to activity.

2) Coaches, Athletic trainers or other caregivers need to wear gloves and take other precautions to prevent blood or body fluid-splash from contaminating themselves or others and should apply appropriate first aid.

3) In the event of a blood or body fluid-splash, immediately wash contaminated skin or mucous membranes with soap and water

4) Clean all contaminated surfaces and equipment with disinfectant before returning to competition. Be such as bleach, Lysol, or body fluids clean up kit, etc. Make sure to use gloves when cleaning.

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**Emergency Action Plan for
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Active Shooter at Athletic Fields**

Field: (soccer, field hockey, softball and baseball)

If possible, evacuate spectators, players, then staff from field location at nearest exit.
Notify= 1. Philadelphia Police Department (911) 2. School Police Dispatch (215-400-6000)

Away team and Home team students who cannot leave should go to Decatur Elementary if judged safe at Academy and Torrey. If Decatur is closed, secondary site will be Fitzpatrick playground also at Academy and Torrey. If the Academy and Torrey path is un-safe or blocked, proceed to Dunkin Donuts in plaza (plaza can be entered after exiting field via drive way near Rite Aid or behind Fitzpatrick playground hockey rinks)

It is generally more difficult for shooters to hit a moving target. However, it is recognized that should an armed person enter the immediate playing field area during a contest, that an evacuation may not be possible. The following is pasted directly from the School District of Philadelphia's Emergency Preparedness - "ACTIVE SHOOTER" policy (also included in this packet)

If EVACUATION AND HIDING OUT are not possible:

Remain calm. Alert police to the active shooter's location.

If you cannot speak, leave the line open and allow the dispatcher to listen.

- In addition, although it is generally more difficult to hit a moving target, if unable to run, fall to the floor and limit the vertical target of the shooter. Follow "Drop, Cover, Hold as described on School District of Philadelphia's Universal Emergency Procedures reference

Severe Weather related emergency: or other emergency requiring shelter in place

Gym: In general, all students, staff and spectators stay in gym away from southern doors. If weather emergency is a hurricane/tornado, all students, staff and spectators proceed to locker rooms where there are no windows

Fields: Team will wait in Academy Sabres meeting room until able to be dismissed or resume play OR,
. IF it is open and safe to do so, the teams will go to Decatur Elementary and shelter in their gym

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In the event of a fight, near fight, or other physical or perceived physical altercation**

IN SCHOOL gym (volleyball or basketball)	Field (soccer, field hockey softball, baseball)
In the event that an altercation/argument, near fight or fight occurs during game or at conclusion of game, Team COACH and Athletic Director will verbally command students to calm down, separate and go to their individual locker room	In the event that an altercation/argument, near fight or fight occurs during game or at conclusion of game, Team COACH/Athletic Director will verbally command students to calm down, separate and go to their separate ends of the field and or player areas/bench) if separated from other team.
HOME team, all spectators (including parents) must immediately leave gym and Not wait in front of building.	HOME team, all spectators (including parents) must immediately leave field area and Not wait in parking lot
AWAY team MUST remain in locker room until ALL Rush Arts Students and Parents have exited gym and Vacated front of school.	AWAY team MUST remain at field until ALL Rush Arts Students and Parents. Away team, upon away coaches discretion, may wait inside Academy Sabres “blue building” located at top of pavement path, to the rear of Decatur Elementary
If fans will not disburse after verbal commands, contact Philadelphia Police (911) and School District Police (215-400-6000)	
Upon video review, any Rush students NOT on a team involved in the altercation will be suspended from school and face possible criminal charges if warranted. Any team members involved in the incident will suffer PIAA, School District of Philadelphia and Office of athletics consequences AND additional consequences as seen fit by Principal as well as possible criminal charges if applicable	