

Saratoga High School Emergency Action Plan

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Introduction

Rationale

Emergencies can happen unexpectedly in any situation or location. Being adequately prepared for such an emergency improves the likelihood of prompt, efficient and effective response. It is important to understand the role of each person involved and what steps to take.

Emergency Personnel

- Emergency Services, 911 is available 24 hours a day
- Certified Athletic Trainer (Liz Alves) is on campus for all home events and most home practices occurring from 3:00-6:00pm.
- Additional medical personnel may be on campus during football games.
- Administrators and the Athletic Director can often assist with greeting Emergency Vehicles, opening gates, and crowd control.
- Coaches are often the first responder and as such, have duties as a first responder.

Duties of First Responders

- Notify Emergency Services, 911 and/or Certified Athletic Trainer: Office: 408-867-3411 x 258. Cell: 650-530-0395.
- Maintain victim in a stable environment
 - Perform CPR/First Aid as indicated
 - Do not move victim (unless victim is in danger)
- Call Athletic Director: Tim Lugo, 408-332-1074
- Send a group with keys to unlock the gates (2008, 2009, or 09 key)
- Send a group to wave down and greet emergency vehicles and direct them to the victim
- Assign a group to keep onlookers from surrounding the victim
- Notify an administrator: Paul Robinson 858-243-9311, Brian Safine 408-234-0104, Brian Thompson 408-608-5318, or Kerry Mohnike 831-246-1148. From campus phone use 201 to reach Main Office.
- Notify Parent and/or Guardian of victim and other students involved.

Emergency Equipment

Full Medical Supplies are located in the Athletic Training Room.

Limited medical supplies are located in the Main Office, in the Nurse's room.

AEDs are located in the main office, science building, large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)

Epi-Pens are located in the Main Office, in the Nurse's room.

Resources

California Interscholastic Federation

National Athletic Trainers Association

Saratoga High School General Emergency Action Plan

If victim is unconscious or severely injured:

- **Call 911**, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - See Site Specific EAP for more information
- **Retrieve AED**
 - Afterschool: Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at athletic event)
 - 8:00am-4:00pm: Inside Main Office, and in Science Building

For ALL injuries/situations

1. **Call** Athletic Trainer: **Liz Alves, 650-530-0395**, or send a student to find Liz in athletic training room
2. **Call** Athletic Director: **Tim Lugo, 408-332-1074**
3. **Send** a group with keys to unlock the gates (2008, 2009, or 09 key)
4. **Send** a group to greet emergency vehicles and direct them to the victim
5. **Maintain** victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
6. **Assign** a group to keep onlookers from surrounding the victim
7. **Notify** an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
8. **Notify** Parent and/or Guardian of victim and other students involved.

Venue Directions:

See Site Specific EAPs

Nearest Hospitals

Good Samaritan Hospital	El Camino Hospital-Los Gatos	Kaiser – Santa Clara
5.6 mi, 11 min (no traffic)	4.3 mi, 12 min (no traffic)	6.2 mi, 18 min (no traffic)
2425 Samaritan Dr., San Jose, CA 95124	815 Pollard Rd, Los Gatos, CA 95032	700 Lawrence Expy, Santa Clara, 95051
408-559-2011	408-378-6131	408-851-1000

Map of Sports Venues, AEDs, and Emergency Access Gates

Site Specific Emergency Action Plan

Large and Small Gym

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Enter on Herriman Ave. From Saratoga Ave, use the third entrance. From Saratoga-Sunnyvale Rd, use the second entrance. Park in front of the gym. Enter through the double doors. Go straight through foyer to large gym. Continue to small gym if needed.
- Retrieve AED
 - Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)

For ALL injuries/situations

1. Call Athletic Trainer: Liz Alves, 650-530-0395, or send a student to find Liz in athletic training room
2. Call Athletic Director: Tim Lugo, 408-332-1074
3. Send a group to greet emergency vehicles on Herriman Ave and direct them to the victim
4. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
5. Assign a group to keep onlookers from surrounding the victim
6. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
7. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Benny Pierce Field (Lower Field and Track)

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Enter on Herriman Ave. Use gate next to baseball field to drive onto field, or entrance closest to football field if victim is in entrance area.
- Retrieve AED
 - Afterschool: Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)
 - 8:00am-4:00pm: Inside Main Office, and in Science Building

For ALL injuries/situations

1. Call Athletic Trainer: **Liz Alves, 650-530-0395**, or send a student to find Liz in athletic training room
2. Call Athletic Director: **Tim Lugo, 408-332-1074**
3. Send a group with keys to unlock gate near baseball field (2009 key) or football entrance gates
4. Send a group to greet emergency vehicle on Herriman Ave and direct them to the victim
5. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
6. Assign a group to keep onlookers from surrounding the victim
7. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
8. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Upper Field

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Use Sunnyvale-Saratoga Rd. Enter school on Gerald Zapelli Ct. Drive through parking lot, continuing right toward garages and softball field. At softball field, continue left to Upper Field.
- Retrieve AED
 - Afterschool: Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)
 - 8:00am-4:00pm: Inside Main Office, and in Science Building

For ALL injuries/situations

1. Call Athletic Trainer: Liz Alves, 650-530-0395, or send a student to find Liz in athletic training room
2. Call Athletic Director: Tim Lugo, 408-332-1074
3. Send a group with keys to unlock the back gate (2009 key), weight room gate (2009 key), and side field gate (2009 key)
4. Send a group to greet emergency vehicles on Saratoga-Sunnyvale Rd and Gerald Zapelli Ct, the back of the parking lot, the softball field, and direct them to the victim
5. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
6. Assign a group to keep onlookers from surrounding the victim
7. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
8. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Baseball Field

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Enter on Herriman Ave. Use gate next to baseball field to drive onto field. For on-field access, continue past baseball field on track. Turn left at the end of the bleachers and use rear gate.
- Retrieve AED
 - Afterschool: Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)
 - 8:00am-4:00pm: Inside Main Office, and in Science Building

For ALL injuries/situations

1. Call Athletic Trainer: Liz Alves, 650-530-0395, or send a student to find Liz in athletic training room
2. Call Athletic Director: Tim Lugo, 408-332-1074
3. Send a group with keys to unlock the baseball gate (2009 key) and rear field gate if needed. (2009 key)
4. Send a group to greet emergency vehicles on Herriman Ave and direct them to the victim
5. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
6. Assign a group to keep onlookers from surrounding the victim
7. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
8. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Softball Field

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Use Sunnyvale-Saratoga Rd. Enter school on Gerald Zapelli Ct. Drive through parking lot, continuing right toward garages and softball field.
- Retrieve AED
 - Afterschool: Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)
 - 8:00am-4:00pm: Inside Main Office, and in Science Building

For ALL injuries/situations

1. Call Athletic Trainer: **Liz Alves, 650-530-0395**, or send a student to find Liz in athletic training room
2. Call Athletic Director: **Tim Lugo, 408-332-1074**
3. Send a group with keys to unlock the back gate (2009 key) and the softball side gate if needed (09 key)
4. Send a group to greet emergency vehicles on Saratoga-Sunnyvale Rd and Gerald Zapelli Ct, and the back of the parking lot, and direct them to the victim
5. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
6. Assign a group to keep onlookers from surrounding the victim
7. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
8. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Pool

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Enter on Herriman Ave. From Saratoga Ave, use the third entrance. From Saratoga-Sunnyvale Rd, use the second entrance. Park in front of pool.
- Retrieve AED
 - Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)

For ALL injuries/situations

1. Call Athletic Trainer: **Liz Alves, 650-530-0395**, or send a student to find Liz in athletic training room
2. Call Athletic Director: **Tim Lugo, 408-332-1074**
3. Send a group to greet emergency vehicles on Herriman Ave and direct them to the victim
4. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
5. Assign a group to keep onlookers from surrounding the victim
6. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
7. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Tennis Courts

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Enter on Herriman Ave. Use entrance closest to football field. Drive toward tennis courts.
- Retrieve AED
 - Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)

For ALL injuries/situations

1. Call Athletic Trainer: **Liz Alves, 650-530-0395**, or send a student to find Liz in athletic training room
2. Call Athletic Director: **Tim Lugo, 408-332-1074**
3. Send a group to greet emergency vehicles on Herriman Ave and direct them to the victim
4. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
5. Assign a group to keep onlookers from surrounding the victim
6. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
7. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Wrestling Room

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Enter on Herriman Ave. From Saratoga Ave, use the third entrance. From Saratoga-Sunnyvale Rd, use the second entrance. Park in front of the gym. Enter through the double doors and go to the right. Wrestling Room will be opposite bathrooms.
- Retrieve AED
 - Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)

For ALL injuries/situations

1. Call Athletic Trainer: Liz Alves, 650-530-0395, or send a student to find Liz in athletic training room
2. Call Athletic Director: Tim Lugo, 408-332-1074
3. Send a group to greet emergency vehicles on Herriman Ave and direct them to the victim
4. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
5. Assign a group to keep onlookers from surrounding the victim
6. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
7. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Dance Room

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Enter on Herriman Ave. From Saratoga Ave, use the third entrance. From Saratoga-Sunnyvale Rd, use the second entrance. Park in front of hallway opening. Walk straight, past side gym entrance. Dance Room is to the left.
- Retrieve AED
 - Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)

For ALL injuries/situations

1. Call Athletic Trainer: Liz Alves, 650-530-0395, or send a student to find Liz in athletic training room
2. Call Athletic Director: Tim Lugo, 408-332-1074
3. Send a group to greet emergency vehicles on Herriman Ave and direct them to the victim
4. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
5. Assign a group to keep onlookers from surrounding the victim
6. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
7. Notify Parent and/or Guardian of victim and other students involved.

Venue Map:

Weight Room

If victim is unconscious or severely injured:

- Call 911, and Do Not Hang Up! Use **8-911** on campus phones.
 - School Address: 20300 Herriman Ave, Saratoga, CA 95070
 - Use Sunnyvale-Saratoga Rd. Enter school on Gerald Zapelli Ct. Drive through parking lot, continuing right toward garages and softball field. At softball field, continue left to Weight Room.
- Retrieve AED
 - Afterschool: Inside large gym (Near stereo/Red Zone/Boys Locker Room), or with Liz (in the athletic training room, or at sporting event)
 - 8:00am-4:00pm: Inside Main Office, and in Science Building

For ALL injuries/situations

1. Call Athletic Trainer: Liz Alves, 650-530-0395, or send a student to find Liz in athletic training room
2. Call Athletic Director: Tim Lugo, 408-332-1074
3. Send a group with keys to unlock the back gate (2009 key) and weight room gate (2009 key)
4. Send a group to greet emergency vehicles on Saratoga-Sunnyvale Rd and Gerald Zapelli Ct, the back of the parking lot, the softball field, and direct them to the victim
5. Maintain victim in a stable environment
 - a. Perform CPR/First Aid as indicated
 - b. Do not move victim (unless victim is in danger)
6. Assign a group to keep onlookers from surrounding the victim
7. Notify an administrator: Paul Robinson **858-243-9311**, Brian Safine **408-234-0104**, Brian Thompson **408-608-5318**, or Kerry Mohnike **831-246-1148**. From campus phone use **201** to reach Main Office.
8. Notify Parent and/or Guardian of victim and other students involved.

Venue Map: