

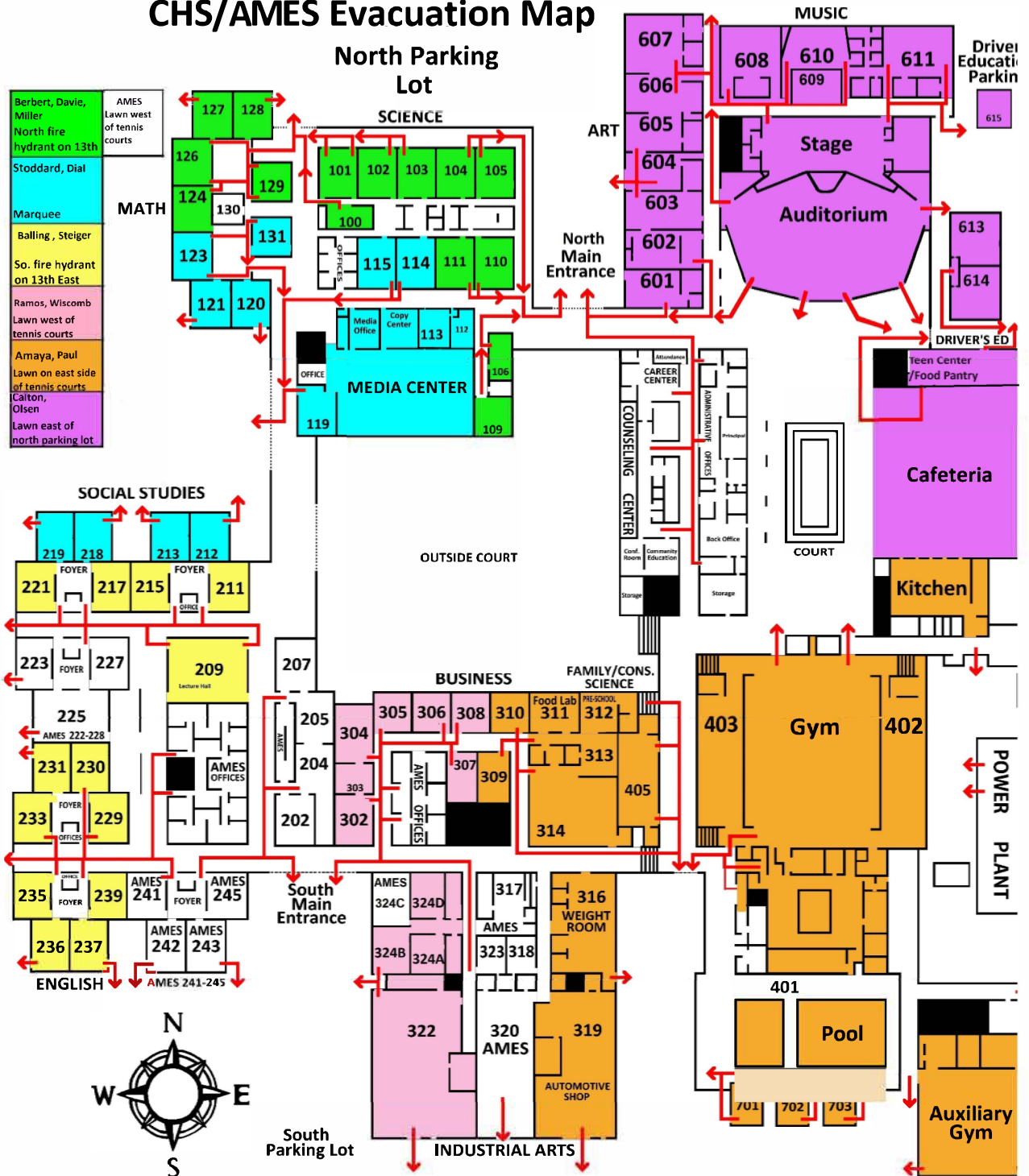
AMES

Academy for Math, Engineering, & Science



School Safety Information

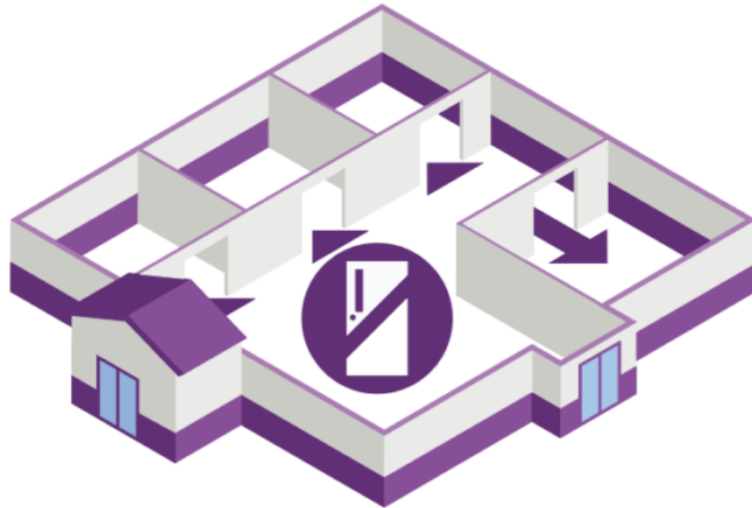
CHS/AMES Evacuation Map





HOLD

Get In Your Room or Area; Keep Hallways Clear



Altercation in Hallway or Medical Emergency:

1. Students and teachers are to close their doors and remain in their classroom or area, even if there is a scheduled class change until the Hold is lifted.
2. Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.
3. Students and staff outside of the building should remain outside unless the administration directs otherwise.
4. It is suggested that prior to closing the classroom door, teachers should sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct classroom activities as usual.

Where will students and staff go during a **Hold** that is not in a classroom?

Hold	
Location	Procedures/Protocols
Recess	N/A
Commons/Lunchroom	Nearest Classroom
Bus Transition	Nearest Classroom
Bell Transition/Hallway	Nearest Classroom
PE/Outside	Nearest Classroom
Gymnasium	Nearest Classroom
Locker Rooms	Gym
Library/Media Center	Library
Before/After School	Nearest Classroom
Labs	Nearest Classroom
Auditorium	Auditorium
Seminary	Seminary
Relocatable	Relocatable
GTI	GTI
Field Trips	Field Trip
Restrooms	Nearest Classroom
Other (specify location):	



SECURE

Get Inside; Lock Outside Doors



Outside Threat (Police Activity or Other Threat):

1. Outside activities are immediately canceled. Return to building.
2. School activities go on as usual within the building.
3. Ground floor windows shall be closed and locked.
4. All exterior doors are locked except for the front door which is manned by a police officer or administrator.
5. The closure may be elevated to a LOCKDOWN as necessary.
6. Seminars and other off campus activities will be notified and shall go on SECURE.
7. Transportation will be notified so that students are not picked up or dropped off at facilities in Enhanced Security (Secure, Lockdown, Shelter-in-Place,).

Where will students and staff go during a **Secure** that are not in a classroom?

Secure	
Location	Procedures/Protocols
Recess	N/A
Commons/Lunchroom	Nearest Classroom
Bus Transition	Nearest Classroom
Bell Transition/Hallway	Nearest Classroom
PE/Outside	Nearest Classroom
Gymnasium	Nearest Classroom
Locker Rooms	Gym
Library/Media Center	Library
Before/After School	Nearest Classroom
Labs	Nearest Classroom
Auditorium	Auditorium
Seminary	Seminary
Relocatable	Relocatable
GTI	GTI
Field Trips	Field Trip
Restrooms	Nearest Classroom
Other (specify location):	



LOCKDOWN

Locks, Lights, Out of Sight



Threat on Campus or Inside the Building

1. If outside you must take appropriate action based upon the information you have.
 - a) Take students off campus if the threat is inside the building.
 - b) Take students in the building and find appropriate lockable room to take cover if the threat is outside.
2. Gather all students and staff to nearest room that is lockable and lock the door.
3. Situate everyone in an area of the room that is least visible from the hallway door.
4. Turn off room lights and unnecessary electronic devices.
5. Everyone must remain absolutely quiet.
6. Ground floor windows shall be closed and locked, with all blinds closed.
7. Discourage the use of personal phones for calls or texts.
8. If possible, take roll and email the office noting any missing or additional persons.
9. Do not open the door for anyone. Police or emergency responders will have a key to the door for entry and will “knock and announce” before entering.
10. Do not react to class bells or fire alarms. If appropriate or possible, announcements via the PA system will give evacuation directions.
11. If an evacuation is ordered, follow evacuation protocol.
12. Seminars and other off campus activities (where practical) will be notified and shall Lockdown.
13. Transportation will be notified so that students are not picked up or dropped off at facility in Lockdown.

Where will students and staff go during a **Lockdown** that are not in a classroom?

Lockdown	
Location	Procedures/Protocols
Recess	N/A
Commons/Lunchroom	Nearest Classroom
Bus Transition	Nearest Classroom
Bell Transition/Hallway	Nearest Classroom
PE/Outside	Nearest Classroom/North or South Entrance
Gymnasium	Nearest Classroom
Locker Rooms	Gym
Library/Media Center	Library
Before/After School	Nearest Classroom
Labs	Nearest Classroom
Auditorium	Auditorium
Seminary	Seminary
Relocatable	Relocatable
GTI	GTI
Field Trips	Field Trip
Restrooms	Nearest Classroom
Other (specify location):	



In addition to these protocols, there are certain events that require dynamic actions beyond established plans.

In a situation where someone is actively seeking to cause harm on the campus, staff members will use situational awareness to assess the circumstances as best they can.

Using this information, they will lead students to either:

RUN – if a clear path escape is available;

HIDE – if the attacker seems near or escape is not feasible;

FIGHT – as a last resort if confronted

State and federal law enforcement agencies encourage use of Run, Hide, Fight for schools and businesses during unpredictable situations where someone is looking to cause harm. In Granite School District we employ our own 20-member police force to ensure a greater law enforcement presence at schools and significantly decrease response times.



EVACUATE

Building Compromised; Everyone Exit



Gas Leak, Earthquake, Flooding, Etc.

1. If you are in the classroom, gather students and prepare to move them to the pre-determined Evacuation Assembly Area.
2. Allow students to gather personal items if safety and time permit.
3. Gather attendance roster (if applicable), your personal items (cell phone etc.)
4. Account for all students before you leave the classroom if possible.
5. Guide students to the Evacuation Assembly Area outside the building.
6. Once you have arrived at the assembly area, account for all students again and report any missing students to administrators with last known location.

NOTE: If you are outside with your class, do not return to the classroom to gather any personal items. Gather your students and go directly to the Evacuation Assembly Area and account for your students. Report any missing students to administrators with last known location.

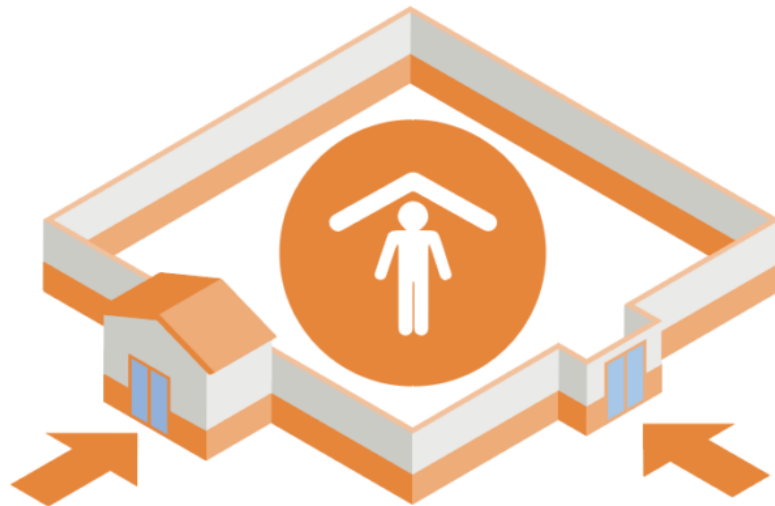
Where will students and staff go during an **Evacuation** that are not in a classroom?

Evacuation	
Location	Procedures/Protocols
Recess	N/A
Commons/Lunchroom	Drivers Ed Lot/Football Field
Bus Transition	North or South Lot
Bell Transition/Hallway	North or South Lot
PE/Outside	North or South Lot
Gymnasium	South Lot
Locker Rooms	South Lot
Library/Media Center	1300 Field
Before/After School	North or South Lot
Labs	North Lot
Auditorium	Drivers Ed Lot/Football Field
Seminary	North Lot
Relocatable	Drivers Ed Lot/Football Field
GTI	Home School
Field Trips	Back to school
Restrooms	North or South Lot
Other (specify location):	



SHELTER

Outside Hazard; Remain Inside



Chemical, Biological, Radiological, Nuclear Threat, or other Hazardous Material Leak (Gas Leak etc.):

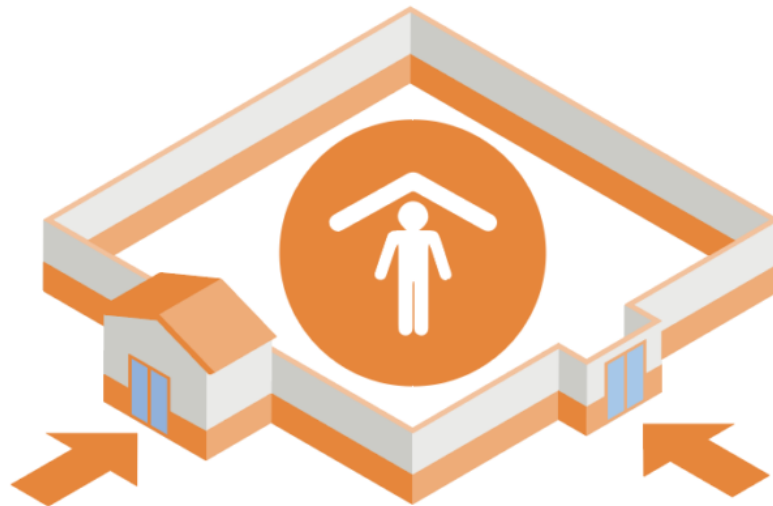
1. Outside activities are immediately canceled. Return to building.
2. Notify the school director and/or district administration of action.
3. School activities go on as usual within the building.
4. Custodians shut down the HVAC systems.
5. Staff and teachers close, lock, and seal all exterior doors and windows if possible.
6. Transportation will be notified so that students are not picked up or dropped off at facilities in Enhanced Security (Secure, Lockdown, Shelter-in-Place,).

(Continued on next page)



SHELTER

Outside Hazard; Remain Inside



Weather Event That Requires Shelter:

In the event of severe weather, a Shelter-in-Place may be initiated to keep students and staff protected from the environment.

1. Outside activities are immediately canceled. Return to building.
2. Notify the school director and district administration of action.
3. School activities may go on as usual within the building unless taking cover is necessary as in the case of a Tornado.
4. Custodians may want to shut down the HVAC system depending upon the circumstances. Principal should make this decision with custodian.
5. Staff and teachers close all exterior doors and windows.
6. Transportation will be notified so that students are not picked up or dropped off at facilities in Shelter-in-Place.

Where will students and staff go during a **Shelter-in-Place** that are not in a classroom?

Shelter-in-Place	
Location	Procedures/Protocols
Recess	N/A
Commons/Lunchroom	Nearest Classroom
Bus Transition	Nearest Classroom
Bell Transition/Hallway	Nearest Classroom
PE/Outside	Nearest Classroom
Gymnasium	Nearest Classroom
Locker Rooms	Gym
Library/Media Center	Library
Before/After School	Nearest Classroom
Labs	Nearest Classroom
Auditorium	Auditorium
Seminary	Seminary
Relocatable	Relocatable
GTI	GTI
Field Trips	Field Trip
Restrooms	Nearest Classroom
Other (specify location):	

Reunification

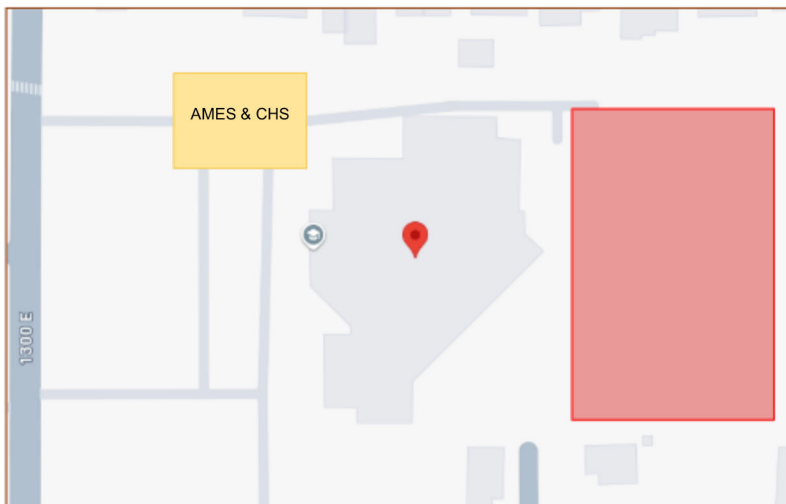


Primary

If it is safe to stay at CHS, teachers will direct students to move from their designated Evacuation Assembly Area to the Reunification Site (Football Field).

CHS will use the Drivers Ed Lot as the student release area.

AMES will use the south parking lot as a release area.



Secondary (Offsite)

If it is not safe to stay at CHS, teachers will direct students to walk south on 1300 East to our offsite Reunification Site (Woodstock Elementary).

Both AMES & CHS will use the Woodstock Parking Area as the release area.

Teachers Role in Reunification:

- Stay with your students and move as a group to the Reunification site.
- Direct students to line up under their letter of the alphabet (last name)
- Ensure students do not leave until someone from the Student Release Team brings documentation stating they can go to the student release area. This ensures they are released to an emergency contact.

EMERGENCY ACTION PLAN
Cottonwood High School
Sports Medicine

PURPOSE

The purpose of this emergency action plan (EAP) is to guide athletic trainers, coaches, staff, administration, and emergency medical staff in responding to emergency situations. It is essential that all Cottonwood High School staff and the sports medicine team have a developed EAP that identifies the role of each member of the activity. Early preparation is necessary and will enable emergency situations to be managed appropriately.

Another purpose of the Emergency Action Plan (EAP) is to protect individuals associated with Cottonwood High School athletics from possible injury or harm. A chain of command will be established, and various emergency situations will be outlined. This Emergency Action Plan is specific for **after school athletic** events.

EMERGENCY PERSONNEL

With athletic practices and competition, the first responder will typically be the Certified Athletic Trainer (ATC) or a coach. A team physician may not always be present at every organized practice or game. The type of training and degree of competition vary widely among all sporting activities and thus the type of degree of sports medicine personnel present at these activities may also vary. The first responder in some instances may be a coach or other school staff.

Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is strongly recommended for all athletic personnel associated with practices, competitions, skilled instruction, and strength and conditioning and is required of the certified athletic trainer. Sports medicine related care, treatment and concussion care **MUST** go through the athletic trainers.

EMERGENCY EQUIPMENT

Emergency care supplies and equipment including first aid supplies, splints, and crutches can be found with the athletic trainer (AT). Emergency equipment can be found on the sideline with the AT during high-risk sporting events such as varsity football, soccer, and basketball games. An automatic external defibrillator (AED) is available during games and will be transported by the AT. During times free of games, the AED will be in the AT room in the locked cabinet. Other AEDs are located throughout the school:

AED Locations: Work room off the main office
 On wall south wall of inner courtyard just outside the gym
 In athletic trainer's office in the wagon in a yellow and grey case
 Athletic Director's office

Equipment is checked prior to practices and competitive events for proper function and current certification.

CHAIN OF COMMAND

This chain of command will include core members:

High School Administration (Admin)

School Resource Officer
High School Athletic Director (AD)
TOSH Athletic Trainers (AT)
Head Coach and Coaching Staff
Facilities Crew

The AT is responsible for assigning tasks to the administration and any coaching staff to help as needed or until EMS or a physician arrive on scene. Everyone will be under the direct orders of the AT (or MD if one is present) until transported by EMS.

Role of First Responder:

1. Immediate care of ill or injured athlete
2. Assigning tasks to other bystanders who are willing and able to help with aid.
3. Retrieving emergency equipment

COMMUNICATION

Most communication will be done orally as the AT and the AD/administration should attend the event. If needed, the use of cell phones will be used to contact each other. Administration can then use radios to communicate further.

If EMS is contacted, it should be done by the AD/administration (as the AT will be directing care of the athlete and will not be able to call). The person who calls should be close by the affected athlete and the AT to be able to ask/answer questions from EMS services.

Activating EMS: In a calm and clear manner

1. state your name,
2. location-give exact address and directions to dispatcher
3. give number of injured people
4. type of injury or illness
5. first aid given
6. any information that may be requested by EMS dispatcher.

DO NOT HANG UP UNTIL DISPATCH HANGS UP FIRST

Once finished with EMS then they need to proceed to unlock gates or doors so that EMS has easy access to the athlete.

RESPONSIBILITY OF CARE

The AT is primarily responsible for taking care of athletes. If there is a spectator that needs assistance the AT can be contacted as to what to do but if an athlete goes down on the playing field the AT will be forced to attend to the athlete and leave the spectator.

Guidelines for Emergency Care for Specific Injuries and Illness

Spinal Injury

1. Check the airway, breathing, circulation (ABCs) and administer CPR as needed
2. Have someone else call 911 to activate EMS
3. Support cervical spine by positioning hands on the side of the head. Do not leave this position until instructed by the EMS crew
4. Have someone else treat for shock while you continue to support the head
5. **DO NOT ATTEMPT TO MOVE THE ATHLETE** unless the athlete is in immediate

- danger because of his/her location. (If the athlete must be moved proper back boarding and cervical support should be used)
6. Retrieve CPR mask and AED in case they are needed
 7. Reassure the athlete to stay calm

Major Fracture

1. Have someone else call EMS (911)
2. Treat the athlete for shock
3. Apply basic first aid
4. DO NOT ATTEMPT TO REDUCE THE FRACTURE. If a physician is present on scene, he/she may take over to reduce the fracture. If no physician is available continue to step 5.
5. Splint fracture, check to make sure athlete still has a distal pulse and sensation
6. Have EMS transport the athlete to the hospital

Major Joint Dislocation

1. Treat athlete for shock
2. Apply basic first aid
3. DO NOT ATTEMPT TO REDUCE THE DISLOCATION
4. Splint dislocation above and below the joint, check for distal pulse and sensation
5. Transport athlete to hospital

Heat Illness

1. Remove athlete from heat
2. Remove excess clothing
3. Determine severity of heat illness (use thermometer if necessary (rectal preferred))
4. Monitor ABCs
5. Attempt to cool the body down (ice bath preferred)
6. Stay with athlete at all times
7. If symptoms worsen, call 911

Cardiac Problems

1. Activate EMS
2. Check the airway, breathing, and circulation. Administer CPR if necessary.
3. Treat for shock
4. Put the athlete in a comfortable position
5. Retrieve CPR mask and AED in case they are needed. Make sure these items are returned once EMS has arrived.

Other Emergency Situations

1. Check ABCs
2. Apply first aid
3. Prevent and/or treat for shock
4. When in doubt activate EMS

Triage (Multiple Victims)

1. Move athletes who can walk on their own to a safe area for later evaluation
2. Quickly assess remaining victims-check ABCs
3. Label victim accordingly (before giving care to those who have life-threatening injuries and need immediate care first):
 - a. Immediate care- Must be transported by EMS to sustain life or consciousness.
 - b. Delayed care- Person is stable, however unable to move due to spinal injury or broken bones/joint dislocations
 - c. Minor- Non-life-threatening injuries
 - d. Dead- those who don't need further care

ENVIRONMENTAL SITUATIONS

*Lightning

If lightning is detected within 10 miles of an outdoor event, all coaches, players, spectators must find appropriate shelter until lightning has moved sufficient distance from the event. Lightning strikes detected within 10 miles (NATA flash bang 30:30 rule) are considered potentially harmful.

Decision is made by or in conjunction with Athletic Director and/or Athletic Trainer. If neither is available, then the head coach must make the decision. The Weather Bug App may be used for this.

*Earthquake

During the shaking try to keep calm. Avoid areas where objects may fly or fall onto you.

Take cover under desks, tables, or other heavy furniture.

Stay away from windows or hanging objects

If outside, move away from buildings if possible.

Move away from utility poles, overhead wires, and trees.

After the shaking, check your immediate area and make sure it's safe

Check for injured people around you

Listen for announcements

*Fire

Know the areas where fire alarms are located

Know primary and alternative evacuation routes

See evacuation routes in Appendix A

Review annually with staff

See school map for evacuation routes

BEHAVIORAL SITUATIONS

*Bomb Threat

Be educated and familiar with working area and report suspicious people and items that don't belong

Clear suspicious area

Don't touch suspicious device/packages

Report wandering people

Don't use radios during bomb search. Radio transmissions have been known to trigger explosive devices

Obtain as much information as possible from caller:

- Location of bomb

- Time bomb is to go off

- Description of bomb

- What will cause it to explode?

- Did caller place bomb?

- Reason for bomb threat

- Name of caller, address, and phone number

*Active Shooter

Run - Hide - Fight

- Run - if a clear path escape is available

- Hide - if the attacker seems near or escape is not feasible

- Fight - As a last resort if confronted

EAP Directions to Each Venue Site

Updated gate information:

There are gates on Cottonwood HS campus where the locks have been changed by Granite School District, restricting emergency access to all medical and coaching staff. The only way to access these gates is to have a member of administration open them. Due to these restrictions, a member of administration must be available to open emergency access gates for all levels of sports (games and practices) held on the property, including varsity, junior varsity, sophomore, and freshman. The athletic trainer has not been provided with a key to help EMS gain access to these areas.

Noted below are the gates and fields with limited access. Also noted are the areas where limited gate access increases the distance between the ambulance and the venue. These venues are still accessible; however, the increased distance may delay responders' arrival at the scene. Directions to these venues with and without gate access are listed.

Due to these changes, the north entrance is the only accessible route without restricted access.

EMS must be directed to the north side of the school and through the fire lane along the back side of the school. The fire lane must be monitored by administration to ensure it remains clear during all levels of activity, including practices and games (varsity, junior varsity, sophomore, and freshman). The monitoring of the fire lane does not fall on the athletic trainer. If the ambulance is delayed due to blockages in the fire lane, Cottonwood HS and individuals who have blocked the fire lane will be held liable. Please help us keep this lane clear so we can provide appropriate care to injured athletes.

If you have any questions about specific emergency procedures, please reach out to the Athletic Trainer, Kadie Chadwick.

Gate/Fields with limited access:

- Gates:
 - South gate attached to the tennis courts
- Fields:
 - Soccer field
 - Softball field
 - Back side of baseball field

Locations with increased distant:

- Main Gym
- Swimming Pool
- Athletic training room
- Weight room
- Soccer Field
- Backside of baseball field

Football Stadium

EMS has access to the field via 5600 South, north entrance

Access to the field for EMS is through the north gates accessed through the driving range.

Admin will need to unlock the gate for entry. The ambulance can then proceed around the track to where the athlete is.

Baseball Field

EMS has access to the field via 1300 East southernmost driveway

Access to the field for EMS is through the gate just west of the field (next to the practice field).

Admin will need to unlock the gate for entry.

Outfield: **Accessible Gate/Increased Distance:** North Entrance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. Then turn right onto the sidewalk and proceed towards the tennis court. Then make a left turn and enter through the gate on the northeast of the field. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

limited gate access required to get to field: South Entrance:

For outfield access EMS has access to the field via 1300 East driveway just south of the main building. The ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). Then turn right/south towards the gate located on northeast end of the field. Admin will need to unlock the gate for entry

Softball field:(south and north entrances)

South entrance: **limited gate access required to get to field**

EMS has access to the field via 1300 East driveway just south of the main building. Access to the field for EMS is from the south parking lot. The ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by the admin. EMS will then proceed to the east access road to proceed back to the field. If there are cars parked along both sides of this access road, then EMS will proceed over the lawn to the softball field. (The access road should not be blocked in this manner)

North Entrance: Accessible Gate/Increased Distance

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school to get to the field. If there are cars parked along this road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

Soccer field: **Accessible Gate/Increased Distance:** North Entrance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. Then turn right onto the sidewalk then proceed onto the grass towards the soccer field. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

limited gate access required to get to field

EMS has access to the field via 1300 East driveway just south of the main building. Access to the field for EMS is from the south parking lot. The ambulance will need to drive along the sidewalk and will need to be unlocked by the admin. They will then proceed across the grass to the soccer field.

Gymnasium/Wrestling Room/Dance room

No gate/increased distance route:

EMS has access to the field via 1300 East or 5600 South and enter the south parking lot. They can then drive onto the sidewalk and enter through the main doors. Where they will be met by a staff member and guided through the halls.

Limited gate Access route:

EMS has access to the gym via 1300 East. Enter South parking lot. Proceed to the sidewalk immediately North of the tennis courts. The gate along this sidewalk will need to be unlocked by the admin. Turn left on the sidewalk just west of Relos. Proceed to Southeast doors. Enter building and gym is towards the North. Dance room is on the West side of the main gym. The wrestling room is on the East side of the main gym.

Auxiliary Gym

Accessible Gate/Increased Distance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and enter through the black double doors. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need

to unlock the gate for entry.

Limited gate Access route:

EMS has access to the auxiliary gym via 1300 East driveway just south of the main building. To access the auxiliary gym enter from the south parking lot, the ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by an admin. The ambulance can then proceed directly east to the south doors of the auxiliary gym.

Swimming Pool

Accessible Gate/Increased Distance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and proceed down past the relays and turn right again. They will proceed up to the doors and be met by a staff member and guided to the pool. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

Limited gate Access route:

EMS has access to the pool via 1300 East driveway just south of the main building. To access the pool from the south parking lot, the ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by the admin. They then will turn on the sidewalk just west of the relocatable buildings and proceed to the south doors. Admin will then direct them to the swimming pool.

Tennis Courts

EMS has access to the courts via 1300 East driveway just south of the main building
Tennis courts are in the south parking lot and are easily accessible from the parking lot.

Weight Room

Accessible Gate/Increased Distance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and proceed down past the relays and turn right again. They will proceed up to the doors and be met by a staff member and guided to the weight room. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

Limited gate Access route:

EMS has access to the weight room via 1300 East driveway just south of the main building
Access to the weight room for EMS is from the south parking lot. The ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by the admin. They then will turn on the sidewalk just west of the relocatable buildings and proceed to the south doors. Admin will then direct them to the weight room (there is an outside door to the weight room on the north side of

the building (just south of the sidewalk where they are driving)).

Athletic Training Room (AT room)

Accessible Gate/Increased Distance:

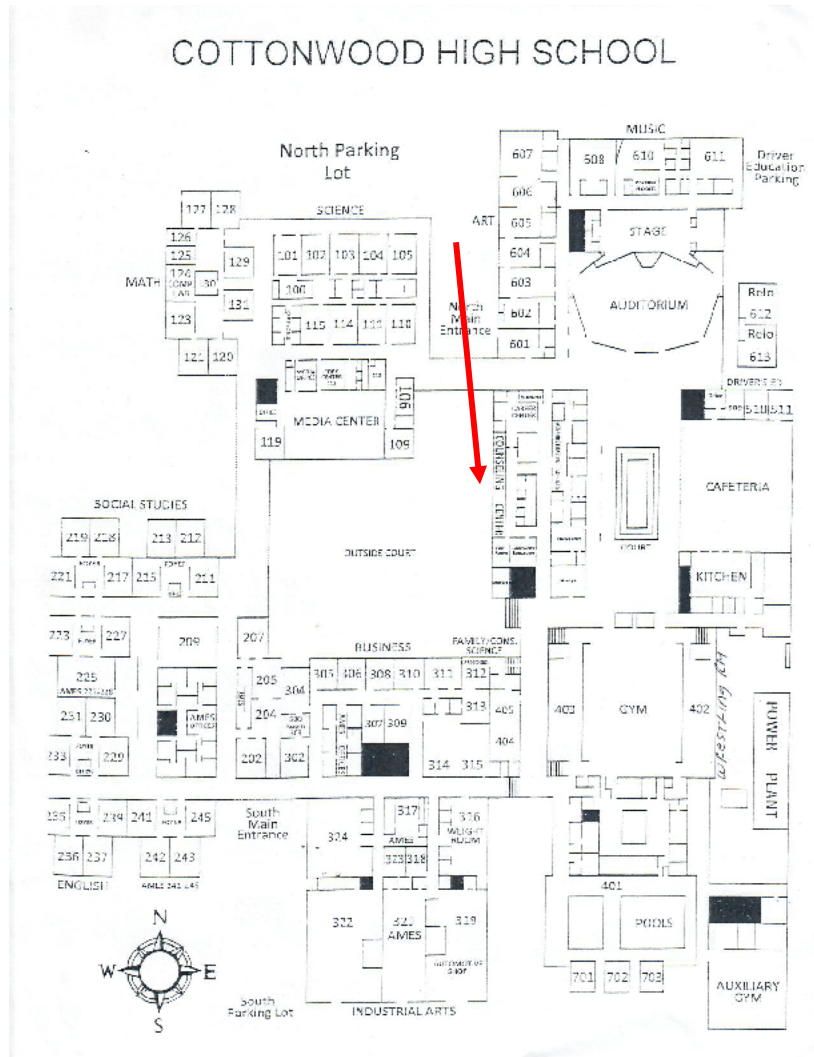
EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and proceed down past the rels and turn right again. The office is the last relo room 701. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

Limited gate Access route:

EMS has access to the AT room via 1300 East driveway just south of the main building. Access to AT room for EMS is from the south parking lot. The ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by admin. They then will turn on the sidewalk just west of the relocatable buildings and stop at the first relo. That relo is ATR number 701.

Appendix A

EVACUATION ROUTES



Red arrows: routes that are accessible without limited access gates
Yellow Arrows: routes with limited gates that are inaccessible without an admin present

Cottonwood High School
Football Field/Track
Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
 2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
 3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
 4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.
- LOCATION:** Cottonwood High School is located at 5715 South 1300 East, Murray, UT 84121. EMS has access to the field/track via 5600 South, northeast entrance. Proceed through the driving range to the southeast corner where there is a gate to enter the football field. The ambulance can then proceed down the ramp and around the track to where the athlete is.
- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
 6. Continue to monitor person's condition and continue to provide emergency care until EMS personnel arrive.
 7. If you have assistance, prepare the person for transport
 8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Baseball Field
Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION: Cottonwood High School is located at 5715 South 1300 East, Murray, UT 84121. EMS has access to the field via 1300 East southernmost driveway of the south parking lot. Access to field for EMS is through the gate just west of the field (next to the practice field).

Outfield: Accessible Gate/Increased Distance: North Entrance: EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. Then turn right onto the sidewalk and proceed towards the tennis court. Then make a left turn and enter through the gate on the northeast of the field. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Softball Field

Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION: North Entrance: **Accessible Gate/Increased Distance**

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school to get to the field. If there are cars parked along this road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry

limited gate access required to get to field Cottonwood High School is located at 5715 South 1300 East, Murray, UT 84121. EMS has access to the field via 1300 East driveway just south of the main building. Access to field for EMS is from the south parking lot. The ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). EMS will then proceed to the east access road to proceed back to the field. If there are cars parked along both sides of this access road, then EMS will proceed over the lawn to the softball field. (The access road should not be blocked in this manner)

- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Soccer Field

Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION Accessible Gate/Increased Distance: North Entrance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. Then turn right onto the sidewalk then proceed onto the grass towards the soccer field. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor the person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Main Gym, Wrestling Room, Dance Room
Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION: No gate/increased distance route: EMS has access to field via 1300 East or 5600 South and enter the south parking lot. They can then drive onto the sidewalk and enter through the main doors. Where they will be met by a staff member and guided through the halls.

Limited gate Access route: EMS has access to the gym via 1300 East. Enter South parking lot. Proceed to the sidewalk immediately North of the tennis courts. The gate along this sidewalk will need to be unlocked by admin. Turn left on sidewalk just west of relays. Proceed to Southeast doors. Enter building and gym is towards the North. Dance room is on the West side of the main gym. Wrestling room is on the East side of the main gym

- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor the person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Auxiliary Gym

Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION: Accessible Gate/Increased Distance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and enter through the black double doors. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

Limited gate Access route: EMS has access to the auxiliary gym via 1300 East driveway just south of the main building. To access the auxiliary gym is from the south parking lot, the ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by an admin. The ambulance can then proceed directly east to the south doors of the auxiliary gym.

- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor the person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Swimming Pool

Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION: Accessible Gate/Increased Distance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and proceed down past the relays and turn right again. They will proceed up to the doors and be met by a staff member and guided to the pool. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

Limited gate Access route: EMS has access to the pool via 1300 East driveway just south of the main building. To access the pool from the south parking lot, the ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by the admin. They then will turn on the sidewalk just west of the relocatable buildings and proceed to the south doors. Admin will then direct them to the swimming pool.

- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor the person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (Main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Tennis Courts
Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION: Cottonwood High School is located at 5715 South 1300 East, Murray, UT 84121. EMS has access to the courts via 1300 East driveway just south of the main building. Tennis courts are in the south parking lot and are easily accessible from the parking lot.

5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor the person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (Main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School

Weight Room

Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION: Accessible Gate/Increased Distance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and proceed down past the relays and turn right again. They will proceed up to the doors and be met by a staff member and guided to the weight room. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry. **Limited gate Access route:** EMS has access to the weight room via 1300 East driveway just south of the main building. Access to the weight room for EMS is from the south parking lot. The ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by an admin. They then will turn on the sidewalk just west of the relocatable buildings and proceed to the south doors. Admin will then direct them to the weight room (there is an outside door to the weight room on the north side of the building (just south of the sidewalk where they are driving)).

5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor the person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (Main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823

Cottonwood High School
Athletic Training Room

Venue-Specific Emergency Action Plan

1. Provide Immediate care for athlete(s) and determine the nature of the injury.
2. If injury is severe, life threatening, or a high suspicion of sudden cardiac arrest with a collapsed and unresponsive athlete; utilize two people in activating EMS and retrieving emergency medical equipment.
3. Call 911 to activate EMS (Athletic Director, Coach or Athletic Trainer calls EMS)
 - a. Athletic Training Student or Coach retrieves emergency equipment (in training room)
 - I. AED, Medical Kit, Splints, etc.
4. The caller shall provide the following information to the operator:
 - a. gives your **name, location**, calmly explain the **nature of the injury or emergency**.
 - b. Give the call back number of phone being used, number of individuals injured, first aid treatment being administered, specific directions to location.
 - c. Give any other information requested by the dispatcher.
 - d. **DO NOT HANG UP** until they have all the information needed. Let them hang up first.
 - e. Inform operator of the location and address of the incident.

LOCATION Accessible Gate/Increased Distance:

EMS has access to the field via 5600 South, north entrance. They can proceed down the fire lane along the east side of the school. They will then turn right onto the sidewalk and proceed down past the relays and turn right again. The office is the last relay room 701. If there are cars parked along the fire lane road EMS will have to reroute to the south entrance. (The access road should not be blocked in this manner). Admin will need to unlock the gate for entry.

Limited gate Access route: EMS has access to the AT room via 1300 East driveway just south of the main building. Access to AT room for EMS is from the south parking lot. The ambulance will need to drive along the sidewalk just south of the school (immediately north of the tennis courts). The gate along this sidewalk will need to be unlocked by admin. They then will turn on the sidewalk just west of the relocatable buildings and stop at the first relay. That relay is the ATR number 701.

- a. Admin will need to unlock the gate for entry if needed
5. Athletic Director, Coach, Administrator, or Athletic Training Student will greet and direct EMS upon arrival.
6. Continue to monitor person's condition and continue to provide emergency care until EMS personnel arrive.
7. If you have assistance, prepare the person for transport
8. Upon arrival of EMS:
 - a. provides pertinent information
 - I. Method of injury, vital signs, treatment rendered, medical history
 - b. Ensure appropriate documents accompany the person (Insurance card, Identification, allergies, medications, etc.)

Contact Phone Numbers

Facility Landline (main office) 385-646-5264

Local Emergency Number: 911

Athletic Trainer: Kadie 801-792-6823