

# WOODALL PUBLIC SCHOOL

## EXTRACURRICULAR ACTIVITIES EMERGENCY AND CARDIAC EMERGENCY ACTION PLAN

### RILEY BOATWRIGHT/ CHASE MORRIS

Woodall Public School has a written emergency plan that should be followed in the event of a medical emergency or a sudden cardiac arrest event. All staff should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the administrator on site, coach, nurse, or school sponsor.

An **EMERGENCY** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the coaches, administrators, nurse, and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when **911** should be called are:

- A student/athlete is not breathing
- A student/athlete has lost consciousness
- It is suspected that a student/athlete may have a head, neck or back injury
- A student/athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped

### CHAIN OF COMMAND

Administrator/Athletic Director/Nurse

Head Coach/School Club Sponsor/Teacher

Assistant Coach/School Staff

Student Athletes/Participants/Students

The highest person in the chain of command who is present at a scene will be the designated the **medical administrator** in charge. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the student/athlete until EMS arrives. Once it has been decided that EMS should be called, the following protocol should be followed:

## EMS PROTOCOL

**When you call EMS, provide your name and title or position, current address, telephone number, number of people injured, condition of injured, first aid treatment already administered, specific directions, and other information that is requested.**

## EMERGENCY ACTION PLAN

1. The highest person on the chain of command, who is present at the event, will be deemed the **medical administrator**, and will stay with the student to monitor the student's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. If the superintendent or principal is not on site, they should be notified that there is an emergency situation at the specific site.
2. The **medical administrator** will make the call to EMS or will designate another person to make the call (911) from a cell phone or closest phone available. Specific instructions of the location should be addressed. EMS should be told what the emergency is, the condition of the student and exact location of the student. Also, tell the EMS that someone will meet them at the closest intersection or entrance to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. The **medical administrator** will send someone to retrieve the nearest AED or other needed medical equipment.
4. The **medical administrator** will send runners to all intersection or entrance locations where the student is located to direct the ambulance to the student. The runners should stay in their positions and wave the ambulance through the proper turns to get to the student.
5. The **medical administrator** will designate another person to attempt contact with the student's parents. **EMERGENCY CONTACT INFORMATION CAN BE FOUND:** Campus Buildings and Classrooms (Main Office), Event Center (Coaches Office), Track (Locker Room), Football Game (Sidelines in Folder), Other Events (With the Sponsor)
6. If transport is deemed necessary by EMS, the student will be taken to either:  
**Northeastern Health System- 1400 E. Downing Ave. Tahlequah, OK 74464**  
**W.W. Hastings Hospital - 100 Bliss Ave. Tahlequah, Ok 74464**
7. Locations of Events:  
**Buildings 1-6 Classrooms, Library, Board Room, Event Center, Little Theatre, Old Gym, and Track- 14090 W. 835 RD Tahlequah, Ok 74464**  
**Football Field - Sequoyah High School- 17091 S. Muskogee Ave. Tahlequah, Ok 74465**
8. Important Phone Numbers:  
**Superintendent, Ginger Knight - 918-685-0919**  
**Principal, Kim Kocsis - 918-457-6255**  
**Coach Keys - 918-207-5625**  
**Coach Hood - 918-207-7798**  
**School Nurse, Natalie Nowlin – 918-931-7171**

Board Approved: 7/14/25  
Staff Practice Drill: 8/04/25  
Staff AED Training: 8/04/25

## Location of Medical Equipment

### AED'S are located at the following locations:

- Event Center-Coaches Office
- Little Theater or Old Gym-Main Office or Superintendent's Office
- Football Games- Sidelines
- Track-Locker Room
- Buildings 1-6 Classrooms - Main Office or Superintendent's Office
- Library or Board Room – Superintendent's Office

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

\*\* Appropriate School staff will be trained in First aid, cardiopulmonary resuscitation and the proper use of the AED machines set by a nationally recognized guidelines-based organization. Routine maintenance of AED's will be conducted annually by, AED Coordinator - Jerrod Hood.

This plan shall be reviewed and updated annually as appropriate. The plan is on file with the school district and with the emergency medical provider. Visiting schools may review the plan on our school website at [www.woodall.k12.ok.us](http://www.woodall.k12.ok.us) Each year, Woodall School will review the plan with staff and rehearse prior to the start of season practices with school officials and local emergency medical service providers. Woodall School will provide the emergency medical service provider a list of all school events and activities scheduled at the school.

### SUDDEN CARDIAC ARREST RESPONSE TEAM

Jerrod Hood – AED Coordinator/Coach

Billy Keys – Athletic Director/Coach

Natalie Nowlin – School Nurse

Tina Hammer – Paraprofessional/Coach

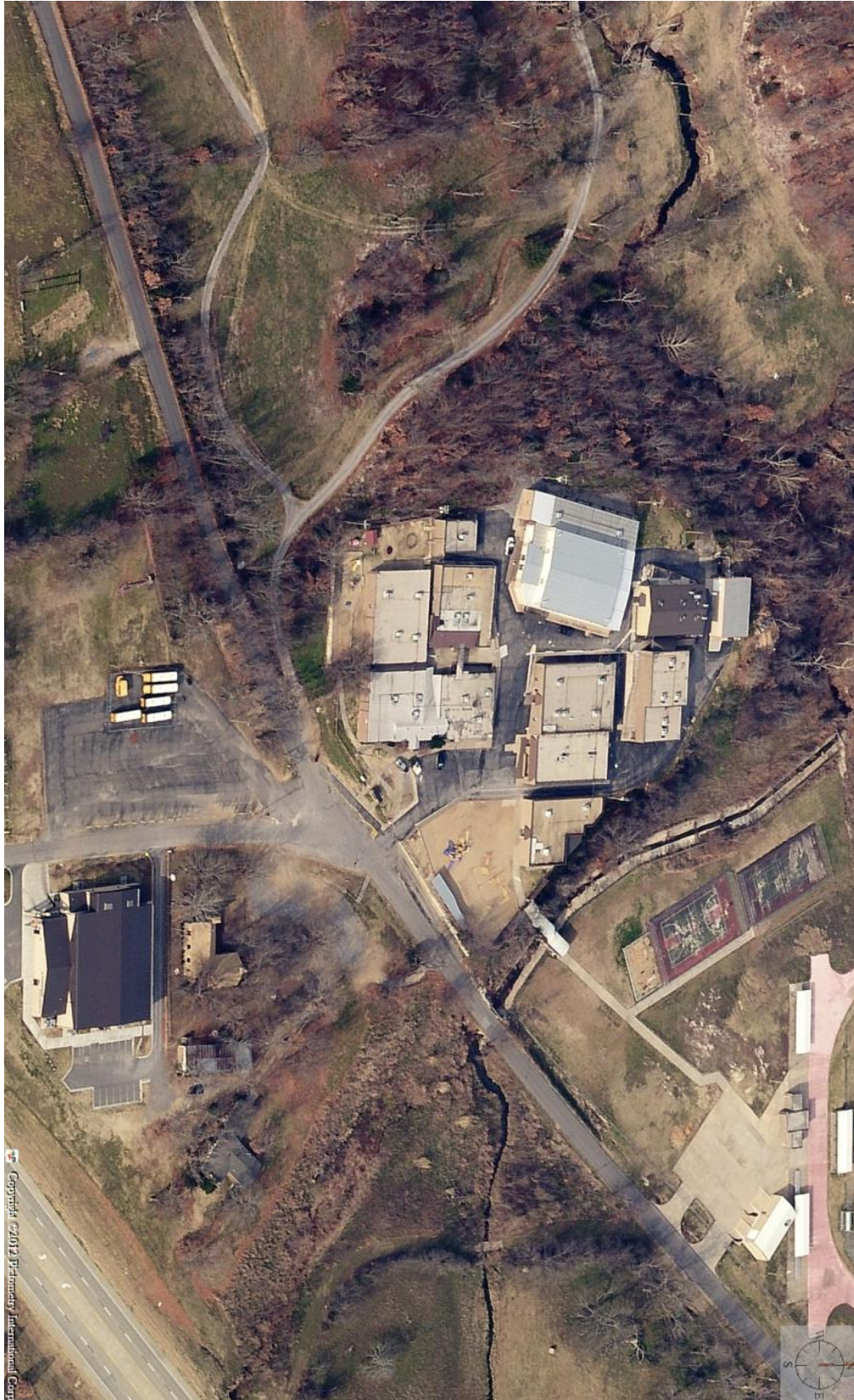
Other staff available as needed

## Referral Numbers

<b>911 (Emergency)</b>	<b>911</b>
<b>Tahlequah Police Department</b>	<b>918-456-8801</b>
<b>Cherokee County Sheriff's Office (Non-Emergency)</b>	<b>918-456-2583</b>
<b>Cherokee Nation Marshall Service</b>	<b>918-207-3800</b>
<b>UKB</b>	<b>918-822-3381</b>
<b>Fire Department</b>	<b>918-456-2424</b>
<b>Tahlequah City Ambulance</b>	<b>918-456-2230</b>
<b>Cherokee Nation EMS</b>	<b>918-458-6143</b>
<b>NSU Police Department</b>	<b>918-458-2111</b>

Board Approved: 7/14/25  
Staff Practice Drill: 8/04/25  
Staff AED Training: 8/04/25

## Aerial View Map of Woodall Public School





Board Approved: 7/14/25

Staff Practice Drill: 8/04/25

Staff AED Training: 8/04/25

## Aerial View Map of Sequoyah Football Field

