

Athletic Event Procedures

Visiting Team Reference Guide



Football Season

2024-2025

We at Duncan Public Schools welcome you, your staff, your players, and your fans to our school. We have prepared this packet as an easy way to get to know our staff, our facilities, and our procedures. As always, our ultimate goal is to provide a safe environment for our athletic events.

In this packet, you will find our athletic Emergency Action Plan, our Standard Response Protocol, a map of our complex, and a list of contacts that you may find helpful. With regard to your specific event, this packet may include individualized information as needed.

Duncan High School Football games are held at Halliburton Stadium, located at 1698 West Pine. Buses will enter the stadium from Pine, on the northwest corner of the stadium. Visiting team locker rooms are located on the northeast corner of the stadium.

Visiting team guest parking will be across the street from the stadium in the Duncan High School Baseball parking lot. Visitor entrance is through the north gate. After paying the attendants, visitors will enter the stadium through the first entrance and proceed to visitor seating on the east side of the stadium. Restroom and concession facilities are available at the Field House located at the south end of the stadium. Handicapped facilities are located behind the home side stands.

Security for Duncan Public Schools events is provided by members of the Duncan Police Department. Officers will be posted throughout the stadium, including the visitor section. These officers are present for the safety of everyone present, and are happy to help with any concerns.

Members of Administration traveling with the team should make contact with the Athletic Director or another member of the DHS Administration team on arrival. Please provide adequate administrative staffing to assist with your visiting team needs.

Thank you for helping us make Duncan a safer place for all of us.

CONTACT LIST

Athletic Director Kevin Kelly	580-467-1118
DHS Principal Lisha Elroy	580-606-0401
DHS Asst Principal Rodney Strutton	580-475-5247
DHS Asst Principal Tara Smith	405-574-4842
DHS Head Football Coach Matt Terry	580-656-1727
DHS Athletic Trainer Amanda Woods	580-467-8872
DHS Security Director Dustin Smith	580-467-6319
DHS School Resource Officer Cody Earls	580-560-0457

Duncan High School

Football Stadium Event Safety Protocols

In light of recent acts of violence at Oklahoma high school football games, Duncan Public Schools is implementing the following protocols to help increase the safety of all individuals in attendance at Duncan home events. We appreciate your cooperation and adherence to these new guidelines.

- **NO weapons (including guns and knives) are allowed on DPS property. This includes concealed carry weapons even if the person has a license.**
- **No Re-entry upon exiting the stadium.**
- **ALL elementary (PK-5th grade) MUST be accompanied by an adult and remain seated with them at all times.**
- **Parents are to keep students under direct supervision at all times in case of an emergency situation.**
- **ALL students MUST remain in the stands unless you are going to the restroom or concession.**
- **High school and Middle school students are REQUIRED to stay on the home side and remain in the stands.**
- **All visiting fans and students should remain on the visitor side.**
- **NO oversized bags, purses, backpacks, or draw string bags.**
- **All bags may be subject to search at the discretion of administration.**
- **DHS reserves the right to refuse entry.**
- **DHS reserves the right to remove anyone from the premises for any reason**
- **NO outside food or drink allowed inside the stadium.**
- **High school and middle school administrators will be present as well as both school resource officers and multiple other officers.**
Please let us know immediately if you feel there is a threat of any kind.

**THANK YOU FOR YOUR
COOPERATION AND SUPPORT!**



**IF YOU SEE
SOMETHING,
SAY SOMETHING!**

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazard
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Emergency Action Plan For Duncan High School Athletics Program

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

Personnel Involved in Development

The following individuals were involved with the creation of this Emergency Action Plan:

Amanda Woods, ATC, LAT (Athletic Trainer)

Survival Flight, Inc (Ambulance Services)

EMERGENCY ACTION PLAN FOR ATHLETICS

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, and prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All coaches are required to have CPR, First Aid, AED, and concussion management training certifications.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The four basic roles within the emergency team are:

Establish scene safety and immediate care of the athlete: This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).

Activation of Emergency Medical Services: This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team.

Equipment Retrieval: May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.

Direction of EMS to the scene: One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Activating Emergency Medical Services

Call 9-1-1
Provide information
Name, address, telephone number of caller
Nature of the emergency (medical or non-medical)*
Number of athletes
Condition of athlete(s)
First aid treatment initiated by first responder
Specific directions as needed to locate the emergency scene (i.e. "use the south entrance to the school off Asylum St.")
Other information requested by the dispatcher
DO NOT HANG UP FIRST
*if non-medical, refer to the specified checklist of the school's non-athletics emergency action plan

Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page 11 for emergency communication guidelines for Duncan High School.

Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a "load and go" situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experiences doubt in their mind regarding the severity of the situation should consider a "load and go" situation and transport the individual.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions.

Post EAP Activation Procedures:

Debriefing

A team consisting of the ATC, AD, coaches, nurse and one or two other school district employees not involved with the situation must discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to EAP should be made for promptness.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of healthcare providers. It is prudent to invest in athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Duncan High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the EAP will be posted on the wall in the athletic training room.

Chain of Command

The Athletic Trainer should always act as primary care-giver at the site of the injury or accident (when on-site) and would manage the situation according to the following rank:

1. Amanda Woods, ATC, LAT (Athletic Trainer)
2. Bryan Duell, DO (Team Physician)
3. Kevin Kelly (Athletic Director)/Dr. Channa Byerly (Superintendent)
4. Lisha Elroy, Tara Smith, Rodney Strutton (Administrators)
5. Head Coach
6. Assistant Coach

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

1. Bryan Duell, DO (Team Physician)
2. Kevin Kelly (Athletic Director)/Dr. Channa Byerly (Superintendent)
3. Lisha Elroy, Tara Smith, Rodney Strutton (Administrators)
4. Head Coach
5. Assistant Coach

Emergency Telephone Numbers

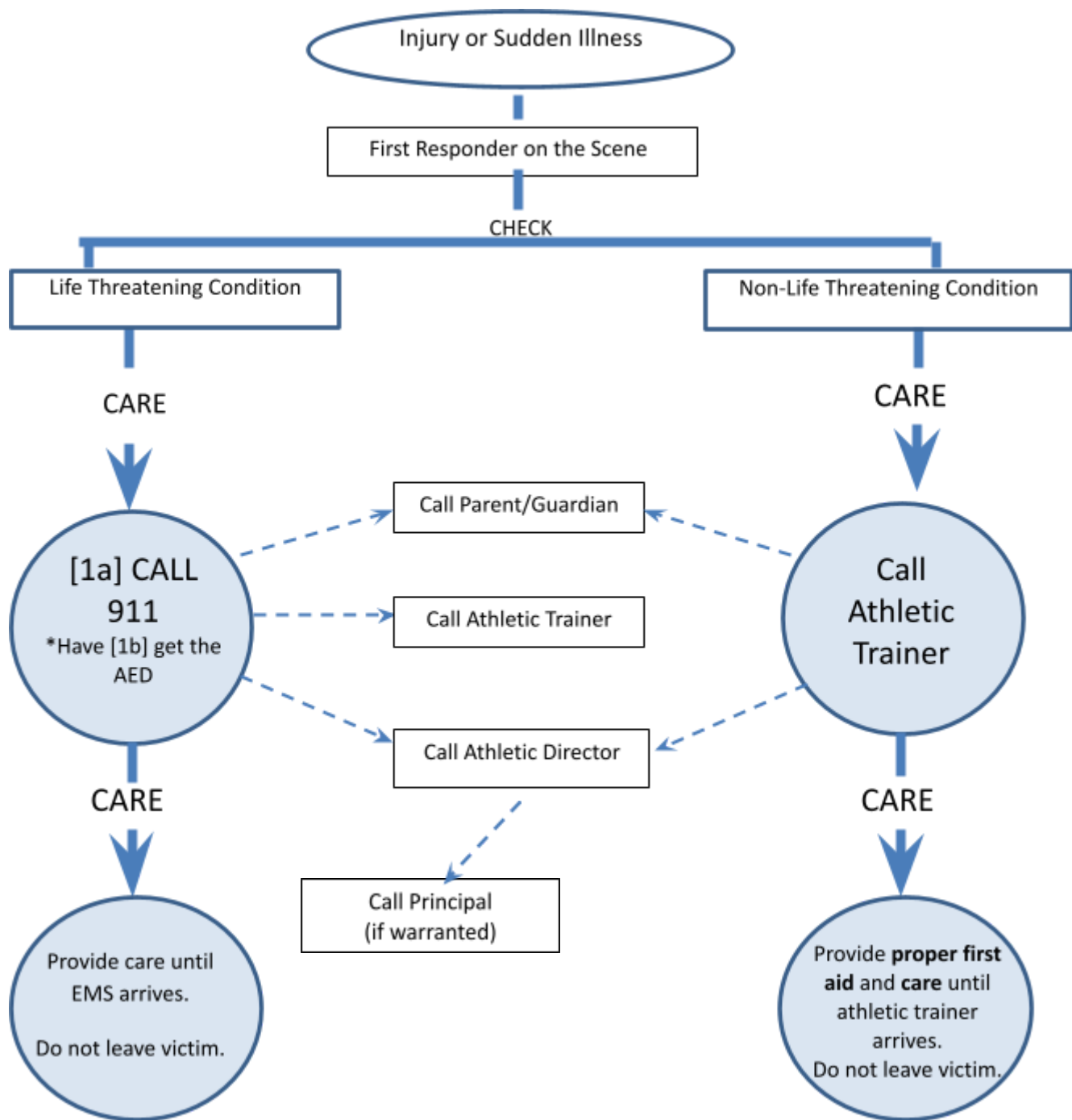
This list is only to be used in case of an emergency.

Off Campus Contacts	Phone Number
Emergency	911
Police department	911
Fire and Ambulance	911
Duncan Regional Hospital	(580) 252-5300
Poison Control Center	1-800-222-1222

On Campus Offices	Phone Number
Athletic Training Room	Amanda Woods (580) 467-8872
Athletic Director	(580) 255-4366 x266
Head High School Principal	(580) 255-0700
DHS Main Office/Nurse Office	(580) 255-0700
Administrative Office	(580) 255-0686
School Counselor Office	(580) 255-0700

Title	Name	Office	Cell
Athletic Trainer	Amanda Woods	(580) 467-8872	(580) 467-8872
Athletic Director Superintendent	Kevin Kelly Dr. Channa Byerly	(580) 255-4366	(580) 467-1118 (580) 656-4424
Principal	Lisha Elroy	(580) 255-0700	(806) 606-0401
Assistant Principal	Tara Smith	(580) 255-0700	405-574-4842
Assistant Principal	Rodney Strutton	(580) 255-0700	(580) 475-5247
Nurse	Tabitha Sale	(580) 255-0700	

Emergency Situation Contact Tree



1a: first to respond, bystander, coach, administrator

1b: bystander, coach, administrator

After the situation is controlled: Call Athletic Director and/or Principal

Athletic Trainer may at their discretion contact sports medicine physician for guidance.

Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Splint Kit on site for events covered by Athletic Trainer
 - First Aid Kit located with coach
1. AED
 - a. Located with ATC for all covered events
 - b. Located in each of the DHS athletic facilities (see map)
 2. Nearest phone
 - a. Athletic Trainer's personal cell phone when covering events
 - b. Administrator on Duty's personal cell phone when covering events
 - c. Coaches' personal cell phones
 3. Rescue Inhaler
 - a. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
 - b. Inhaler must be left with coach (labeled with name) during practices and games (not left in personal bag)
 - c. Athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.
 4. Epi Pen
 - a. Coaches are responsible for each student who has an epi pen and is responsible for bringing their epi pen with them to all practices/games
 - b. Epi pen must be left with coach (labeled with name) during practices and games (not left in personal bag)
 - c. Athletic trainer may be given a backup Epi pen by the parent or child to keep as a backup in the med kit.
 5. Splints
 - a. With Athletic Trainer during events or in Athletic Training Room
 6. Spine boards/Cervical Collar
 - a. Will be provided by EMS upon arrival
 7. Bio-hazard Materials
 - a. Red bags – In Athletic Trainer's med kit or in Athletic Training Room

Duncan High School AED Locations

Duncan High School Gym: AED located in Main Gymnasium on the wall on the SW Corner of the court. West of Home Side Stands.

Duncan High School Football Stadium: AED located in the Training Room, which is located inside the field house at the south end of the stadium. During events where the Athletic Trainer is present the AED is on the sidelines.

Duncan High School Hoover Wrestling Facility: AED located on the SE Corner of the Main Gym

Duncan High School Baseball Field: AED located in the Coach's office inside the locker room. The building south of the field.

Duncan Softball Field: AED is located on the wall just inside the door of the building behind the stands.

Duncan Tennis Courts: No AED located at this location at this time.

General Plan of Action

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
 - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and MAKE SURE THEY CALL!!!
 - b. Check the 911 call instructions for your location
4. Perform emergency CPR/First Aid
 - a. If severe bleeding – instruct individual to assist with bleeding control
5. Instruct coach, administrator or bystander to get AED
6. Instruct coach, administrator or bystander to control crowd
7. Contact the Athletic Trainer of Duncan High School if they are present at the school but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Assistant Principal
11. Instruct an individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. Assistant coach must accompany athlete to hospital – either in ambulance or follow by car
14. Debrief the event

**Duncan High School
Emergency Action Plan
Football Stadium**

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Duncan High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

- 1) Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
- 2) Instruct coach or bystander to call 911
 - Provide the following information
 - a. Who you are
 - b. General information about the injury or situation
 - c. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*).

Duncan High School Football Stadium
618 North 18th Street (Located between Pine and Beech)
*Instruct to enter stadium parking lot from North off of Pine Ave
- 3) Any additional information
- 4) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 5) Perform emergency CPR/First Aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If Athletic Trainer is present he/she will stay with athlete and provide immediate care.
 - ii. If Athletic Trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. **Instruct coach or bystander to GET AED!!**
- 6) Designate coach or bystander to control crowd
- 7) Contact the Athletic Trainer for Duncan High School if not present on scene
- 8) Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.

- 9) Assist Athletic Trainer and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
- 10) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 11) Debrief with administrator/coaches after situation is resolved

Rehearsal Strategy

The athletic trainer will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season.

Coaches at Duncan Public Schools will be educated on the EAP prior to their first season of coaching during each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

The meeting will be directed by the Athletic Trainer and will include the presentation of the EAP, any recent updates along with a scenario portion. The scenario portion will run through different emergency situations to ensure the coaches understand the EAP. All coaches will be provided the opportunity to ask any and all questions and the Athletic Trainer will be responsible for ensuring a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance. The documentation of attendance will be stored with the athletic coordinator.

The Athletic Coordinator will be provided with a copy of the EAP and will be required to attend one of the meetings with the coaches. The Athletic Coordinator must sign in to prove attendance.