

Emergency Operations Plan

RILEY RULE

**HOME OF THE GENERALS!
2023-2024**



RILEY RULE

The following information is taken from [SB 1198, 2020 under 70 O.S. § 27-104](#)

SUBJECT: Creating the Riley Rule

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA: SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 27-104 of Title 70, unless there is created a duplication in numbering, reads as follows:

- A. This act shall be known and may be cited as the “Riley Rule”.
- B. **Prior to the beginning of the 2020-2021 school year, each school district board of education shall coordinate with the emergency medical services provider that serves the area in which the school district is located to develop a plan for the provision ENR. S. B. NO. 1198 Page 2 of emergency medical services at athletic events AND/OR activities held at school district facilities.**
- C. **The plan developed pursuant to subsection B of this section shall be reviewed and updated annually as appropriate and placed on file with the school district and the emergency medical services provider. SECTION 2. This act shall become effective July 1, 2020.**

Infinity Generation Preparatory School

RILEY BOATWRIGHT ACT COMPLIANCE

Infinity Generation Preparatory School has developed a plan for emergencies at all school events. The district has collaborated with the local/responding EMT 911 on August 19, 2022.

Infinity Generation Preparatory Schools Athletic/Activities Medical Emergency Plan

Introduction

Emergency situations may arise at any time during athletic events. Immediate action is necessary to provide the best possible care for participants. Having an established plan reduces confusion, provides for a more expedient response, and ultimately promotes the best outcomes for students and their families.

Components of a Plan

1. Emergency - What constitutes an Emergency?
2. Personnel - Who will be involved and What is their role?
3. Communication - Calling 911: Who and When?
4. Venue Specific - Where to go and How to get in.

Emergency

An emergency is the need for emergency medical services to provide evaluation and/or transportation of an athlete. It is important to provide coordination between school staff to provide the most effective response. While it is impossible to anticipate every situation which might occur, staff should always be on the side of student safety. Situations where 911 should *always* be called are when an athlete, student, and patron:

- is not breathing
- has lost consciousness
- has a suspected neck or back injury
- has an open fracture (bone through the skin)
- has severe heat exhaustion or heat stroke
- has severe bleeding that cannot be stopped
- has any condition which staff feel is a concern and beyond their ability to treat

Personnel

There are two aspects to the personnel component. The Chain of Command and the Medical Responders. While a school administrator may be in command of the situation, teachers, coaches and student athletic trainers may be the staff rendering care to the athlete/student/patron. Those in the chain of command should always give due regard to the information received from those Medical Responders rendering care.

The determination of an emergency and the initial activation of this plan should always occur from someone who is with the athlete, student and/or patron: While duties may be designated which occur

away from the immediate emergency once the plan has been activated, the initial call should come from someone who is *with* the injured athlete, student, and/or

Patron:

The Chain of Command for Infinity General Preparatory Schools is:

- Administrator
- Administrators Assistant
- Director of Education
- Assistant Director of Education
- Teacher
- Head Master

While chain of command may differ for other aspects of the school response such as public information, this is specific to decisions made for the medical response and the medical well-being of the injured party. To avoid confusion there must be a designated individual in charge to make decisions about the care the athlete, , student, and patron receives.

Medical Responders and Protocols must be determined by each individual school with roles and duties designated from that school district. EMS will not attempt to address what treatment will be provided by school staff or what credentials are necessary for emergency response team members.

Communication

Communication is essential for a prompt response during emergencies. Staff and EMS providers must work together to provide the best emergency response capability possible for athlete, student, and patron:

Once the decision has been made to call for EMS a *specific individual* should be told to call 911. This is a cornerstone of ensuring an action takes place. The statement, “Someone call 911,” may leave room for the thought that someone else is already doing it. By the person making the decision to call 911 giving the instructions to a specific individual, this ensures the call takes place immediately.

Whenever possible the individual calling 911 should be both familiar with the venue specific emergency plan and with the athlete, student, and patron: Having someone familiar with the venue specific plan allows for them to relay accurate access instructions to the dispatcher and having the caller with the injured athlete, student, and patron. Allows the most accurate information to be relayed to the dispatcher.

EMS dispatchers should all be trained in Emergency Medical Dispatch (EMD) protocols, in certain situations they may also be able to give the caller lifesaving instructions. Discuss these protocols with your local EMS service.

There should always be a staff member present at all events which has a copy of the emergency contact list for each student.

Infinity Generation Preparatory Schools *Venue Specific Plans*

Below is attached site specific instructions for the different **Infinity Generation Preparatory Schools** facilities which host events. While staff should be familiar with the entirety of this plan, a copy of the venue specific plan should always be present at events held at that location. Each venue should have its plans reviewed with staff to ensure the correct access points and equipment location is known.

Infinity Generation Preparatory Schools *Medical Emergency Plan* (parent meeting/school program/or any events) 5517 N.W. 23rd Oklahoma City, OK 73127

Emergency Personnel: On Duty Administrator, Teacher or staff

Emergency Communication: Cell phones. A landline phones are located in the front office, red phone by copy machine left of the front desk, silver phone in administration office on the desk to the left, green phone in education office, behind the desk by the printer on the right and the blue phone is in the chapel on the desk.

Emergency Instructions:

1. Establish scene safety and provide immediate care for injured athlete
2. Activate Emergency Medical Services (EMS)
 - a. Dial 911
 - b. Give a phone number and address of location: (405) 601-3055, 5517 N.W. 23 rd. , Oklahoma City, OK 73127.
 - c. Give a brief description of the injury/condition
 - d. Provide specific access instructions: i.e. Behind the church In The Gap, proceed to Moulton
 - e. Follow any other instructions from the Emergency Medical Dispatcher
3. Direct specific individuals to meet and direct EMS, unlock doors, open gates, etc.
4. Continue providing care to injured party.
5. Contact Parent
6. Contact Administration

Emergency Phone Numbers

<i>Oklahoma City Police Department 911 or (405) 231-2121</i>	<i>EMS – Emergency 911</i>	<i>Oklahoma City Fire Department 911 or (405)235-1313</i>

Infinity Generation Preparatory Schools Venue Specific Plans

Below is attached site specific instructions for the different **Infinity Generation Preparatory Schools** facilities which host athletic events. While staff should be familiar with the entirety of this plan, a copy of the venue specific plan should always be present at events held at that location. Each venue should have its plans reviewed with staff to ensure the correct access points and equipment location is known.

Infinity Generation Preparatory Schools Athletic Medical Emergency Plan

Currently there isn't an athletic program.

Emergency Personnel: Athletic Trainer, Coaches, On Duty Administrator, Student Athletic Trainers

Emergency Communication: Cell phones. A landline phone is in the Coaches' Office under the West Bleachers and in the Concessions Stand at the north end of the track.

Location of AEDs: examples

- 7. Entrance to Home Locker Room under West Bleachers
- 8. Inside West entrance of Sample town Field House, just north of the field.

Emergency Instructions:

- 9. Establish scene safety and provide immediate care for injured athlete
- 10. Activate Emergency Medical Services (EMS)
 - f. Dial 911
 - g. Give a phone number and address of location: 5517 N.W. 23rd, Oklahoma City, OK 73127
 - h. Give a brief description of the injury/condition
 - i. Provide specific access instructions: i.e. "Use the gravel road to the east of the stadium, then circle around to the south side of the bleachers."
 - j. Follow any other instructions from the Emergency Medical Dispatcher
- 11. Direct specific individuals to meet and direct EMS, unlock doors, open gates, etc.
- 12. Continue providing care to athlete to highest level possible.
- 13. Contact Parent
- 14. Contact Administration

Emergency Phone Numbers

Oklahoma City Police Department 911 or (555) 555-5555	EMS – Emergency 911	EMS – Non-Emergency (555) 555-5555
Oklahoma City Fire Department 911 or (555) 555-5555	School Nurse (555) 555-5555	School Security (555) 555-5555

<i>Athletic Trainer (555) 555-5555</i>	<i>Athletic Director (555) 555-5555</i>	<i>Principal (555) 555-5555</i>
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***Infinity Generation Preparatory School Athletic Medical Emergency Plan
Currently there isn't an athletic program.***

Emergency Personnel: Athletic Trainer, Coach, On Duty Administrator, Student Athletic Trainers

Emergency Communication: Cell phones. Landline phones are in the main office, outside the west door of the gym.

Location of AEDs:

1. North end of the court.
2. Outside the main office, through the west door of the gym.

Emergency Instructions:

1. Establish scene safety and provide immediate care for injured athlete
2. Activate Emergency Medical Services (EMS)
 - a. Dial 911
 - b. Give a phone number and address of location:
 - c. Give a brief description of the injury/condition
 - d. Provide specific access instructions: i.e. "Use the entrance at the stop light, go to the building with the green roof. The south fire doors will be open into the gym."
 - e. Follow any other instructions from the Emergency Medical Dispatcher
3. Direct specific individuals to meet and direct EMS, unlock doors, open gates, etc.
4. Continue providing care to athlete to highest level possible.
5. Contact Parent
6. Contact Administration

Emergency Phone Numbers

<i>Oklahoma City Police Department 911 or (555) 555-5555</i>	<i>EMS – Emergency 911</i>	<i>EMS – Non-Emergency (555) 555-5555</i>
<i>Oklahoma City Fire Department 911 or (555) 555-5555</i>	<i>School Nurse (555) 555-5555</i>	<i>School Security (555) 555-5555</i>
<i>Athletic Trainer (555) 555-5555</i>	<i>Athletic Director (555) 555-5555</i>	<i>Principal (555) 555-5555</i>

*Some guidance for plans that **might** be included, but are **not limited to**:*

- Staff trained as First Responders until said Emergency Medical Service Providers arrive.
 - Who are those people? List them by name and provide certifications
 - If staff are to operate as Emergency Medical Responders, they must have a medical control physician. It is suggested schools contact local EMS or Fire about working under their direction and licensure for this requirement.

(Relevant rule [here](#) for your reference)

- Even without a licensed First Responder/EMR team, consider creating an Emergency Response Team with CPR trained staff who are familiar with school medical emergency plans.
- Submit a list of all school activities to responders (including location)
- Meet face-to-face with the local EMS agency to discuss expectations and access to facilities. Give a copy of this plan and any venue specific plans to the EMS agency.
 - If Athletic Trainers are on staff, this would allow them to discuss what interventions they might be performing prior to EMS arrival (splinting, hydration, active cooling, etc.) and which can be continued en route to the hospital.
 - Giving the plan directly to EMS during a meeting also helps ensure compliance with [Paragraph C](#) of OKLAHOMA STATE DEPARTMENT OF HEALTH 310:641-5-20. Many schools, public agencies, and corporations require that every year their emergency plan is shared with public safety. EMS receives dozens to hundreds of mailed copies of plans each year, so direct contact will cause EMS to give the plan more careful consideration.
- Train staff in the use of AED and location of such.
 - Make a plan to check and replace batteries and pads as needed (Who will be
 - Responsible for this?)
- Make a loud-speaker announcement of school safety procedures prior to the event
- Print emergency response information on back of athletic programs
- Name a safety officer to be in attendance and on duty at each event
- Utilize RAVE panic button to contact 911 during an emergency
 - Always ensure one person who is with the patient calls 911. Having someone with the patient talk to EMS can ensure the *right* (Advanced Life Support vs Basic Life Support) help arrives. In many jurisdictions' dispatchers are also trained Emergency Medical Dispatchers and can talk callers through immediate life-saving interventions.
- Assign responsibilities to certain staff (ICS)-provide yellow safety vest to safety staff and walkie talkies or other communication devices
- Staff to Start CPR, if necessary, until EMT arrives

- Designate parties to direct ambulances or emergency vehicles
 - Think through how an ambulance and stretcher can get to each sporting venue. Circuitous routes to a service entrance may be confusing for responders unfamiliar with the facility. Cart paths and walkways may not hold up under the weight of an ambulance and wet/muddy conditions may prevent access through the grass.
- Relocate home and visiting teams to PREDETERMINED safe location
- ASSIGN someone to supervise and direct spectators as needed
- Encourage each coach to review these guidelines before taking the field or floor
- Encouraged to always have a staff member/coach present that has access to student family contact list, and medical information/allergies. (Medical Info would possibly need a legal look. HIPAA laws protect medical privacy, but I think most athletes sign a disclosure to schools allowing use of certain information)
- Have a list of Always Call Conditions: Everyone knows those few, rare instances where an ambulance is definitely needed, but there are some injuries that staff may ask “Is this serious enough?” Having a short list can give staff more confidence in making the call and not cause an unnecessary delay.

Examples may be when an athlete:

 - Has lost consciousness
 - Is not breathing
 - has an open fracture (bone sticking out)
 - has a suspected neck or back injury
 - has severe bleeding that cannot be stopped
 - has severe heat exhaustion or heat stroke
 - any condition which makes the staff member feel uncomfortable (it is safer to call, then the athlete or parent can refuse care, than to not call)

OKLAHOMA STATE DEPARTMENT OF HEALTH 310:641-5-20.

Scope of practice authorized by certification or licensure

- a. The Department shall establish a scope of practice for each certificate and license level.
- b. The medical control physician may limit an individual certificate or license holder's scope of practice.
- c. Certified and licensed emergency medical personnel may perform authorized skills and procedures when authorized by medical control. When emergency medical personnel are without medical control, the scope of practice for any level of emergency medical personnel is limited to first aid, CPR, and the use of the AED.
- d. Certified Emergency Medical Responders may perform to the following level or within this scope of practice:
 - 1) patient assessment, including the determination of vital signs, and triage,
 - 2) oxygen administration and airway management,
 - 3) basic wound management, including hemorrhage controls to include the use of tourniquets; treatment of shock,
 - 4) cardiopulmonary resuscitation (CPR) and the use of only adjunctive airway devices and the use of a semi-automated external defibrillator (SAED),
 - 5) splinting of suspected fractures;
 - 6) rescue and extrication procedures,
 - 7) assistance of patient prescribed medications including sublingual nitroglycerin, epinephrine auto-injector and hand-held aerosol inhalers,
 - 8) administration of agency supplied oral glucose, activated charcoal, aspirin, agency supplied epinephrine auto injector, albuterol or approved substitute per medical direction, and nasally administered or atomized naloxone,
 - 9) such other emergency medical care skills and measures included in the instructional guidelines adopted by the Department, and,
 - 10) upon the approval of the Department additional skills may be authorized upon the written request of a local medical director

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