



**Ada Public Schools
Special Meeting Agenda
Board of Education Meeting Room
324 W. 20th St.
Ada, OK 74820
August 26, 2024 at 7:15 AM**

1. Call to Order and Recording of Members Present and Absent
2. Vote to Approve or Not to Approve Encumbrance Orders:
 - a. General Fund: P.O. #280-286; #50399-50409
 - b. Building Fund: P.O. #75-82
 - c. Child Nutrition Fund: P.O. #50010
 - d. 2021 Election - Bldg. Bonds: P.O. #3
 - e. Activity Fund: P.O. #80-82
 - f. Athletic Fund: P.O. #79-101
3. Discussion and possible action to approve Emergency Action Plan
4. Discussion and possible action to approve the Cardiac Emergency Response Plans
5. Discussion and possible action to revise Ada Board of Education Policy DBDC - Staff Nepotism
6. Vote to Convene or Not to Convene to Executive session to modify the contractual terms of Kristin McLellan's contract and for the discussion and possible employment of five (5) teacher assistants; one (1) secretary; one (1) behavioral health aide; one (1) EL Lab aide; one (1) teacher; as listed on attached schedule. 25 O.S. Section 307(B)(1)
7. Acknowledge Return to Open Session
8. Statement of Executive Session Proceedings
9. Action Items:
 - a. Vote to modify or not to modify contractual terms of Kristin McLellan's contract
 - b. Vote to hire or not to hire personnel as listed on "Personnel" attachment
10. Vote to Adjourn

Posted this 5th day of September, 2025, at 3:00 pm at the main entrance of the Board Of Education Building, 324 West 20th, Ada, Oklahoma 74820

BY: s/Kelly Howry, MINUTES CLERK, ADA BOARD OF EDUCATION

Ada City Schools would be happy to accommodate your ADA needs for this meeting; please contact: Federal Programs Director at (580) 310-7200.

ADA PUBLIC SCHOOL
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 280 - 300, Fund(s): 11 - GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	280	08/14/2024	350	OK STATE SCH BOARDS ASSOC.	100/LEADERSHIP CONF/8/22-25/2024	550.00
11	281	08/21/2024	41225	AMAZON CAPITAL SERVICES	412/CLASSROOM TV/WESTON/705	750.00
11	282	08/21/2024	40388	EDUCATIONAL TESTING SERVICES	100/CERTIFICATION TESTS/FULTON/705	430.00
11	283	08/22/2024	44677	JANNIE L SCARBERRY	100/ENROLL CONF/HS SECR/FULTON/050-705	1,850.00
11	284	08/22/2024	350	OK STATE SCH BOARDS ASSOC.	100/LEADERSHIP CONF/8/22-25/2024	550.00
11	285	08/22/2024	473	TREAT'S SOLUTIONS, INC.	008/DUPLICATING PAPER ALL SCHOOLS/040	1,580.00
11	286	08/22/2024	41225	AMAZON CAPITAL SERVICES	100/TEMPERATURE HUMIDITY METER	160.00

Non-Payroll Total:	\$5,870.00
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$5,870.00

11 - GENERAL
FUND

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 50399 - 59999, Fund(s): 11 - GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50399	08/22/2024	41318	SANDRA FAYE DANIEL	PAYROLL	42,072.60
11	50400	08/22/2024	42130	KELSY LYNN EIDSON	PAYROLL	22,671.57
11	50401	08/22/2024	45337	KRISTIN E MCLELLAN	PAYROLL	33,845.20
11	50402	08/22/2024	45637	JOHN CARTER ASHCRAFT	PAYROLL	22,532.52
11	50403	08/22/2024	45971	MARIA GAIL LOYD	PAYROLL	22,649.06
11	50404	08/22/2024	45972	WHITNEY R THOMAS	PAYROLL	22,117.43
11	50405	08/22/2024	45974	DAVID G LEWIS	PAYROLL	49,184.92
11	50406	08/22/2024	45967	EMMALIE P THOMAS	PAYROLL	17,360.45
11	50407	08/22/2024	45969	JOHNNA K HEILAMAN	PAYROLL	25,789.54
11	50408	08/22/2024	45970	CHELSIE R WELDON	PAYROLL	17,360.45
11	50409	08/22/2024	45977	BYROND L SMITH	PAYROLL	7,234.00

Non-Payroll Total: \$0.00

Payroll Total: \$282,817.74

Balance Forward: \$0.00

Report Total: \$282,817.74

ADA PUBLIC SCHOOL

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 75 - 100, Fund(s): 21 - BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	75	08/13/2024	11972	JA CO HEATING AND AIR LLC	100/COMPRESSOR/AECC	4,370.00
21	76	08/13/2024	45963	STATEWIDE COMMERCIAL FENCE, LLC	100/REPAIR GATE/POST/AECC	1,500.00
21	77	08/14/2024	10	ACTION ELECTRIC	008/ELECTRICAL REPAIR/010	1,000.00
21	78	08/14/2024	41225	AMAZON CAPITAL SERVICES	008/ICE CHEST COOLERS/010	248.97
21	79	08/14/2024	44201	MARGIE'S ANTIQUES & U-HAUL	008/RENT UHAUL TO PICK UP TEXTBOOKS/010	39.00
21	80	08/19/2024	43898	FIRST CHOICE PEST CONTROL	008/BUG/BEE EXTERMINATION/010	1,100.00
21	81	08/19/2024	43547	CREDIT CARD OPERATIONS	008/INTEREST/LATE FEES/010	176.96
21	82	08/22/2024	45725	HIGH POINT NETWORKS	100/SWITCH REPLACEMENTS/DISTRICT/GALB REAITH	16,113.66

Non-Payroll Total:	\$24,548.59
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$24,548.59

22 - CHILD
NUTRITION

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 50010 - 59999, Fund(s): 22 - CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	50010	08/22/2024	45960	CHEYANN C PRESLEY	PAYROLL	17,558.04
Non-Payroll Total:						\$0.00
Payroll Total:						\$17,558.04
Balance Forward:						\$0.00
Report Total:						\$17,558.04

ADA PUBLIC SCHOOL

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 3 - 5, Fund(s): 37 - 2021 ELECTION - BLDG BONDS

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
37	3	08/22/2024	45966	SOIL EXPRESS LLC	046/ECOKID - PNEUMATIC INSTALL	12,242.35
Non-Payroll Total:						\$12,242.35
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$12,242.35

ADA PUBLIC SCHOOL

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 80 - 100, Fund(s): 62 - ACTIVITY FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	80	08/12/2024	45649	ACS-D COLVIN-PETTY CASH	132/CAFE PETTY CASH/FSY 2024-25	165.00
62	81	08/13/2024	41225	AMAZON CAPITAL SERVICES	997/MISC PARTS TO REPAIR CHROMEBOOKS/DISTRICT	7,500.00
62	82	08/20/2024	41178	PLAYSCRIPTS, INC	941/PLAY RIGHTS FOR ONE ACT/PALMER/705	600.00
Non-Payroll Total:						\$8,265.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$8,265.00

ADA PUBLIC SCHOOL
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 79 - 300, Fund(s): 63 - ATHLETIC FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
63	79	08/13/2024	45668	ZACHREY W ABBOTT	819/COACHES CLINIC REIMBURSEMENT/705	128.01
63	80	08/13/2024	45913	LANE H MARTIN	819/COACHES CLINIC REIMBURSEMENT/705	109.07
63	81	08/13/2024	3769	LESLIE DOMINICK LANDRUM	819/OCCTCA DUES REIMBURSEMENT/705	35.00
63	82	08/13/2024	45466	JARON ALLEN KEITH	819/OCCTCA DUES REIMBURSEMENT/705	35.00
63	83	08/13/2024	44249	MATBOSS LLC	860/VIDEO STATS SUBSCRIPTION/705	599.00
63	84	08/13/2024	44645	OK GIRLS BASKETBALL COACHES ASSOC	802/BASKETBALL DUES/705	150.00
63	85	08/13/2024	41225	AMAZON CAPITAL SERVICES	806/VACUUM CLEANER/705	129.98
63	86	08/13/2024	41953	JOSHUA LEE NAIL	819/COACHES CLINIC REIMBURSEMENT/705	145.56
63	87	08/16/2024	10940	ALERT SERVICES	819/SAFETY SUPPLIES/705	343.56
63	88	08/16/2024	10940	ALERT SERVICES	850/OHASIS ELITE/705	1,635.00
63	89	08/16/2024	45671	JARRED K VAUGHAN	819/REIMBURSE NFHS COURSE/705	40.00
63	90	08/16/2024	2420	MIDWEST SPORTING GOODS	801/COACHES GEAR/705	1,036.49
63	91	08/19/2024	45921	THE PIONEER MANUFACTURING COMPANY	806/PAINT FOR SB FIELD/705	954.25
63	92	08/19/2024	11643	JOSUHA DEAN TURNER	806/AHS SB OFFICIAL/705	240.00
63	93	08/20/2024	11831	JAYMESON KENNEDY	806/SCHEDULING UMPIRES AJHS SB TOURNEY/610	125.00
63	94	08/20/2024	11932	MIKE LOWE	806/AJHS SB TOURNEY OFFICIAL/610	300.00
63	95	08/20/2024	45636	ROLAND ARDERY	806/AJHS SB TOURNEY OFFICIAL/610	300.00
63	96	08/20/2024	42660	MATTHEW GRANT TAYLOR	806/AJHS SB TOURNEY OFFICIAL/610	300.00
63	97	08/20/2024	45975	JULIE COATS	806/AJHS SB TOURNEY OFFICIAL/610	300.00
63	98	08/20/2024	41225	AMAZON CAPITAL SERVICES	819/SLING BAGS/705	71.16
63	99	08/20/2024	45976	FUTURE PRO INC	802/PRACTICE GOALBRACKET/705	2,168.00
63	100	08/22/2024	11831	JAYMESON KENNEDY	806/AJHS SB OFFICIAL/610	480.00
63	101	08/22/2024	43900	SOUTHWESTERN STATIONERY & BANK SUP	801/FOOTBALL CALENDARS/705	4,000.00

Non-Payroll Total:	\$13,625.08
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$13,625.08

Emergency Action Plan

Ada 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.

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Emergency Action Plan – Ada High School

EMERGENCY ACTION PLAN FOR ATHLETICS

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, and AED training certifications.**

Emergency Action Plan – Ada High School

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

**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

Emergency Action Plan – Ada High School

primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page 8 for emergency communication guidelines for Ada 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:

Documentation

Documentation must be done by ATC (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing

A team composed of the ATC, AD, coaches, nurse and one or two other school district employees not involved with the situations 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 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 Ada High helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Emergency Action Plan – Ada High School

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 relevant EAP will be in each medical kit which is to be kept with the coach at every practice/event
3. A copy of the EAP will be posted on the wall in the athletic training room.

Chain of Command

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

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:

CHAIN OF COMMAND

Brian Freeland, PA-C
Christie Jennings, Athletic Director
Wade Boyles, Head FB Coach/Assistant AD
Cody Nall, Assistant AD

**this chain of command would be completed per team in the event that the chain is different per team*

Emergency Action Plan – Ada High School

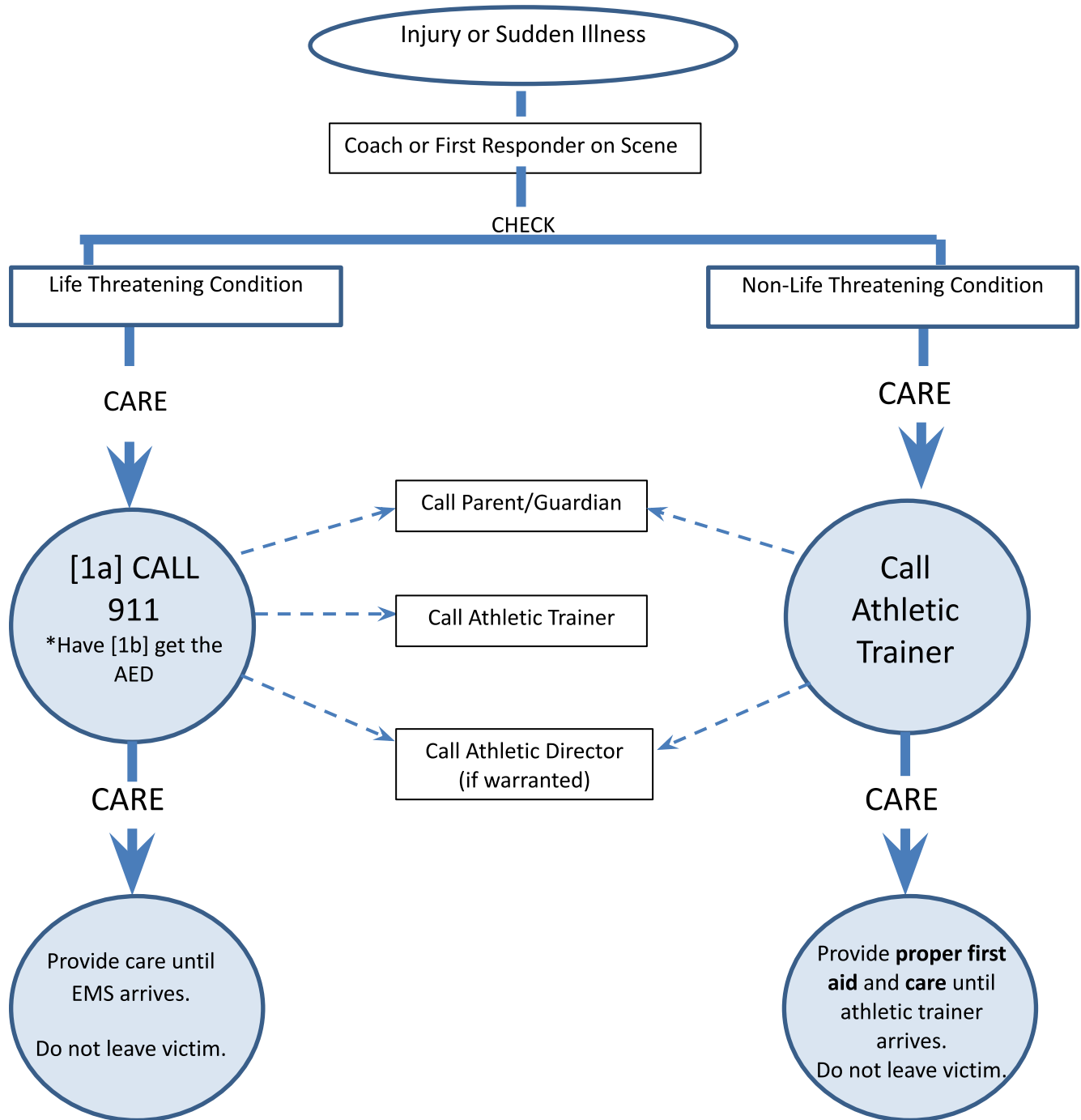
Emergency Telephone Numbers

Off Campus Contacts	Phone Number
Emergency	911
Police department	580-332-4466
Fire and Ambulance	580-436-6300
Hospital	Mercy Hospital 580-332-2323 430 N. Monte Vista St. Ada, OK 74820
Urgent Care M-F 8a-8p Sat 8a-5p Sun 12p-5p	Urgent Care of Ada 580-215-6975 1023 Arlington St, Ste A Ada, OK 74820
Urgent Care M-Sat 8a-8p Sun 8a-4p	QuickCare Urgent Care 580-310-9899 709 Better Now Plz Ada, OK 74820
Poison Control Center	1-800-222-1222

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

Title	Name	Office	Cell
Athletic Trainer Asst.	Tracy Truett		580-421-4918
Athletic Director	Christie Jennings	580-310-7371	580-235-2196
Assistant AD	Wade Boyles		580-320-2037
Junior High AD	Cody Nall		580-490-1851
Principal	Eddie Jacobs	580-310-7220	580-399-5100
Assistant Principal	Kolby Howry	580-310-7220	580-421-6627
Main Office		580-310-7220	
Nurse	Gillian Pickel, RN	580-310-7340	580-272-3385

Emergency Action Plan – Ada High School



Emergency Situation Contact Tree

After the situation is controlled: Contact (phone or email)

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

Emergency Action Plan – Ada High School

Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit on site for events covered by ATC
- First Aid Kit located with coach

AED

- Located on sideline with athletic trainer for all covered events
- Located with coach of highest need, determined by athletic trainer, athletic director and coach prior to season
- Additional AED located outside SE corner of Ada High Gymnasium by Athletic Training Room.

Nearest phone

- Athletic Trainer's personal cell phone when covering events
- Coaches' personal cell phones

Rescue Inhaler

- Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
- Inhaler must be left with coach (labeled with name) during practices and games (not left in personal bag)
- Athletic trainers may be given a backup inhaler by the parent or child to keep as a backup in the med kit.

EpiPen

- 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
- Epi pen must be left with coach (labeled with name) during practices and games (not left in personal bag)
- Athletic trainers will have a backup EpiPen by the parent or child to keep as a backup in the med kit.

Splints

- Sideline with athletic trainer during events or in red bag in athletic training room

Spine boards/Cervical Collar

- Spine board will be with EMS EMS will provide cervical collars

Biohazard Materials

- a. Red bags – in each med kit and in ATR
- b. Disposal Bin – in ATR

Emergency Action Plan – Ada High School

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 card for 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 or bystander to get AED
6. Instruct coach or bystander to control crowd
7. Contact the Athletic Trainer of Ada High School if they are present at the school but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Vice Principal
11. Instruct individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. Assistant coach or parent must accompany athlete to hospital – either in ambulance or follow by car
14. Document the event

Emergency Action Plan – Ada High School

ECU Stadium

Address: 401 S. Stadium Drive, Ada, OK 74820

Entrance: Enter stadium parking lot from W entrance on S. Stadium Drive. Proceed to SE gate on the back side of Norris Cole field. Gate will be open for EMS to come through, if EMS is not on site.



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline (supplied with AT Coverage)
Includes shears, helmet drill, and first aid supplies.
- Splint Bag - On sideline (supplied with AT Coverage)
Includes Vacuum Splints, Sam Splints
- Automated External Defibrillator (AED)
AT Coverage: On sideline
No AT Coverage: Located in the ATR in Football Complex
- Spine Board - Located in ATR or EMS will provide
- CPR Mask/Bag - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRACTICE WITH ATC COVERAGE

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on page 1 of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
4. Athletic Trainer will designate an individual to open appropriate gates.
 - a. This individual will “flag down” EMS and direct them to scene.
5. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

ROLES OF FIRST RESPONDERS FOR PRACTICE WITHOUT ATC COVERAGE

If athletic trainer is not present, the head coach will carry out the procedure listed above

ROLES OF FIRST RESPONDERS DURING COMPETITION

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. If EMS is already present, athletic trainer will signal for EMS crew to come onto the field by making an A over their head
3. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on page 1 of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
4. Medical staff will direct another assistant coach or athlete to retrieve emergency equipment.
5. On-field scene control will be the responsibility of gameday administrators.
 - a. Limit scene to first responders and move bystanders away from area.
6. Stadium crowd control will be the responsibility of stadium security.
 - a. No spectators (including family) are allowed on the field unless directed by the medical staff.

In Case of Thunder/Lightning:

1. Athletic Trainer will monitor weather via weather app
2. When lightning is detected within 10 miles or thunder is heard, EAP will be activated
3. All activity will cease; athletes will be escorted to locker rooms and spectators will be instructed to go to their vehicles
4. Clear to resume activity when lightning has not been seen or thunder heard for 30min

UNSAFE SHELTERS – storage shed, dugout, gazebos, tents, open press box, screened porches, structures with open areas

In Case of Tornado/Severe Weather:

Athletes will go to locker rooms if tornado is imminent. There are storm shelters on campus that spectators will be instructed to go to.

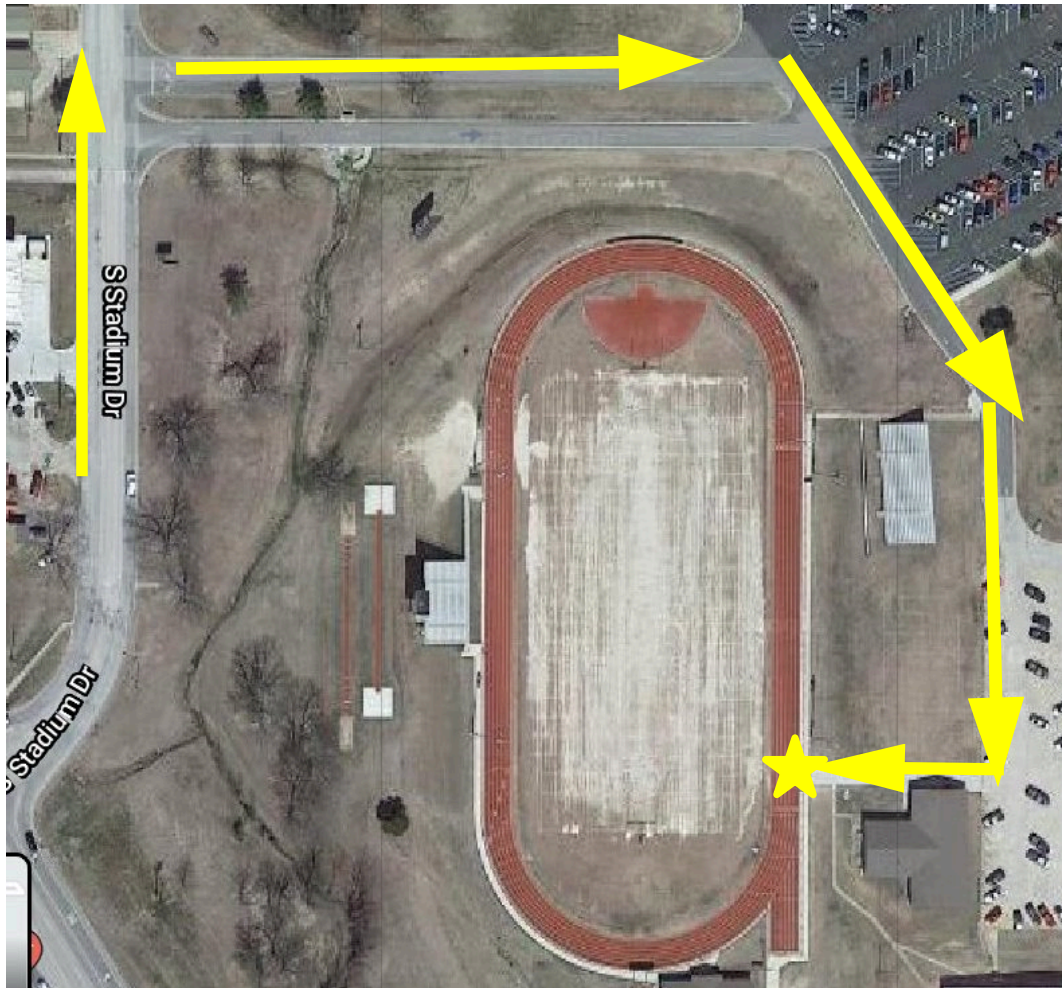
Emergency Action Plan – Ada High School

Ada High School Football Field

ADDRESS: 1400 Stadium Drive Ada, OK 74820

VENUE DIRECTIONS:

Emergency Vehicle Entrance: The gate is located on the East side of the stadium. Enter the school drive from the west entrance on S. Stadium Drive and proceed to the south parking lot. A school representative will provide access to the field through the gate on the east side of the stadium.



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline (supplied with AT Coverage)
Includes shears, helmet drill, and first aid supplies.
- Splint Bag - On sideline (supplied with AT Coverage)
Includes Vacuum Splints, Sam Splints
- Automated External Defibrillator (AED)
AT Coverage: On sideline
No AT Coverage: Located in the ATR in Football Complex
- Spine Board - Located in ATR or EMS will provide
- CPR Mask/Bag - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRATICE *WITH* ATC COVERAGE

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on page 1 of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
4. Athletic Trainer will designate an individual to open appropriate gates.
 - a. This individual will “flag down” EMS and direct them to scene.
5. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITHOUT* ATC COVERAGE

If Athletic Trainer is not present, the head coach will carry out the procedure listed above

ROLES OF FIRST RESPONDERS DURING COMPETITION

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. If EMS is already present, athletic trainer will signal for EMS crew to come onto the field by making an A over their head
3. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on page 1 of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
4. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
5. On-field scene control will be the responsibility of gameday administrators.
 - a. Limit scene to first responders and move bystanders away from area.
 - b. No spectators (including family) are allowed on the field unless directed by the Athletic Trainer.

In Case of Lightning:

1. Athletic Trainer will monitor weather via weather app
2. When lightning is detected within 10 miles or thunder is heard, EAP will be activated
3. All activity will cease; athletes will be escorted to locker rooms and spectators will be instructed to go to their vehicles
4. Clear to resume activity when lightning has not been seen or thunder heard for 30min

UNSAFE SHELTERS – storage shed, dugout, gazebos, tents, open press box, screened porches, structures with open areas

In Case of Tornado/Severe Weather:

If tornado is imminent, athletes and spectators will be escorted inside the Football Complex.

Emergency Action Plan – Ada High School

Ada High Football Field House/ Indoor Practice Facility

Address: 1400 Stadium Drive Ada, OK 74820

VENUE DIRECTIONS:

Emergency Vehicle Entrance: Enter the school drive from W entrance on S. Stadium Drive and proceed to the south parking lot. The building is the southwest most building in the parking lot. You will park on the east side of the building. A representative will be in the parking lot to direct you.



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline (supplied with AT Coverage)
Includes shears, helmet drill, and first aid supplies.
- Splint Bag - On sideline (supplied with AT Coverage)
Includes Vacuum Splints, Sam Splints
- Automated External Defibrillator (AED)

AT Coverage: On sideline

No AT Coverage: Located in the ATR in Football Complex

- Spine Board - Located in ATR or EMS will provide
- CPR Mask - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITH* ATC COVERAGE

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on page 1 of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
4. Athletic Trainer will designate an individual to open appropriate gates.
 - a. This individual will “flag down” EMS and direct them to scene.
5. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITHOUT* ATC COVERAGE

If Athletic Trainer is not present, the head coach will carry out the procedure listed above

In Case of Tornado:

The spectators and athletes will take cover in the Football Complex if there isn't time to enter the storm shelters on the campus of Ada High.

Emergency Action Plan – Ada High School

Ada Cougar Activities Center (ACAC)

Address: 1400 Stadium Drive Ada, OK 74820

VENUE DIRECTIONS:

Emergency Vehicle Entrance: Enter the school drive from W entrance on S. Stadium Drive and proceed to the southernmost parking lot. Turn east and go through the parking lot to get you to the south entrance of the large building on the left (ACAC). A school representative will meet you on the south side entrance to the facility.



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline (supplied with AT Coverage)
- Splint Bag - On sideline (supplied with AT Coverage)
Includes Vacuum Splints, Sam Splints
- Automated External Defibrillator (AED)
On sideline (supplied with AT Coverage)
Located outside the gym door in the east corner if no AT coverage
- Spine Board - Located in ATR or EMS will provide
- CPR Mask/Bag - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITH* ATC COVERAGE

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on previous page of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
4. Athletic Trainer will designate an individual to meet EMS at South Entrance.
 - a. This individual will “flag down” EMS and direct them to scene.
5. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

ROLES OF FIRST RESPONDERS FOR PRACTICE/COMPETITION *WITHOUT* ATC COVERAGE

If Athletic Trainer is not present, the head coach will carry out the procedure listed above

ROLES OF FIRST RESPONDERS DURING COMPETITION

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on page 1 of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
4. Athletic Trainer will designate an individual to “flag down” EMS and direct them to scene.
5. Scene control will be the responsibility of gameday administrators.
 - a. Limit scene to first responders and move bystanders away from area.
 - b. No spectators (including family) are allowed on the field unless directed by the athletic trainer.

In Case of Tornado:

The spectators and athletes will be instructed to go to the center of the gym.

Emergency Action Plan – Ada High School

Soccer Field

Address: 1400 Stadium Drive Ada, OK 74820

VENUE DIRECTIONS:

Emergency Vehicle Entrance: Enter the school drive from west entrance on S. Stadium Drive and proceed northeast through the parking lot. Follow the road behind the school until you reach the south side of the field. The gate is on the southeast corner of the field.



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline (supplied with AT Coverage)
- Splint Bag - On sideline (supplied with AT Coverage)
Includes Vacuum Splints, Sam Splints
- Automated External Defibrillator (AED) –
On sideline (supplied with AT Coverage)
Located outside the gym door in the east corner if no AT coverage
- Spine Board - Located in ATR or EMS will provide
- CPR Mask - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITH* ATC COVERAGE

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on previous page of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
4. Athletic Trainer will designate an individual to open appropriate gates.
 - a. This individual will “flag down” EMS and direct them to scene.
5. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITHOUT* ATC COVERAGE

If Athletic Trainer is not present, the head coach will carry out the procedure listed above

ROLES OF FIRST RESPONDERS DURING COMPETITION

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on previous page of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic will direct another assistant coach or athlete to retrieve emergency equipment.
4. On-field scene control will be the responsibility of gameday administrators.
 - a. Limit scene to first responders and move bystanders away from area.
 - a. No spectators (including family) are allowed on the field unless directed by the medical staff.

In Case of Lightning:

5. Athletic Trainer will monitor weather via weather app
6. When lightning is detected within 10 miles or thunder is heard, EAP will be activated
7. All activity will cease; athletes will be escorted to locker rooms and spectators will be instructed to go to their vehicles
8. Clear to resume activity when lightning has not been seen or thunder heard for 30min

UNSAFE SHELTERS – storage shed, dugout, gazebos, tents, open press box, screened porches, structures with open areas

In Case of Tornado:

Athletes, coaches and officials will be taken to the safe rooms located on the campus of Ada High. Spectators will be taken into the locker rooms in the Ada Cougar Activity Center.

Emergency Action Plan – Ada High School

Softball Field

Address: 301 Napier St, Ada, OK 74820

VENUE DIRECTIONS:

Emergency Vehicle Entrance: The gate is located on the south side of the field. Turn east onto Napier St then north on Seabrook Rd. Drive up to the south gate on the second field on your right.



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline (supplied with AT Coverage)
- Splint Bag - On sideline (supplied with AT Coverage)
 - Includes Vacuum Splints, Sam Splints,
- Automated External Defibrillator (AED)
- Spine Board - EMS will provide
- CPR Mask - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITHOUT* ATC COVERAGE

1. Head Coach will provide immediate care of injured or ill student-athlete.
2. Head Coach will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on previous page
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Head Coach will designate a coach to notify appropriate athletic trainer at number given above.
4. Head Coach will direct another assistant coach or athlete to retrieve emergency equipment.
5. Head Coach will designate an individual to open.
 - a. This individual will “flag down” EMS and direct them to scene.
6. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

ROLES OF FIRST RESPONDERS DURING COMPETITION

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on previous page of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Athletic Trainer will direct another assistant coach or athlete to retrieve emergency equipment.
4. On-field scene control will be the responsibility of gameday administrators.
 - a. Limit scene to first responders and move bystanders away from area.
 - a. No spectators (including family) are allowed on the field unless directed by the Athletic Trainer.

In Case of Lightning:

1. Athletic Trainer, if present, will monitor weather via weather app
2. When lightning is detected within 10 miles or thunder is heard, EAP will be activated
3. All activity will cease; athletes will be escorted to locker rooms and spectators will be instructed to go to their vehicles
4. Clear to resume activity when lightning has not been seen or thunder heard for 30min

UNSAFE SHELTERS – storage shed, dugout, gazebos, tents, open press box, screened porches, structures with open areas

In Case of Tornado:

If tornado is imminent, athletes and spectators will be escorted into locker rooms.

Emergency Action Plan – Ada High School

Baseball Field

Address: 301 Napier St, Ada, OK 74820

VENUE DIRECTIONS:

Emergency Vehicle Entrance: The gate is located at the northwest corner of the field at the intersection of Napier St. and Seabrook Rd



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline (supplied with AT Coverage)
- Splint Bag - On sideline (supplied with AT Coverage)
 - Includes Vacuum Splints, Sam Splints,
- Automated External Defibrillator (AED)
- Spine Board - EMS will provide
- CPR Mask - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRACTICE *WITHOUT* ATC COVERAGE

1. Head Coach will provide immediate care of injured or ill student-athlete.
2. Head Coach will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on previous page
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Head Coach will designate a coach to notify appropriate athletic trainer at number given above.
4. Head Coach will direct another assistant coach or athlete to retrieve emergency equipment.
5. Head Coach will designate an individual to open.
 - a. This individual will “flag down” EMS and direct them to scene.
6. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

ROLES OF FIRST RESPONDERS DURING COMPETITION

1. Athletic Trainer will provide immediate care of injured or ill student-athlete.
2. Athletic Trainer will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on page 1 of this document.
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Medical staff will direct another assistant coach or athlete to retrieve emergency equipment.
4. On-field scene control will be the responsibility of gameday administrators.
 - a. Limit scene to first responders and move bystanders away from area.
 - a. No spectators (including family) are allowed on the field unless directed by the medical staff.

In Case of Lightning:

1. Athletic Trainer, if present, will monitor weather via weather app
2. When lightning is detected within 10 miles or thunder is heard, EAP will be activated
3. All activity will cease; athletes will be escorted to locker rooms and spectators will be instructed to go to their vehicles
4. Clear to resume activity when lightning has not been seen or thunder heard for 30min

UNSAFE SHELTERS – storage shed, dugout, gazebos, tents, open press box, screened porches, structures with open areas

In Case of Tornado:

If tornado is imminent, athletes and spectators will be escorted into locker rooms.

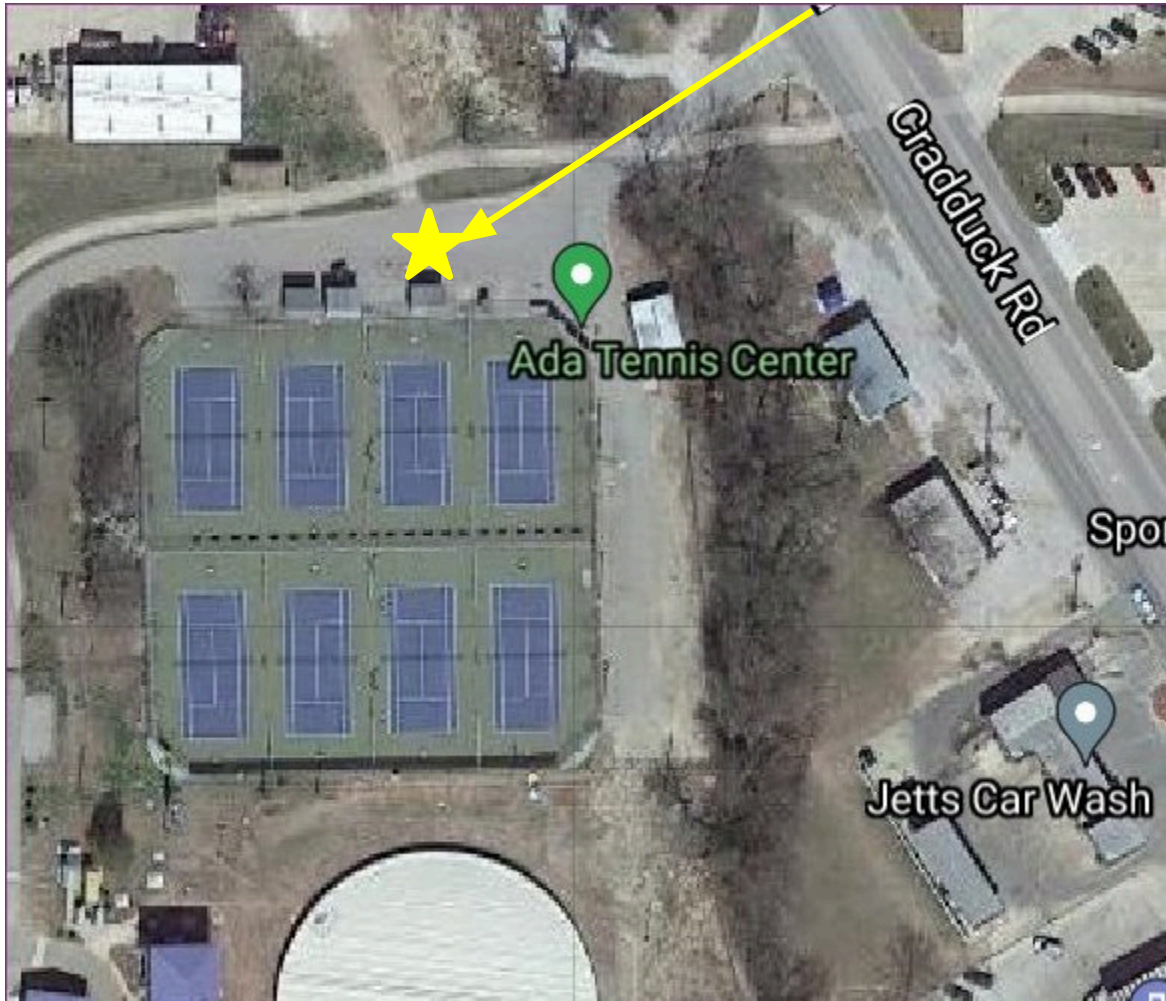
Emergency Action Plan – Ada High School

Tennis Courts

Address: 1400 Cradduck Rd, Ada, OK 74820

VENUE DIRECTIONS:

Emergency Vehicle Entrance: Turn into Tennis Center off Cradduck Rd. Park to the North or East of the court. There are no double gates to allow the ambulance on the court.



EMERGENCY COMMUNICATION:

Athletic Trainer and coaches will carry cell phones during practice/games.

EMERGENCY EQUIPMENT:

- Medical Kit - On sideline
- Automated External Defibrillator (AED)
- Spine Board - EMS will provide
- CPR Mask - Located in medical kit and splint bag
- Cell Phone - AT and coaches will be carrying cell phones at all times

Emergency Action Plan – Ada High School

EMERGENCY PERSONNEL

Tracy Truett, Ada City Schools - 580-421-4918

Christie Jennings, Ada City Schools - 580-235-2196

EMERGENCY PROCEDURES

ROLES OF FIRST RESPONDERS FOR PRACTICE AND COMPETITION *WITHOUT* ATC COVERAGE

1. Head Coach will provide immediate care of injured or ill student-athlete.
2. Head Coach will activate emergency medical system (EMS) by dialing 911 or designate a coach to do so.
 - a. Provide name, address, telephone number, number of individuals injured, condition of injured, any treatment that has been provided, specific directions, other information as requested by operator.
 - b. Give clear directions to operator using the directions provided on previous page
 - c. Place phone on speaker mode and stay on the line unless otherwise directed by the operator.
3. Head Coach will designate a coach to notify appropriate athletic trainer at number given above.
4. Head Coach will direct another assistant coach or athlete to retrieve emergency equipment.
5. Head Coach will designate an individual to open.
 - a. This individual will “flag down” EMS and direct them to scene.
6. Scene control will be the responsibility of coaches not otherwise assigned a task.
 - a. Limit scene to first responders and move bystanders away from area.

In Case of Lightning:

1. When lightning is detected within 10 miles or thunder is heard, EAP will be activated
2. All activity will cease; athletes will be escorted to locker rooms and spectators will be instructed to go to their vehicles
3. Clear to resume activity when lightning has not been seen or thunder heard for 30min

UNSAFE SHELTERS – storage shed, dugout, gazebos, tents, open press box, screened porches, structures with open areas

In Case of Tornado:

If tornado is imminent, athletes and spectators will be escorted into locker rooms.

Cardiac Emergency Response Plan

Ada City Schools

This Cardiac Emergency Response Plan is adopted by **the Ada Early Childhood Center** effective for **the 2024-2025 School Year**. This plan was reviewed and approved by the Ada Board of Education for **the Ada Early Childhood Center** on **August 26, 2024**.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

Note: Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis (disruption of heart rhythm).

The Cardiac Emergency Response Plan of **Ada Early Childhood Center** shall be as follows:

1. Developing a Cardiac Emergency Response Team

- (a) The Cardiac Emergency Response Team should be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable shall receive training.

2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

3. Automated external defibrillators (AEDs) – placement and maintenance

- (a) Minimum recommended number of AEDs for **Ada Early Childhood Center**:
 - (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
 - (2) *Outside the school building* on school grounds, and where applicable, athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
 - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The District will provide back-up AEDs when necessary. And where applicable, the back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
- (b) **Ada Early Childhood Center** and the School Nurse will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

4. Communication of this Plan throughout the school campus

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
 - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
 - (2) Adjacent to each AED.
 - (3) Adjacent to each school telephone.
 - (4) In the gym and in all other indoor locations where athletic activities take place.
 - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
 - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
 - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
 - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

- (a) Staff Training:
- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Ada Early Childhood Center** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
 - (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
 - (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) Cardiac Emergency Response Drills:
- Cardiac Emergency Response Drills are an essential component of this Plan. **The Ada Early Childhood Center** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Ada Early Childhood Center** shall prepare and maintain a Cardiac Emergency Response Drill

Report for each Drill. These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

6. Local Emergency Medical Services (EMS) integration with the school/school district's plan

- (a) **Ada Early Childhood Center** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Ada Early Childhood Center** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

7. Annual review and evaluation of the Plan

Ada Early Childhood Center shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.
Post-event documentation and action shall include the following:
 - (1) A contact list of individuals to be notified in case of a cardiac emergency.
 - (2) Determine the procedures for the release of information regarding the cardiac emergency.
 - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
 - (4) The identification of the person(s) who responded to the emergency.
 - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (School

Nurse and EMTs) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

8. Protocol for School Cardiac Emergency Responders

Ada Early Childhood Center Cardiac Emergency Response Team PROTOCOL For All Schools

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
Note: If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis (disruption of heart rhythm).
- The person may have the signs of cardiac arrest described above and is treated the same.

(b) Facilitate immediate access to professional medical help:

- Activate the RAVE Medical Button and call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Use the intercom and/or the RAVE Staff Assist Button to immediately contact the members of the Cardiac Emergency Response Team.
 - Give the exact location of the emergency. ("Mr. /Ms. ___ Classroom, Room # ___, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
 - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

(c) Start CPR:

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
 - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
 - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old).
 - Follow the 9-1-1 dispatcher's instructions, if provided.

(d) Use the nearest AED:

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
 - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

(e) Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

(f) Action to be taken by Office / Administrative Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. Use the intercom and/or the RAVE Staff Assist Button to instruct teachers to hold students in their rooms until the event is over.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

Building Location Information

School Name & Address: Ada Early Childhood Center, 630 W. 33rd, Ada, OK 74820

School Emergency Phone: 580.310.7283; **Principal Cindy Brady cell phone:** 580.272.8593

Cross Streets West 33rd & Oak Avenue

AED Location Main Hallway towards Cafeteria **AED Location** _____

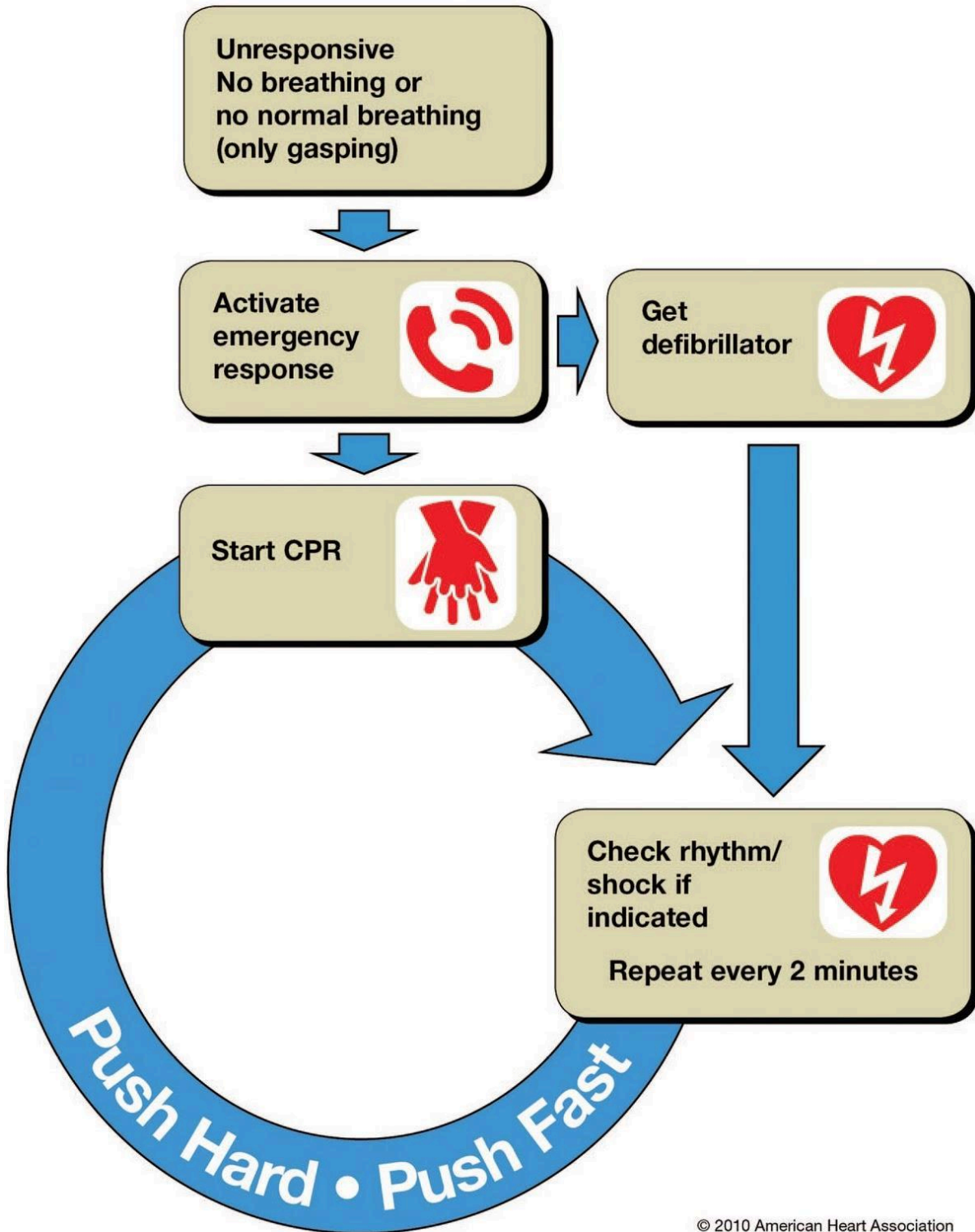
AED Location _____ **AED Location** _____

AED Location _____ **AED Location** _____

<i>Team Members</i>	<i>Role</i>
Cindy Brady	Principal - CERT Coordinator
Trudy Winter	Member
Bronnie Dugan	Member
JoDon Truelove	Member
Anna Bratcher	Member
Megan Weeks	Member
Cody Carter	Member
Jaymin Riley	Member
Gillian Pickel	Member
B.J. Conaway	Member

For the purpose of this plan, CERT members' roles are not identified due to the likelihood that not all members will be present during a specific Cardiac Event. However, all CERT members have roles assigned to them at the building level and are attached to each site's Protocols and Training documents.

Ada Early Childhood Center
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL
Simplified Adult BLS



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STAFF NEPOTISM

Purpose of the Nepotism Policy

The employment of staff family members can cause conflicts of interest, and limit the diversity of our workforce. The Ada City School District believes in hiring and promoting people based on their knowledge, skills, abilities and potential. As such, we wish to reduce the potential conflicts of interest that can occur when family members work together.

Definition of Family Members

For the purpose of this policy, a family member is defined as spouse, partner, children, step-children, parents, step-parents, siblings, step-siblings, grandparents, grandchildren or the spouses of the above listed relatives.

Nepotism Policy

No family members shall:

- Have a supervisor/subordinate relationship with a family member
- Participate in any disciplinary or reward decision that directly affects an individual family member

However, the Board also understands the difficulties that can arise when attempting to fill teaching positions with highly qualified certified teachers. On some occasions, a relative of a principal or supervisor may be the best available option for those open positions. Therefore, the Board will allow the superintendent, on a case-by-case basis, to override this policy in order to hire the most qualified teachers available.

State law precludes the district from employing relatives of school board members within the second degree (spouse, child, parent, grandparent, brother, sister, grandchildren and the spouses of these individuals. State law also precludes the second degree relative of an employee from filing, serving, or being appointed as a school board member.

This policy shall be enforced when hiring, promoting, or transferring employees.

This policy is effective for hiring decisions made beginning with the 2021-2022 school year. This policy is not retroactive and cannot adversely impact existing employees.

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