

**EMERGENCY ACTION PLAN**

**THIS PLAN IS POSTED ON THE SCHOOL WEBSITE AND AT EACH FACILITY  
THIS TEMPLATE SHOULD BE CUSTOMIZED INTO A SEPARATE PLAN FOR EACH  
FACILITY/ACTIVITY**

Activity: Day to Day Operations School Year: 2026-2027

1. Dr. Jill Henderson shall be designated as the medical administrator. This individual is a current school employee and shall have a charged cell phone present and available for use at all times. The cell phone number of the medical administrator is 580-515-0458.
  - a. The medical administrator shall be assisted by Tracy Kincannon 405-605-9879 and Tim Wright 580-713-1438.
  - b. A map of the facility and directions to the facility are attached to this document.
  - c. The medical administrator shall maintain a binder which contains emergency contact information for all students who are participating in the practice, event or activity. This binder should be readily available at the facility.
2. First Aid shall be provided immediately by those school personnel in the vicinity of the injury. The medical administrator shall be notified as soon as possible as to the location of the injured party. First Aid shall be continuously provided until Emergency Medical Services Personnel arrive and assist the injured party.
  - a. Medical equipment is readily available in the Office of facility. The medical equipment available includes, but is not limited to: bandages, thermometers, blood pressure cuff.
  - b. The nearest automated external defibrillator is located in the cafeteria
3. Emergency Medical Services shall be contacted by calling 911.
  - a. Will inform dispatcher of:
    - i. The nature of the injury and the age of the injured party.
    - ii. The location of the injured party and directions to the site.
    - iii. Shall not hang up until advised to do so by the dispatcher.
4. Emergency Medical Services Ambulance Entrance: Located at the Northeast Double Doors. Ambulance may park in any parking available.
5. The medical administrator, or their designee, shall meet the EMS and will be responsible for contacting school employees to ensure that access will be available for the ambulance. The medical administrator or their designee shall lead the ambulance to the injured party's location.

6. The medical administrator shall be responsible for designating an individual to ride with a minor student should the parent or legal guardian not be present at the time the injury occurs. This individual shall cooperate with all requirements and directives given by Emergency Management Services personnel and shall not interfere with treatment provided to the injured party.
7. The medical administrator shall be responsible for notifying the injured party's emergency contact.
8. After the injured party's emergency contact has been notified, the medical administrator shall notify the school district administration and/or superintendent of the incident.
9. The medical administrator shall prepare a written summary of the events and circumstances. A review of the incident shall occur which identifies areas wherein improvement or modification to this Emergency Medical Plan may need to occur.

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Activity: Softball/Baseball School Year: 2026-2027

1. Dr. Jill Henderson shall be designated as the medical administrator. This individual is a current school employee and shall have a charged cell phone present and available for use at all times. The cell phone number of the medical administrator is 580-515-0458.
  - a. The medical administrator shall be assisted by Dedra Pettus 580-541-8066 and Aaron Swart 405-368-7089.
  - b. A map of the facility and directions to the facility are attached to this document.
  - c. The medical administrator shall maintain a binder which contains emergency contact information for all students who are participating in the practice, event or activity. This binder should be readily available at the facility.
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Activity: Basketball School Year: 2026-2027

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  - a. The medical administrator shall be assisted by Kyler McDonald 580-571-1658 and Tom Butler 580-491-2398.
  - b. A map of the facility and directions to the facility are attached to this document.
  - c. The medical administrator shall maintain a binder which contains emergency contact information for all students who are participating in the practice, event or activity. This binder should be readily available at the facility.
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