

ACADEMY FOR ACADEMIC EXCELLENCE

ATHLETIC EMERGENCY ACTION PLAN



2026-2027 School Year

17500 Mana Road | Apple Valley, California 92307
Main Office: (760) 946-5414 ext. 301 | Athletics: ext. 250

EMERGENCY: Call 911. Radio Channel 9. Primary EMS entry: main gate off Mana Road.
Ambulance staging: campus circle.

AAE Mission

The Academy for Academic Excellence exists to prepare students for post-secondary success through a relevant, rigorous college-preparatory education. The Academy for Academic Excellence exists to develop disciplined thinkers prepared for post-secondary success through a rigorous education grounded in critical inquiry, analytical reasoning, and responsible citizenship.

Approval and Document Control

Role	Name	Signature	Date
Chief Executive Officer	Dr. Lisa Lamb		
Principal	Chet Richards		
Assistant Principal	Dr. Scott Robinett		
Athletic Director	Joshua Forsberg		
School Nurse/Health Technician	Rea Crosswhite		

Document control

Item	Requirement / Record
Plan owner	Athletic Director, with Administration and School Nurse/Health Technician
Review cycle	At least annually and after any activation, facility change, AED relocation, personnel change, or material legal/CIF update
Rehearsal cycle	Full rehearsal at annual coaches meeting; venue/role refresher before every sport season; onboarding for newly hired coaches before participation
Posting	Post the comprehensive plan and venue-specific sheets in accordance with current NFHS/CIF guidance; place relevant venue sheet with each team medical bag
Records	Administration retains incident documentation; HR retains coach-training records; school nurse retains AED inspection logs; Athletics retains rehearsal, checkout, and medical-bag logs

Revision history

Date	Section/Page	Change	Approved by
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1. Purpose, Scope, and Compliance Basis

This Emergency Action Plan (EAP) establishes a coordinated response to medical and environmental emergencies arising during Academy for Academic Excellence (AAE) interscholastic athletic practices, conditioning, scrimmages, contests, and related events. It applies to high school and middle school athletics, on campus, at the Victor Valley College tennis courts, and during travel.

Operational rule: Every team must have immediate access to its assigned portable AED, stocked medical bag, working communication device, roster, emergency contacts, and the applicable venue sheet at every practice and contest.

California and CIF/CIF Southern Section alignment

California Education Code section 35179.4: written athletic EAP identifying emergency equipment and procedures for sudden cardiac arrest, concussion, heat illness, and other medical emergencies; includes manner and frequency of rehearsal; posted under current NFHS guidance.

California Education Code section 35179.6: at least one AED for an interscholastic athletic program; availability to coaches and authorized personnel; recommended access within three to five minutes; regular testing and maintenance.

Eric Paredes Sudden Cardiac Arrest Prevention Act: annual student/parent information acknowledgment, coach training every two years, removal for fainting or suspected cardiac symptoms, parent notification, and written medical clearance before return.

CIF membership and coaching-education requirements: maintain an EAP, provide AED access, and maintain required coach training including first aid/CPR, concussion, sudden cardiac arrest, and heat illness prevention.

California concussion law and CIF return-to-play requirements: immediate removal for suspected concussion, no same-day return, written clearance, and graduated return under applicable medical direction.

2. Athletic Program and Venues

Level	Sports
High School varsity only	Baseball; softball; boys volleyball (fall); girls volleyball; boys and girls basketball; boys and girls soccer; cross-country; track and field; boys and girls tennis; cheer. No JV teams.
Middle School	Baseball; softball; girls' volleyball; boys' and girls' basketball; boys' and girls' soccer; cross-country; cheer.

Venue	Primary use	Status
AAE Main Gym	Volleyball, basketball, cheer, indoor practices	On campus
AAE Baseball Field	HS/MS baseball	On campus
AAE Softball Field	HS/MS softball	On campus
AAE Soccer/Track Area	Soccer, track and field, cross-country staging/conditioning	On campus
Victor Valley College Tennis Courts	All HS varsity boys/girls tennis practices and matches	Off-campus regular home venue under signed FUA

3. Emergency Contacts and Communications

Contact	Information
Emergency	911
AAE Main Office	(760) 946-5414 ext. 301

AAE Athletics	(760) 946-5414 ext. 250
Principal	Chet Richards
Assistant Principal	Dr. Scott Robinett
Athletic Director	Joshua Forsberg
School Nurse/Health Technician	Rea Crosswhite
Campus Safety	Porcha Harvey
AAE emergency radio channel	Channel 9
Providence St. Mary Medical Center	18300 Highway 18, Apple Valley, CA 92307 (760) 242-2311
VVC Campus Police emergency	(760) 245-4271 ext. 2555; call 911 for a life-threatening emergency
VVC Campus Police office	(760) 245-4271 ext. 2329

911 caller script

When in doubt, always call 911!

Say: “I am calling from Academy for Academic Excellence, 17500 Mana Road, Apple Valley, California 92307, at the [venue]. Enter through the main gate off Mana Road. A staff member will meet you. We have [number] patient(s). The patient is [conscious/unconscious] and [breathing/not breathing]. The apparent emergency is [brief description]. CPR/AED/first aid is [in progress/not required]. My callback number is [number].”

Remain on the line. Follow dispatcher instructions. Send a second adult to the gate. Keep Channel 9 clear for emergency traffic.

At Victor Valley College, give 18422 Bear Valley Road, Victorville, CA 92395; identify the lower parking lot by the fish hatchery and tennis courts; call 911 and VVC Campus Police ext. 2555.

4. Emergency Team and Chain of Command

AAE does not employ an athletic trainer. The most medically qualified adult present leads care. A coach must not exceed the scope of current training. Delegate directly, name a specific person, and require verbal confirmation.

Priority	Role	Primary responsibility
1	Most medically qualified adult / Head Coach	Scene safety, assessment, immediate care, directs response until EMS assumes care
2	Designated 911 caller	Calls 911, provides venue/access details, remains on the line

3	AED/medical-bag retriever	Brings assigned team AED and medical bag immediately
4	EMS liaison	Opens/monitors access, meets EMS, directs responders, clears route
5	Athlete/crowd supervisor	Supervises uninvolved athletes and protects scene/privacy
6	Principal / Athletic Director	Parent and administrative notification; operational decisions
7	Administration	Incident reporting, debrief, corrective actions and required notifications

Universal response sequence

Recognize the emergency, stop activity, and make the scene safe. Do not move the person unless the location is immediately dangerous.

The most medically qualified available adult takes the lead and provides care within the scope of current training.

Call 911. State the venue, exact address, access gate, condition, number of patients, and care in progress. Do not hang up until directed.

Retrieve the team AED and medical bag immediately. For suspected cardiac arrest, begin CPR and use the AED as soon as available.

Send a designated adult to the entrance/gate to meet EMS and keep the route clear.

Supervise uninvolved athletes, control the crowd, and protect privacy.

The Principal or Athletic Director contacts the parent/guardian and the administration.

Transfer care to EMS. A school employee accompanies the student when required and a parent/guardian is unavailable.

Complete the AAE Student Accident Report/Incident Form, preserve relevant facts, restock equipment, and conduct a debrief.

5. AED and Emergency Equipment Program

Five portable AEDs: Normal storage is the gym utility room, hanging on the wall. The room is not accessible when the gym is locked. Before any practice, game, departure, or after-hours activity, the coach must physically take custody of the assigned AED and medical bag. No activity begins without them.

Control	AAE procedure
Assignment/checkout	Athletic Director or School Nurse/Health Technician assigns AEDs. A checkout log identifies device number, team, coach, date/time out, and date/time returned.
Deployment	One AED travels with each team to every practice and contest, on or off campus. If simultaneous teams exceed available AEDs, Athletics must reschedule, relocate, or provide additional AED coverage before activity begins.

Inspection	The School Nurse/Health Technician inspects each AED monthly and per manufacturer requirements, recording the readiness indicator, battery, adult/pediatric pads, expiration dates, case, and accessories.
After use	Keep device/data intact, notify nurse and administration, replace pads/accessories, document use, and restore the unit to ready status before reassignment.
Access target	Plan placement and retrieval so an AED can reach any participant, spectator, or other person at an on-campus athletic event within the California-recommended three-to-five-minute window.
After-hours control	Because storage is inaccessible when the gym is locked, the assigned coach takes the AED and medical bag before the facility closes and retains them until the activity ends.

Medical bags

Athletics and coaches jointly maintain and restock team medical bags. Current contents include gloves, gauze/bandages, athletic tape, antiseptic, ice packs, CPR mask, finger splints, and scissors. Bags should also contain a biohazard bag and current venue sheet. Only approved and trained personnel may handle medication.

Emergency medications and health plans

Emergency epinephrine is stored in the MPR nurse's office closets; an additional unit is in the field nurse's office. Accessibility, authorization, expiration, and trained-user procedures must follow AAE medication policy and California law.

Asthma supplies and glucose are maintained in the nurse's office. Student-specific inhalers, epinephrine, diabetic supplies, seizure rescue medication, or other prescriptions follow the student's authorized health plan and school medication procedures.

Coaches review authorized medical alerts before activity, protect confidentiality, and ensure needed student-specific supplies accompany the student.

6. Medical Emergency Protocols

Sudden Cardiac Arrest

Recognize: Sudden collapse, unresponsiveness, absent or abnormal breathing, seizure-like activity at collapse, chest symptoms, unexplained fainting, or suspected cardiac symptoms.

Immediate response: Call 911; begin high-quality CPR if unresponsive and not breathing normally; retrieve/apply AED immediately; follow AED prompts; continue until EMS takes over or the person shows clear signs of life. Treat unexplained fainting during or immediately after activity as a cardiac warning sign.

Return/Follow-up: No return after fainting or suspected cardiac symptoms until evaluated and cleared in writing by an authorized California medical provider. Notify parent/guardian and document the event. Student/parent SCA acknowledgment is required annually; coaches complete required SCA training every two years.

Suspected Concussion / Head Injury

Recognize: Head or body impact followed by headache, dizziness, confusion, balance/vision problems, memory difficulty, behavior change, vomiting, loss of consciousness, or other concussion signs.

Immediate response: Remove immediately. Do not permit same-day return. Call 911 for deteriorating condition, repeated vomiting, seizure, worsening headache, unequal pupils, neck pain, weakness/numbness, increasing confusion, or loss of consciousness. Do not leave the student alone.

Return/Follow-up: Written medical clearance and completion of the applicable graduated return-to-play process are required. Address academic return-to-learn needs as well.

Exertional Heat Stroke / Heat Illness

Recognize: Altered behavior or mental status, collapse, confusion, seizures, hot skin, severe weakness, vomiting, or suspected dangerously elevated body temperature during heat exposure.

Immediate response: Activate 911. Begin rapid whole-body cooling immediately using cold-water immersion when available and appropriate; otherwise use the fastest effective cooling method available. Continuously monitor airway/breathing and use AED if needed. For suspected exertional heat stroke, cool first while EMS transport is coordinated.

Return/Follow-up: No return the same day. Medical evaluation and written clearance are required. Review heat monitoring, acclimatization, work/rest, hydration, and emergency cooling readiness before resuming activity.

Breathing Emergency / Asthma

Recognize: Severe shortness of breath, inability to speak normally, worsening wheeze, blue/gray color, reduced alertness, or failure to improve with the student's authorized rescue plan.

Immediate response: Stop activity, position for easier breathing, follow the student's authorized action plan, and call 911 for severe symptoms or poor response. Do not share medication.

Return/Follow-up: Parent notification and medical follow-up; return in accordance with the student's health plan and medical direction.

Anaphylaxis

Recognize: Rapid breathing difficulty, throat/tongue swelling, widespread hives, vomiting, faintness, or multi-system allergic symptoms.

Immediate response: Call 911 immediately. Administer authorized epinephrine without delay by trained/authorized personnel; note time; monitor airway and be prepared for CPR/AED. A second dose may be given only under the applicable prescription/protocol and training.

Return/Follow-up: EMS evaluation is required after epinephrine. Notify parent and document/restock.

Seizure

Recognize: Altered awareness, staring, uncontrolled movements, collapse, or known seizure pattern.

Immediate response: Protect from injury, clear nearby objects, cushion head, time the seizure, do not restrain, and put nothing in the mouth. Call 911 for first seizure, injury, breathing problem, repeated seizure, seizure lasting five minutes or longer, or when directed by the student's plan.

Return/Follow-up: Follow the authorized seizure action plan, notify parent, and document.

Diabetic Emergency

Recognize: Sweating, shaking, confusion, behavior change, weakness, seizure, unconsciousness, or symptoms identified in the student's diabetes plan.

Immediate response: Follow the student's authorized diabetes plan. If awake and able to swallow, provide the authorized fast-acting glucose source. Never give food/drink to an unconscious person. Call 911 for unconsciousness, seizure, inability to swallow, severe symptoms, unavailable supplies, or failure to improve.

Return/Follow-up: Parent notification and plan-directed medical follow-up.

Severe Bleeding / Fracture / Spinal Injury

Recognize: Uncontrolled bleeding, deformity, exposed bone, loss of circulation/sensation, severe pain, neck/back pain, neurologic symptoms, or altered consciousness.

Immediate response: Use gloves; apply firm, direct pressure to the bleeding site and use trained bleeding-control measures. Call 911 for severe bleeding, open fracture, neurovascular compromise, suspected spine injury, or unsafe transport. Do not realign fractures or move a suspected spine-injury patient unless immediate danger exists.

Return/Follow-up: Transfer to EMS/parent as appropriate, document, and require medical clearance before return.

Other Emergencies

Recognize: Includes choking, dental injury, eye injury, poisoning, traumatic shock, behavioral crisis, violence, fire, hazardous materials, missing athlete, or any condition beyond staff capability.

Immediate response: Call 911 for life-threatening or uncertain situations. Provide only care within current training. For nonmedical campus threats, follow the AAE Comprehensive School Safety Plan and administrator directions.

Return/Follow-up: Document, notify administration/parents as appropriate, and debrief.

7. Environmental and Event Safety

Heat illness prevention

Designate a trained person to monitor environmental conditions before and during activity using AAE/CIF-approved methods.

Use progressive acclimatization, frequent access to hydration, shaded rest, modified equipment/clothing, work-rest adjustments, and cancellation or relocation when conditions are unsafe.

Keep a rapid-cooling plan and appropriate cooling resources available for hot-weather practices and contests.

Never delay activation of 911 or rapid cooling when exertional heat stroke is suspected.

Lightning and severe weather

Suspend activity and move participants to the gym or another substantial building when lightning or dangerous weather threatens. Follow current CIF/NFHS and AAE weather-monitoring rules for suspension and return. Do not use dugouts, open shelters, trees, fences, or small sheds as a lightning shelter.

Air quality, wildfire smoke, wind, and extreme conditions

The Athletic Director/site administrator monitors official local conditions and applicable CIF-SS/AAE policy. Modify, relocate, postpone, or cancel activity when air quality, smoke, wind, heat, cold, or fire conditions present unreasonable risk. Account for students with asthma or other vulnerabilities and maintain evacuation access.

Evacuation and shelter

Outdoor emergency shelter: AAE gym, when safe and accessible.

Campus evacuation assembly area: soccer field, unless the hazard makes that location unsafe or Administration directs otherwise.

During a medical emergency, uninvolved athletes remain with the assigned supervising adult and do not self-dismiss.

8. Off-Campus and Travel Procedure

Before departure, the coach possesses the assigned AED, a stocked medical bag, the roster/emergency contacts, a working phone, and this plan/venue sheet.

On arrival, the coach identifies the host EAP, exact address, AED location, EMS access, shelter, event medical coverage, and host administrator.

AAE equipment remains immediately available even when the host reports having an AED.

In an emergency, activate the host plan, call 911, and then notify the AAE Principal/Athletic Director and the parent/guardian.

The coach documents the event using the AAE Student Accident Report/Incident Form and participates in debriefing.

9. Rehearsal, Training, Posting, and Review

Requirement	AAE implementation
Annual full rehearsal	Conduct at the annual coaches meeting. Include 911 call, CPR/AED deployment, gate/EMS direction, heat emergency, concussion removal, parent notification, and documentation.
Preseason refresher	Before each sport season, each staff member reviews roles, assigned AED/bag, venue sheet, access route, communications, student health alerts, and environmental procedures.
New coach	No athletic activity until the coach completes EAP orientation and verifies required certifications/training.
Records	Athletics/Administration retains the sign-in sheet, scenario, date, venue, findings, corrective actions, and completion date.
Posting/distribution	Post comprehensive EAP and venue sheets under current NFHS/CIF guidance; provide applicable sheet to coaches, event staff, and visiting personnel.
Review after activation	Debrief as soon as practicable, preferably within 48 hours; identify equipment, access, communication, care, supervision, documentation, and training improvements.

10. Campus Access and Venue-Specific Plans



Planning map based on the Google Earth image supplied by AAE. Administration must field-verify the Potomac Road backup route, all gate clearances, exact venue access, and AED travel times before final posting.

Primary campus response: enter the main gate off Mana Road, stage at the campus circle, and use Radio Channel 9. Use the Potomac Road backup access only after field verification or dispatcher direction.

Venue EAP: AAE Main Gym

Field	Venue information
Venue/sports	AAE Main Gym Volleyball, basketball, cheer, and indoor practices
Address	17500 Mana Road, Apple Valley, CA 92307
EMS access	Main gate off Mana Road; proceed to campus circle and gym. Main gate is normally unlocked; all staff have access.
Ambulance staging	AAE campus circle unless dispatcher/EMS directs otherwise
Communication	Call 911; radio Channel 9; working coach cellphone
AED / medical equipment	Team-assigned portable AED and medical bag courtside. Five AEDs are normally stored hanging in the gym utility room; the room is inaccessible when the gym is locked.
Shelter/evacuation	Remain in gym if safe; follow AAE evacuation/shelter directions. Evacuation assembly is the soccer field unless unsafe.
Special notes	Confirm the exact exterior gym door to be used by EMS and post it on this sheet before final adoption.

Immediate actions Check List

- ☐ Recognize the emergency, stop activity, and make the scene safe. Do not move the person unless the location is immediately dangerous.
- ☐ The most medically qualified available adult takes the lead and provides care within the scope of current training.
- ☐ Call 911. State the venue, exact address, access gate, condition, number of patients, and care in progress. Do not hang up until directed.
- ☐ Retrieve the team AED and medical bag immediately. For suspected cardiac arrest, begin CPR and use the AED as soon as available.
- ☐ Send a designated adult to the entrance/gate to meet EMS and keep the route clear.
- ☐ Supervise uninvolved athletes, control the crowd, and protect privacy.
- ☐ The Principal or Athletic Director contacts the parent/guardian and the administration.
- ☐ Transfer care to EMS. A school employee accompanies the student when required and a parent/guardian is unavailable.
- ☐ Complete the AAE Student Accident Report/Incident Form, preserve relevant facts, restock equipment, and conduct a debrief.

Pregame/practice verification

Assigned AED and stocked medical bag present; phone/radio and roster/emergency contacts accessible.

EMS route and gates unobstructed; EMS liaison and emergency roles assigned.

Weather/air quality checked; shelter and cooling plan confirmed.

Venue EAP: AAE Baseball Field

Field	Venue information
Venue/sports	AAE Baseball Field High school and middle school baseball
Address	17500 Mana Road, Apple Valley, CA 92307
EMS access	Main gate off Mana Road; designated staff member meets EMS and directs responders to the baseball field access point. Main gate is normally unlocked.
Ambulance staging	AAE campus circle unless dispatcher/EMS directs otherwise
Communication	Call 911; radio Channel 9; working coach cellphone
AED / medical equipment	Team-assigned portable AED and medical bag remain in the dugout/team area and are never locked in a vehicle.
Shelter/evacuation	Gym is the primary substantial-building shelter when safe.
Special notes	Confirm and label the exact vehicle-access field gate and gate width before final posting.

Immediate actions

Recognize the emergency, stop activity, and make the scene safe. Do not move the person unless the location is immediately dangerous.

The most medically qualified available adult takes the lead and provides care within the scope of current training.

Call 911. State the venue, exact address, access gate, condition, number of patients, and care in progress. Do not hang up until directed.

Retrieve the team AED and medical bag immediately. For suspected cardiac arrest, begin CPR and use the AED as soon as available.

Send a designated adult to the entrance/gate to meet EMS and keep the route clear.

Supervise uninvolved athletes, control the crowd, and protect privacy.

The Principal or Athletic Director contacts the parent/guardian and the administration.

Transfer care to EMS. A school employee accompanies the student when required and a parent/guardian is unavailable.

Complete the AAE Student Accident Report/Incident Form, preserve relevant facts, restock equipment, and conduct a debrief.

Pregame/practice verification

Assigned AED and stocked medical bag present; phone/radio and roster/emergency contacts accessible.

EMS route and gates unobstructed; EMS liaison and emergency roles assigned.

Weather/air quality checked; shelter and cooling plan confirmed.

Venue EAP: AAE Softball Field

Field	Venue information
Venue/sports	AAE Softball Field High school and middle school softball
Address	17500 Mana Road, Apple Valley, CA 92307
EMS access	Main gate off Mana Road; designated staff member meets EMS and directs responders to the softball field access point. Main gate is normally unlocked.
Ambulance staging	AAE campus circle unless dispatcher/EMS directs otherwise
Communication	Call 911; radio Channel 9; working coach cellphone
AED / medical equipment	Team-assigned portable AED and medical bag remain in the dugout/team area and are never locked in a vehicle.
Shelter/evacuation	Gym is the primary substantial-building shelter when safe.
Special notes	Confirm and label the exact vehicle-access field gate and gate width before final posting.

Immediate actions

Recognize the emergency, stop activity, and make the scene safe. Do not move the person unless the location is immediately dangerous.

The most medically qualified available adult takes the lead and provides care within the scope of current training.

Call 911. State the venue, exact address, access gate, condition, number of patients, and care in progress. Do not hang up until directed.

Retrieve the team AED and medical bag immediately. For suspected cardiac arrest, begin CPR and use the AED as soon as available.

Send a designated adult to the entrance/gate to meet EMS and keep the route clear.

Supervise uninvolved athletes, control the crowd, and protect privacy.

The Principal or Athletic Director contacts the parent/guardian and the administration.

Transfer care to EMS. A school employee accompanies the student when required, and a parent/guardian is unavailable.

Complete the AAE Student Accident Report/Incident Form, preserve relevant facts, restock equipment, and conduct a debrief.

Pregame/practice verification

Assigned AED and stocked medical bag present; phone/radio and roster/emergency contacts accessible.

EMS route and gates unobstructed; EMS liaison and emergency roles assigned.

Weather/air quality checked; shelter and cooling plan confirmed.

Venue EAP: AAE Soccer / Track Area

Field	Venue information
Venue/sports	AAE Soccer / Track Area Boys and girls soccer, track and field, cross-country staging and conditioning
Address	17500 Mana Road, Apple Valley, CA 92307
EMS access	Main gate off Mana Road; designated staff member meets EMS and directs responders to the soccer/track access point. Use the backup north gate from Potomac Road only after route verification or dispatcher direction.
Ambulance staging	AAE campus circle unless dispatcher/EMS directs otherwise
Communication	Call 911; radio Channel 9; working coach cellphone
AED / medical equipment	The team-assigned portable AED and medical bag remain immediately accessible in the team area.
Shelter/evacuation	The gym is the primary substantial-building shelter when safe. The campus evacuation assembly is at the soccer field only when the field is not the hazard area.
Special notes	Confirm the exact vehicle-access gate and cold-water-immersion/cooling location before final posting.

Immediate actions

Recognize the emergency, stop activity, and make the scene safe. Do not move the person unless the location is immediately dangerous.

The most medically qualified available adult takes the lead and provides care within the scope of current training.

Call 911. State the venue, exact address, access gate, condition, number of patients, and care in progress. Do not hang up until directed.

Retrieve the team AED and medical bag immediately. For suspected cardiac arrest, begin CPR and use the AED as soon as available.

Send a designated adult to the entrance/gate to meet EMS and keep the route clear.

Supervise uninvolved athletes, control the crowd, and protect privacy.

The Principal or Athletic Director contacts the parent/guardian and the administration.

Transfer care to EMS. A school employee accompanies the student when required, and a parent/guardian is unavailable.

Complete the AAE Student Accident Report/Incident Form, preserve relevant facts, restock equipment, and conduct a debrief.

Pregame/practice verification

Assigned AED and stocked medical bag present; phone/radio and roster/emergency contacts accessible.

EMS route and gates unobstructed; EMS liaison and emergency roles assigned.

Weather/air quality checked; shelter and cooling plan confirmed.

Venue EAP: Victor Valley College Tennis Courts

Field	Venue information
Venue/sports	Victor Valley College Tennis Courts All boys' and girls' varsity tennis practices and matches
Address	18422 Bear Valley Road, Victorville, CA 92395
EMS access	Use the lower parking lot by the fish hatchery; enter from Fish Hatchery Road and proceed to the tennis courts. Call 911 and VVC Campus Police at (760) 245-4271 ext. 2555.
Ambulance staging	AAE campus circle unless dispatcher/EMS directs otherwise
Communication	Call 911; radio Channel 9; working coach cellphone
AED / medical equipment	AAE tennis coach carries an AAE portable AED and stocked medical bag to every practice and match. Do not rely on an unconfirmed VVC AED.
Shelter/evacuation	Gym across from the tennis courts, only if open and VVC authorizes access; otherwise follow VVC Campus Police direction and use a safe substantial building/vehicle as appropriate to the hazard.
Special notes	Pending confirmation before final posting: exact court gate used by EMS, who unlocks it, VVC staff presence, college AED location, and guaranteed shelter access. FUA does not assign emergency medical responsibilities.

Immediate actions

Recognize the emergency, stop activity, and make the scene safe. Do not move the person unless the location is immediately dangerous.

The most medically qualified available adult takes the lead and provides care within the scope of current training.

Call 911. State the venue, exact address, access gate, condition, number of patients, and care in progress. Do not hang up until directed.

Retrieve the team AED and medical bag immediately. For suspected cardiac arrest, begin CPR and use the AED as soon as available.

Send a designated adult to the entrance/gate to meet EMS and keep the route clear.

Supervise uninvolved athletes, control the crowd, and protect privacy.

The Principal or Athletic Director contacts the parent/guardian and the administration.

Transfer care to EMS. A school employee accompanies the student when required and a parent/guardian is unavailable.

Complete the AAE Student Accident Report/Incident Form, preserve relevant facts, restock equipment, and conduct a debrief.

Pregame/practice verification

Assigned AED and stocked medical bag present; phone/radio and roster/emergency contacts accessible.

EMS route and gates unobstructed; EMS liaison and emergency roles assigned.

Weather/air quality checked; shelter and cooling plan confirmed.

Appendix A: Coach Acknowledgment

I acknowledge that I received and reviewed the AAE Athletic Emergency Action Plan and applicable venue sheet. I understand my assigned emergency role, the requirement to have the team AED and medical bag at every practice and contest, and my duty to maintain required certifications and follow removal/return-to-play rules.

I can identify the venue address, EMS entrance, gate, staging area, and shelter.

I know how to call 911, use Channel 9, retrieve/use the AED within my training, and meet EMS.

I reviewed authorized student medical alerts and understand medication is governed by AAE policy.

I will report missing, expired, used, or damaged emergency equipment immediately.

I participated in the required annual rehearsal or preseason/new-coach orientation.

Coach name	Sport/level	Signature	Date

Appendix B: EAP Rehearsal and Debrief Log

Date	Season/venue	Scenario	Participants	Findings/corrections	Completed

Minimum rehearsal checks

911 call contains correct address/access directions

AED reaches patient within target window

CPR/AED roles and transfer of care demonstrated

Gate/door access and EMS liaison demonstrated

Corrective action assigned with due date

[illegible]

Appendix D: Medical Bag Inspection Log

Date	Team/bag #	Gloves/gauze/bandages	Tape/antiseptic/ice	CPR mask/splints/scissors	Venue sheet/biohazard bag	Restocked by

Appendix E: Post-Incident Checklist

Transfer immediate care to EMS/parent as appropriate.

Principal or Athletic Director notified parent/guardian.

Administration notified; AAE Student Accident Report/Incident Form completed.

Relevant times recorded: recognition, 911 call, CPR, AED application/shocks, EMS arrival/departure, parent contact.

AED secured for data review and restored to service; used supplies replaced.

Witness information and factual statements preserved; student privacy protected.

Debrief completed, preferably within 48 hours, with corrective actions and deadlines.

Return-to-play/return-to-learn documentation routed to the appropriate AAE personnel.

Appendix F: References and Annual Verification

[California Education Code §35179.4](#)

[California Education Code §35179.6](#)

[California Department of Education - Eric Paredes SCA Prevention Act](#)

[CIF State - Emergency Action Plan resources](#)

[CIF State - Coaching Certification](#)

[Victor Valley College - Campus Police](#)

[Victor Valley College - General Emergency Information](#)

[Providence St. Mary Medical Center - Emergency Services](#)

Annual verifier should compare this plan with the then-current California Education Code, CIF State Constitution and Bylaws, CIF Southern Section rules and bulletins, NFHS guidance, AAE policies, AED manufacturer instructions, and local EMS/VVC procedures. Record any changes in the revision history.

Outstanding site confirmations before final posting

Confirm the exact exterior EMS door for the main gym.

Exact vehicle-access gate for baseball, softball, and soccer/track; confirm widths, locks, and year-round access.

Field-verify the Potomac Road backup route and annotate the final map.

Identify rapid-cooling equipment/location and water source for hot-weather activity.

Confirm VVC tennis court EMS gate, gate access holder, college-staff presence, VVC AED location, and guaranteed emergency shelter access.

Confirm whether emergency epinephrine, asthma supplies, and glucose are accessible during after-hours athletics under AAE medication policy.