**OPTIMA Public Schools Medical Emergency Plan 2021 – 2022**

**107 5th Street, 580-338-6712 (Riley’s Rule Procedure)**

Facility: Main Campus

Activity: Extra Curricular Activities: Dances, Parent / Teacher Conferences, Performances, Assemblies

Locations:

* + - Main Gym Entrance for Emergency Personnel is south door of gym
    - AED is available
* Parent/Teacher Conferences -- Cafeteria
  + - AED is readily available in main office closet (No Locks)
* Open Houses: Campus Wide (Includes all buildings)
  + - Door entrances correspond to grade levels and are Numbered.
    - **East Wing of the main building** 
      * + First grade
        + Second grade
        + Prekindergarten
        + Kindergarten

**West wing of the main building**

* **Superintendent office**
* **Library**
* **Teacher Resource Room**
* **Third Grade**
* **Cafeteria**

**Portable Building**

* + - * + **Fourth Grade**
        + **Fifth Grade**
        + **Sixth Grade**

Emergency Protocol:

* First person to arrive on scene provides initial care.
* Send for AED. AED is located in the main office office
* Call 911
* If there is no additional teacher/adult available the lead person shall send a teacher’s assistant or uninjured student to notify the superintendent, principal or main office.

Leader:

* This person will be in charge of the emergency and will instruct others on the emergency team accordingly.

Leader’s assistant: leader will designate.

* Will assist the leader in the primary evaluation of the injured student.

Phone caller (a designated adult with access to phone):

* Call EMS (911) and communicate the following information:
* The nature of the injury
* Level of consciousness
* Age / sex of injured
* Caller will not hang up until EMS operator has advised to do so.

Person to meet EMS:

* Ambulance entrance North Entrance 107 5th Street
* Will contact necessary staff to assure full access for ambulance
* Will meet ambulance at the designated entrance and lead to injured student.

Lead Person will accompany student to hospital:

* Ride with the student in the ambulance in the event the parent / guardian cannot be contacted
* Will have student’s physical and emergency information in hand if available.

It is the responsibility of the lead person to inform the superintendent or designee of the incident  
It is the responsibility of the superintendent or designee to inform student’s parent / guardian

It is the responsibility of the lead person to document incident and all actions taken

Superintendent: Freida Burgess

Elementary Dean of Students: Carolyn Camfield

EMS: 911 Fire, Police, or Ambulance