

AISD Event Emergency Action Plan

Revised: March 2024

- School: American International School Dhaka
- Athletic Director: Mike DeNeef
 - Contact number: 01713396681
- Street address: 1212 UN Road
 - Specific directions to field (to be given to EMS by tournament director/nurse) Enter via gate 3. (supported by GS4 guards)
 - Specific directions to fitness center/RTG/RTC (to be given to EMS by tournament director/nurse) Enter through Gate 2 bus entrance – go straight through North End/playground – up the stairs to 3rd level. Upon reaching 3rd level follow signs to F/C/RTG/RTC. (supported by GS4 guards)
 - Specific directions to gym (to be given to EMS by tournament director/nurse) Enter through Gate 2 bus entrance – go straight through North End/playground – up the stairs to 2nd level. Upon reaching 2nd level enter the gym.
 - Specific directions to any other onsite location to be given by on site administrator or event organizer.
 - A security staff member waits at the street level entrance way for emergency personnel and escorts to the facility location.
- Where should EMS come to meet the patient?
 - EMS should be given the street address above. Tell the dispatcher that someone will be waiting to meet the emergency vehicles.
- Who will give primary care to the athlete?
 - Nurse will be present at each game/event to provide primary care. Alternatively - coaches trained in First Aid and CPR can provide primary care if needed.
- Where is the first aid kit?

The nurse will have the primary first aid kit on site for games - in the health office during practices and other events.
- Where is the nearest backboard located?
 - In gym A near the training table.
 - In the fitness center - gym A equipment room.
 - From the field the nearest backboard is in the pool area - during events - at the nurse's station.
 - In the pool the backboard is located near the supervisor's office.
- Where is the nearest AED located?
 - (Gym) The portable AED is located in the hutch behind the score table.
 - (F/C) The nearest portable AED is located in the gym.
 - (Field-Event) The nearest portable AED is located at the nurse's station
 - (Pool) The nearest portable AED is located in the nurse's office.
- Who calls EMS?
 - If not providing care to the injured person Nurse will contact EMS - if providing care - tournament director or designate will arrange contact with EMS.

- If nurse/tournament director is unavailable - Athletic Director or his delegate will call.
- From which phone will the call to EMS be made?
 - The call will be made from the personnel cell phones - any coach/leader's cell phone.
- Who will notify the parents that the athlete is being transported to an emergency care facility?
 - If not providing care to the injured athlete, nurse, tournament director or athletic director will notify the parents of the situation.
 - If athletic director/tournament director are unavailable an administrator/coach or teacher should call the parents.
- To which emergency care facility will athletes be transported?
 - Athletes will be transported to United hospital unless the nurse or parents request other options.
- Who will notify the nurse?
 - The nurse will be present at all games/events. If for some reason the nurse is not present, the tournament director or his delegate will notify the nurse.
- Who will manage the rest of the team/group while care is given to the injured athlete?
 - The coach/assistant coaches will manage the rest of the team until the injured athlete is safely transported to a hospital.
- Who will meet EMS, open gates and doors and direct EMS to the injured athlete?
 - Once onsite – the security staff under the direction of the tournament director will direct EMS and facilitate their movement through gates.
- Who will travel with the injured athlete to the emergency care facility?
 - If it is necessary for someone to travel with the athlete, the school nurse and/or a delegate from the impacted school will go with the injured athlete.
- Who will follow-up with the parents?
 - The school nurse or athletic director will follow-up with the parents.
- Who will document the injury?
 - The school nurse will document the medical event, while the lead coach/supervisor will confirm accident/event details - joint documentation will be filed.
- Who will speak to the parents in the event of a catastrophic injury?
 - 1 - AISD Medical Staff (Doctor/Nurse) 2- AD or a school administrator will notify the parents in the event of a catastrophic injury.

Emergency Telephone Numbers

- Michael DeNeef (Athletics Director): 01713396681
- Desirey Webdale/Joya Ambarin (ES Event Manager): 01713396664
- Omar Chowdhury: (MS Event Manager) 01713396767 (to call EMS)
- Local Contact (Joya Ambarin): 01713396756 (to call EMS)
- Head Nurse (Alison Smithies): 01713396612

Emergency Support

- Dr. Naveed (FHP) 01713-396697
- Ambulance: Apollo Hospital (01714090000) (8431688)
- United Hospital (01914001234)

Other Support

- Equipment Facilities (Samrat) 01638676476)
- Transportation Coordinator (Obaid) 01713396616
- Security (Mohsin Matubber) 01713396778
- General Services (Kanchan Saha) 01713396776
- General Services (Arnav Gupta) 01713-396603
- SS Principal (Howard De Leeuw): 01713396600
- SS Assistant Principal (Kaitlyn Leach): 01713396636
- Elementary School Principal (Tamara Black): 01713396602
- School Superintendent (John Smithies): 01713396601
- Child Safeguard Lead: 01713396699 / 01713396606 (Lori Rung / Alisson Smithies)