

Lyme-Old Lyme High School Athletic Training



Emergency Action Plan

Revised: December 2, 2020

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Recent Changes

****This year/season will introduce a new document, since the whole handbook has been changed****

Introduction

Lyme-Old Lyme High School is committed to the development of a safe interscholastic athletics program by protecting the health and well-being of its student-athletes, as well as by providing a safe sports environment. The National Athletic Trainers Association's Policy Statements are used as a guide in establishing recommendations and procedures for preventing and managing athletic-related injuries at Lyme-Old Lyme High School. This policy & procedures manual is a working document and will be revised to reflect current methods in sports medicine.

Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment

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), 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 also: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards are maintained with the athletic director. **All coaches are required to have CPR, First Aid, AED, and concussion management training certifications.**

Athletic Personnel Responsibilities

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

Emergency Communication

In any emergency situation, communication will play a key role in obtaining appropriate care for the athlete in a prompt manner. With the prevalence of cell phones now, knowing the whereabouts of the nearest working land line may not seem important. Coaches will familiarize themselves with the location of a land line, in addition to having knowledge of the whereabouts of a charged, available cell phone at all venues (home and away). Emergency contact information of all members of the team will be kept with the coach at all times. In the event of an emergency, this information should be reviewed, kept nearby and turned over to emergency medical personnel upon arrival. This form will go to the hospital with the athlete.

Activating the EMS System

Call 9-1-1

Providing Information:

- name, address, telephone number of caller
- nature of emergency, whether medical or non-medical
- number of athletes
- condition of athlete(s)
- first aid treatment initiated by ATC/Physician
- specific directions as needed to locate emergency
- other information as requested by dispatcher
- Be the last to hang up!!

Emergency Equipment

Each season the athletic trainer will provide to each team (one per level) a medical kit that includes the supplies needed for basic first aid. Coaches are expected to have this kit with them on site at every practice and game. Kits are to be easily accessible by any member of the coaching staff. It is the responsibility of the coaching staff to ensure the kit stays stocked. When supplies are low, the kit should be left with the athletic trainer to be filled. All efforts should be made to keep students from accessing the supplies in the medical kit so a better inventory can be kept. In the event the athletic trainer is not present, emergency medical services should be contacted and coaches should rely on the equipment they have on hand.

Location of AED's

Members of the coaching staff should also be aware of the location of the AED's on site. At the high school, AED's can be found mounted on the wall outside of the main office in the commons area and mounted on the wall across from the Athletic Training Room. At the middle school, the AED is mounted outside of the main office near the gymnasium. (See diagram on pages 8 and 9)

Conclusion

Understanding emergency situations may arise at any time during athletic practices and games, a little pre-planning will go a long way in getting you through a stressful situation. The timely response of those in charge could affect the outcome of the emergency. Being effective in communicating and dealing with the situation is a necessary requirement of the position. Using detailed preparation in order to understand and implement the Emergency Action Plan, we ensure the student athletes, under our supervision, will be provided the best care when an emergency presents itself.

Contacts & Important Numbers

Off Campus Contacts	Phone Number
Emergency	9-1-1
Police Department	(860) 434-1986
Fire Department (Lyme St)	(860) 434-2424
Fire Department (Cross Ln)	(860) 434-4130
Ambulance Dispatch	(860) 399-7921
L & M Hospital	(860) 442-0711
Middlesex Shoreline Clinic	(860) 358-3700
Roger's Lake Boathouse	(860) 434-3935
ABC Gymnastics	(860) 691-1235
East Lyme High School	(860) 739-6946
Hazardous Materials	800-424-8802
Poison Control Center	1-800-222-1222

On Campus Offices	Phone Number
Athletic Training Room	(860) 434-1651 ext 1116
High School Nurse's Office	(860) 434-1651 ext 1004
Middle School Nurse's Office	(860) 434 2568 ext 2008
Athletic Director	(860) 434-1651 ext 1014
High School Main Office	(860) 434-1651
Middle School Main Office	(860) 434-2568
Administrative Office	(860) 434-7238
High School Counselor Office	(860) 434-2255
Middle School Counselor Office	(860) 434 2568 ext 2004

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Title	Name	Office	Cell	E-mail
Athletic Trainer	Sammee Piette	(860) 434- 1651 ext 1116	(860) 876-0221	piettes@region18.org
Athletic Director	Hildie Heck	(860) 434-1651 ext 1014	(860) 964-0216	heckh@region18.org
High School Principal	Jim Wygonik	(860) 434-1651ext 1003	N/A	wygonikj@region18.org
Middle School Principal	Mark Ambruso	(860) 434-2568 ext 2002	N/A	ambrusom@region18.org
High School Nurse	Melissa Seckla	(860) 434-1651 ext 1004	N/A	secklam@region18.org
Middle School Nurse	Sammee Ward	(860) 434-2568 ext 2008	N/A	bartusk@region18.org
Team Physician	Jon Piposar	(860) 889-7345	N/A	N/A
During-School Campus Security	Ray Belval	(860) 434-1651 ext 3652	N/A	belvalr@region18.org
After-School Campus Security	Eric Zbierski	(860) 434-1651 ext 3652	N/A	zbierskie@region18.org

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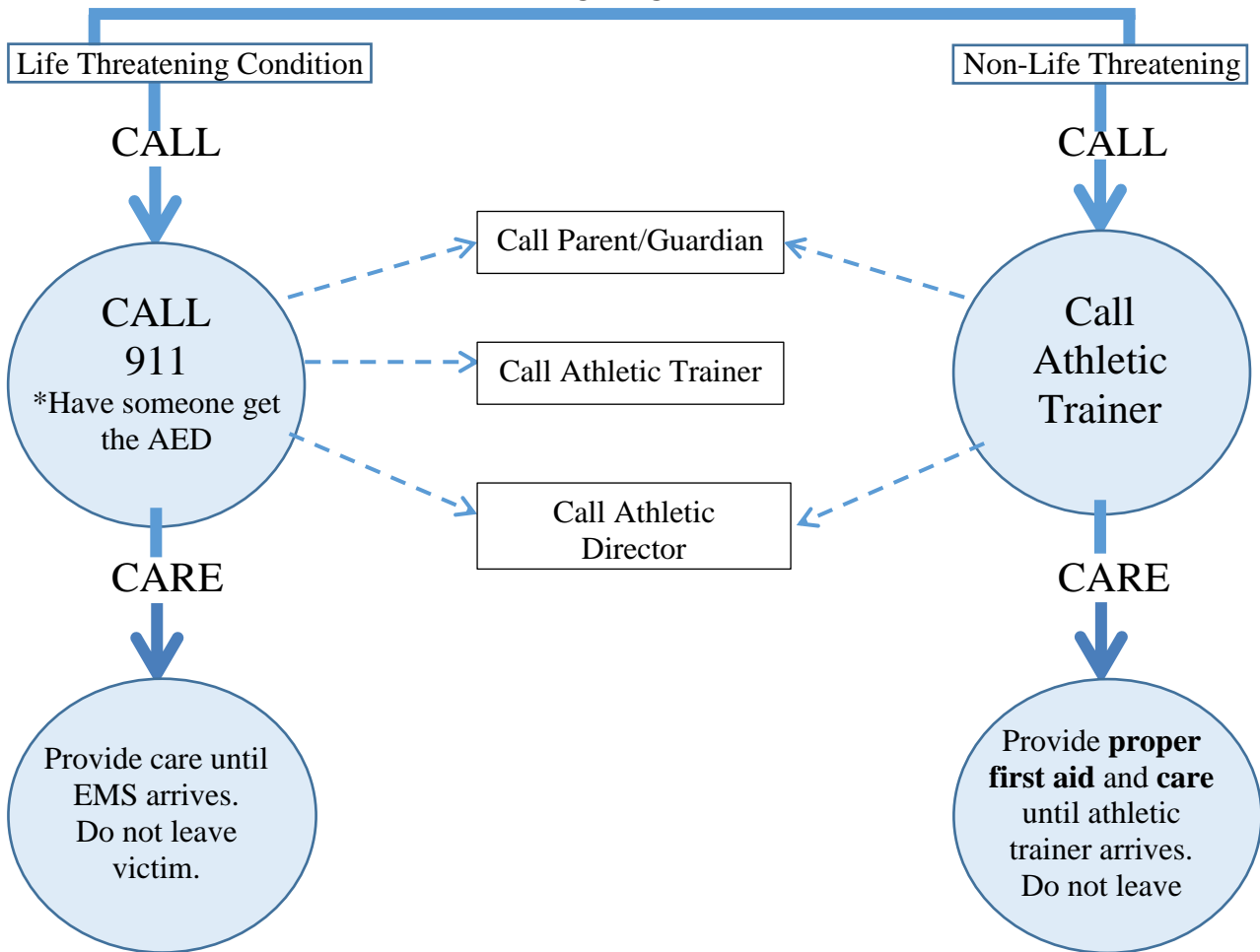
Emergency Situation Contact Tree

Emergency Situation Flow Sheet

Injury or Sudden Illness

Coach or First Responder on

CHECK



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

Sammee Piette (piettes@region18.org)

Hildie Heck (heckh@region18.org)

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

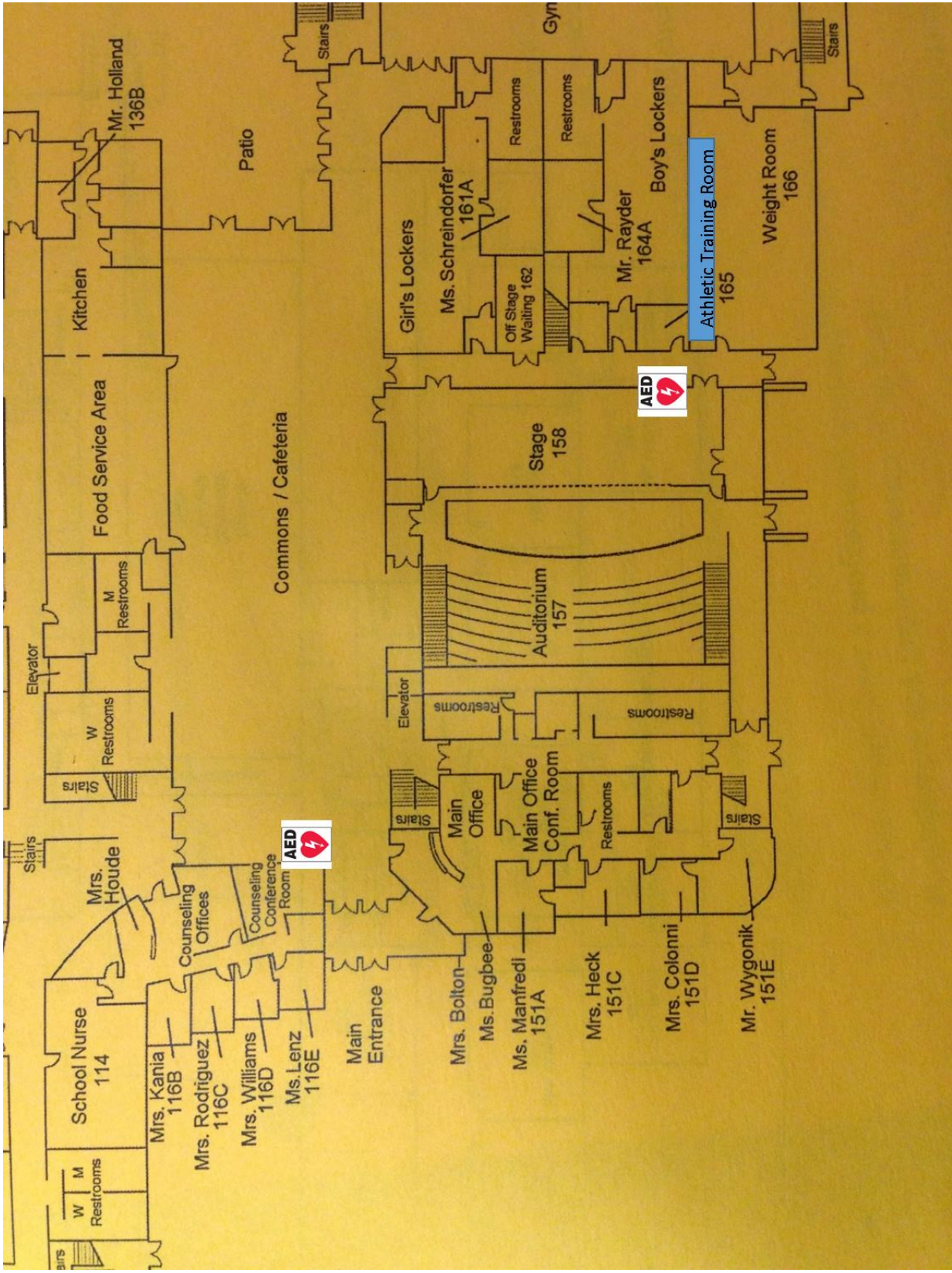
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Emergency Equipment Locations

Emergency Equipment:

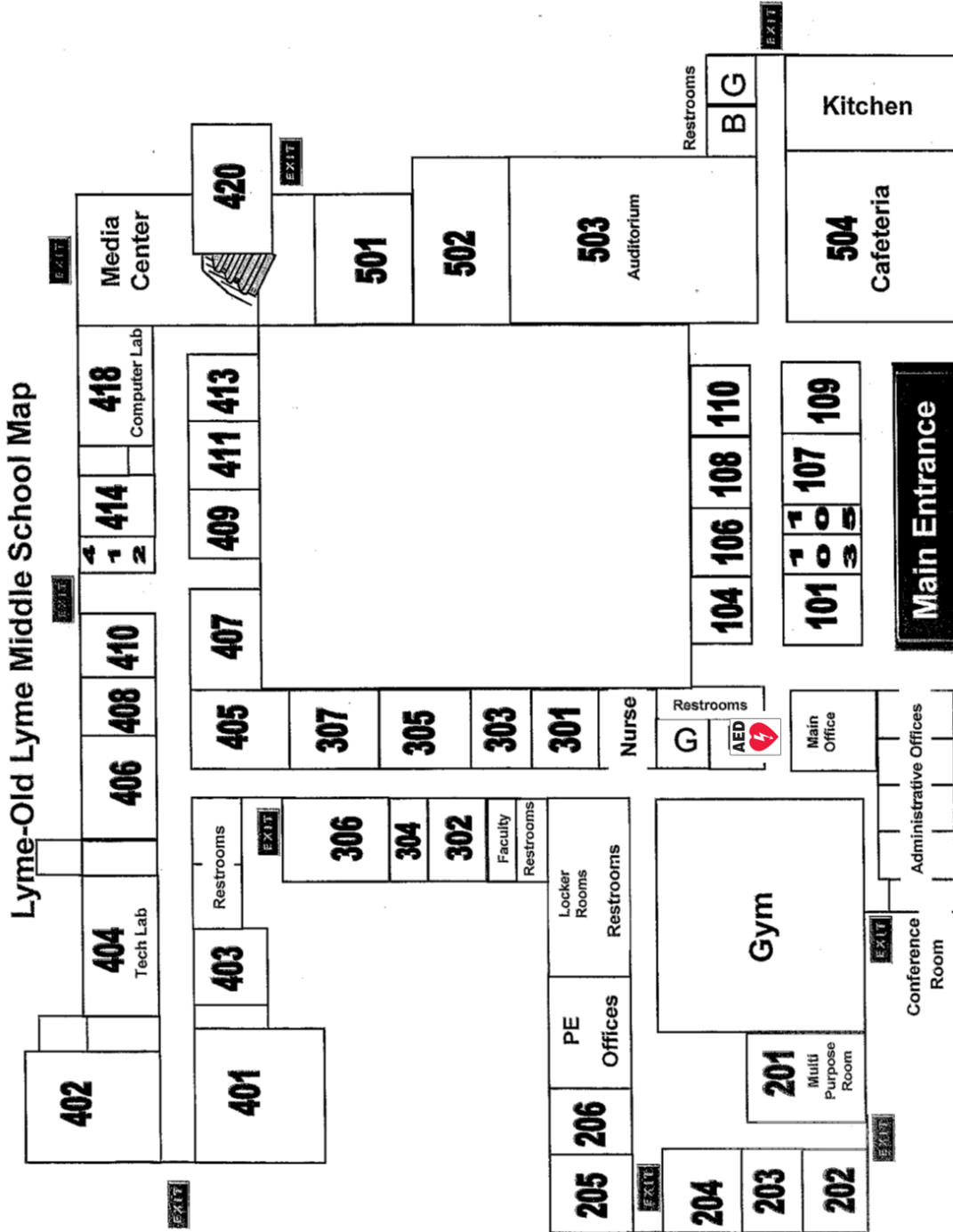
- Athletic Training Kit (Med Kit), Splint Bag, Biohazard/First Aid Kit on site for events covered by ATC
 - First Aid Kit with coach
1. AED
 - a. Located with ATC for all covered events
 - b. High School: Located outside the Athletic Training Room; outside the Main Office in the Commons; in Athletic Training Room
 - c. Middle School: Located outside the Main Office by the Gymnasium
 2. Nearest Phone
 - a. Athletic Training Room phone
 - b. Athletic Trainer's personal cell phone when covering events
 - c. Coaches' personal cell phones (with emergency numbers attached here)
 3. Rescue Inhaler
 - a. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games/competitions
 - b. Inhaler must be left with coach (labeled with name) during games (not left in personal bag) and on athlete during practices
 4. Epi Pen
 - a. 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/competitions
 - b. Epi Pen must be left with coach (labeled with name) during practices and games (not left in personal bag)
 5. Splints
 - a. With ATC during events or in Athletic Training Room
 6. Spine Board
 - a. Will be provided by EMS upon arrival
 7. Cervical Collars
 - a. With ATC during events or in Athletic Training Room
 - b. May be provided by EMS upon arrival
 8. Biohazard Materials
 - a. Red bags- in each First Aid Kit and in Athletic Training Room
 - b. Disposal Bin- in Athletic Training Room, Room 165

High School AED Locations



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Middle School AED Location



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General Guide

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? No 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 LOL 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 must accompany athlete to hospital – either in ambulance or follow by car
14. Document the event

Emergency Action Plan

High School Gymnasium

Emergency Procedures:

- 1) Check the scene
 - a) Is it safe for you to help?
 - b) What happened?
 - c) How many victims are there?
 - d) Can bystanders help?
- 2) Perform emergency CPR/First Aid
 - a) If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c) **Instruct coach or bystander to GET AED!!**
- 3) Instruct coach or bystander to call 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - *From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; Gymnasium will be straight to back of the school entrance
 - *From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; Gymnasium will be straight to back of the school entrance
 - GPS Location: 41.318415, -72.325022**
 - d) Any additional information
 - e) ***BE THE LAST TO HANG UP***
 - f) Meet the ambulance and direct it to the site
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for LOL if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
- 10) A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

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Emergency Action Plan

Track Field

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Center School; Continue around the school; Take right once the building ends; Continue straight ahead; Go through gates and Track Field will be on the right**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Center School; Continue around the school; Take right once the building ends; Continue straight ahead; Go through gates and Track Field will be on the right**
 - iii. **GPS Location: 41.317404, -72.326810**
7. Any additional information
8. ***BE THE LAST TO HANG UP***
9. Meet the ambulance and direct it to the site
10. Designate coach or bystander to control crowd
11. Contact the Athletic Trainer for LOL if not present on scene
12. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
13. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
14. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
15. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
16. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

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Emergency Action Plan

Middle Field

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the front of the High School; Middle Field is to the right of the High School Main Entrance**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the front of the High School; Middle Field is to the right of the High School Main Entrance**
 - iii. **GPS Location: 41.318243, -72.326622**
7. Any additional information
8. ***BE THE LAST TO HANG UP***
9. Meet the ambulance and direct it to the site
10. Designate coach or bystander to control crowd
11. Contact the Athletic Trainer for LOL if not present on scene
12. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
13. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
14. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
15. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
16. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

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Emergency Action Plan

Back Lower Fields

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; Take right once building ends; Continue around the back of the building; Back Lower Fields will be on the left**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; Take right once building ends; Continue around the back of the building; Back Lower Fields will be on the left**
 - iii. **GPS Location: 41.317550, -72.324048**
7. Any additional information ***BE THE LAST TO HANG UP***
8. Meet the ambulance and direct it to the site
9. Designate coach or bystander to control crowd
10. Contact the Athletic Trainer for LOL if not present on scene
11. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
12. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
13. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
14. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
15. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

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Emergency Action Plan

Baseball Field

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; Take right once building ends; Continue around the back of the building, past the Maintenance Building; Veer left at fork and Baseball Field will be to the right**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; ; Continue around the back of the building, past the Maintenance Building; Veer left at fork and Baseball Field will be to the right**
 - iii. **GPS Location: 41.316470, -72.324938**
7. Any additional information ***BE THE LAST TO HANG UP***
8. Meet the ambulance and direct it to the site
9. Designate coach or bystander to control crowd
10. Contact the Athletic Trainer for LOL if not present on scene
11. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
12. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
13. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
14. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
15. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

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Emergency Action Plan

Tennis Courts

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Tennis Courts will be on either side of High School RD**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Tennis Courts will be on either side of High School RD**
 - iii. **GPS Location : 41.320201, -72.326998**
7. Any additional information
8. ***BE THE LAST TO HANG UP***
9. Meet the ambulance and direct it to the site
10. Designate coach or bystander to control crowd
11. Contact the Athletic Trainer for LOL if not present on scene
12. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
13. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
14. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
15. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
16. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

Emergency Action Plan

Roger's Lake Boathouse

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **166 Boston Post RD, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn right at stoplight; Continue on Route 1 for 2.5 miles; Roger's Lake Boathouse will be on the left**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn left at second stoplight onto Route 1; Continue on Route 1 for 2.5 miles; Roger's Lake Boathouse will be on the left**
 - iii. **GPS Location: 41.349331, -72.298277**
7. Any additional information
8. ***BE THE LAST TO HANG UP***
9. Meet the ambulance and direct it to the site
10. Designate coach or bystander to control crowd
11. Contact the Athletic Trainer for LOL if not present on scene
12. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
13. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
14. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
15. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
16. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

Emergency Action Plan

Middle School Gymnasium

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **53 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Center School; Continue past first building; Middle School Entrance will be in the middle of second building; Middle School Gymnasium will be to the left once through entrance doors**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Center School; Continue past first building; Middle School Entrance will be in the middle of second building; Middle School Gymnasium will be to the left once through entrance doors**
 - iii. **GPS Location: 41.318415, -72.325022**
7. Any additional information ***BE THE LAST TO HANG UP***
8. Meet the ambulance and direct it to the site
9. Designate coach or bystander to control crowd
10. Contact the Athletic Trainer for LOL if not present on scene
11. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
12. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
13. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
14. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
15. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

Revised: December 2, 2020

Emergency Action Plan

Softball Field

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer right at the fork in the road; Take left before Middle School; Softball Field will be straight ahead**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer right at the fork in the road; Take left before Middle School; Softball Field will be straight ahead**
 - iii. **GPS Location: 41.319415, -72.326700**
7. Any additional information
8. ***BE THE LAST TO HANG UP***
9. Meet the ambulance and direct it to the site
10. Designate coach or bystander to control crowd
11. Contact the Athletic Trainer for LOL if not present on scene
12. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
13. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
14. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
15. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
16. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

Revised: December 2, 2020

Emergency Action Plan

East Lyme High School Pool

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **30 Chesterfield RD, East Lyme, CT 06333**
 - i. ***From 95S: Take Exit 75; Continue $\frac{3}{4}$ miles to stoplight; Take right at stoplight; Take left in $\frac{1}{4}$ mile into East Lyme High School Main Entrance; Pool entrance is to the left of High School Main Entrance**
 - ii. ***From 95N: Take Exit 74; Take left at stop sign; Continue on Route 161 for $\frac{3}{4}$ mile; Take left into East Lyme High School Main Entrance; Pool Entrance is to the left of the High School Main Entrance**
 - iii. **GPS Location: 41.368761, -72.213531**
7. Any additional information
8. ***BE THE LAST TO HANG UP***
9. Meet the ambulance and direct it to the site
10. Designate coach or bystander to control crowd
11. Contact the Athletic Trainer for LOL if not present on scene
12. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
13. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
14. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
15. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
16. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

Emergency Action Plan

ABC Gymnastics

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - c. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **40 Industrial Park RD, Niantic, CT 06357**
 - i. ***From 95S: Take Exit 74; Take right off of exit onto Route 161; Continue ½ mile on Route 161; Take right after Stop & Shop Plaza; At stop sign stay left on Industrial RD; ABC Gymnastics will be on the left**
 - ii. ***From 95N: Take Exit 73; Take left off of exit; Continue on Society RD for ¾ miles; Take left onto Industrial RD; ABC Gymnastics will be on the right**
 - iii. **GPS Location: 41.352783, -72.214609**
7. Any additional information
8. ***BE THE LAST TO HANG UP***
9. Meet the ambulance and direct it to the site
10. Designate coach or bystander to control crowd
11. Contact the Athletic Trainer for LOL if not present on scene
12. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
13. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
14. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
15. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
16. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

Emergency Action Plan

Athletic Training Room

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; ¾ down the hallway take a right down the side hallway; Athletic Training Room is the second to last room on the left**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; ¾ down the hallway take a right down the side hallway; Athletic Training Room is the second to last room on the left**
 - iii. **GPS Location: 41.318415, -72.325022**
7. Any additional information ***BE THE LAST TO HANG UP***
8. Meet the ambulance and direct it to the site
9. Designate coach or bystander to control crowd
10. Contact the Athletic Trainer for LOL if not present on scene
11. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
12. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
13. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
14. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
15. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

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Emergency Action Plan

Weight Room

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Perform emergency CPR/First Aid
 - a. If athletic trainer is present she will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - b. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care. Check airway/breathing/circulation, level of consciousness, and severe bleeding. **Instruct coach or bystander to GET AED!!**
3. Instruct coach or bystander to call 911
 - a. -Provide the following information
4. Who you are
5. General information about the injury or situation
6. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). **69 Lyme Street, Old Lyme, CT 06371**
 - i. ***From 95S: Take Exit 70; Turn left at stoplight; Continue on Lyme St for ½ mile; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; ¾ down the hallway take a right down the side hallway; Athletic Training Room is the last room on the left**
 - ii. ***From 95N: Take Exit 70; Take left at stoplight; Continue on Neck RD for ¼ mile; Turn right on Halls RD; Turn right at second stoplight onto Lyme ST; Turn left before Lyme St Fire Station; Veer left at the fork in the road; Continue straight to the High School Main Entrance; ¾ down the hallway take a right down the side hallway; Athletic Training Room is the last room on the left**
 - iii. **GPS Location: 41.318415, -72.325022**
7. Any additional information ***BE THE LAST TO HANG UP***
8. Meet the ambulance and direct it to the site
9. Designate coach or bystander to control crowd
10. Contact the Athletic Trainer for LOL if not present on scene
11. Meet ambulance and direct to appropriate site
 - a. Open Appropriate Gates/Doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers etc.
12. Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
13. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
14. Document event. Documentation must be done by ATC (or other provider) and coach. Both an injury report and accident report form must be filled out.
15. A team comprising of the ATC, AD, Coaches of team, Nurse and 1-2 not involved with the situation 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.

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