Emergency Action Plan
For Norwich Free Academy
Athletics Program

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

November 8, 2022

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Personnel Involved in Development

The following individuals were involved with the creation of this Emergency Action Plan:

Head of School: Dr. Brain Kelly

Director of Facilities: Alicia Madsen

Principal: Kristin Peckrul

Athletic Director: Roy Wentworth

School Nurse Supervisor: Amy Tavares

Athletic Trainer: Kayla Donovan

Coach Representative: Thomas Teixiera and Courtney Gomez

Campus Safety Officier: Timothy Fusaro

Documentation of Recent Changes

As changes to the EAP are made, please list the change, page affected and date that the change was made.

Specific Changes Made	Page(s) Affected	Date
Developed EAP using KSI Template	All	April 10, 2019
Lightning Policy	Page 44	June 11, 2019
Updated Location info	Page 17-35	March 17, 2021
Emergency Equipment	Pages 14	July 30, 2021
Update Contact Information	Pages 11 and 12	August 2, 2021
Campus Map	Page 17	August 2, 2021
Font, venue, and table of content changes	Entire document	June 27, 2022
Change to venue crowd control	Page 19-52	July 1, 2022
Inhaler/rescue inhaler, wheelchair accessibility, and non-medical emergency cards.	Pages7, 13, and 14	August 1, 2022

EMERGENCY ACTION PLAN FOR ATHLETICS
OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

There are a variety of emergency situations that can surface during sports programs. As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Norwich Free Academy has developed an emergency action plan that may be implemented immediately when necessary and provides appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

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), emergency action plan review, and 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: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All coaches are required to have CPR, First Aid, AED, concussion management, and heat illness training certifications.** The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

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The four basic roles within the emergency team are:

1. **Establish scene safety and immediate care of the athlete:**
    a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
2. **Activation of Emergency Medical Services:**
    a. This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team.
3. **Equipment Retrieval:**
    a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
4. **Direction of EMS to the scene:**
    a. One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Emergency Communication
Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page 12 for emergency communication guidelines for Norwich Free Academy.

Medical Emergency Transportation
Any emergency situation where there is **loss of consciousness (LOC)**, **or impairment of airway**, **breathing, or circulation (ABCs) or there is a neurovascular compromise** should be considered a "load and go" situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experiences doubt in their mind regarding the severity of the situation should consider a "load and go" situation and transport the individual.

Cool First, Transport Later
In the case of heat related illness, the revised protocol is to cool the athlete first, then transport the individual later. Use the cold-water immersion tub filled with ice water to cool the athlete. If a cold-water immersion tub is not available use ice, water, wet towel or whatever is available to cool the athlete. When the EMT arrives they should make sure that the individual's temperature has returned to normal prior to transporting them to the hospital. Refer to Appendix B for more information.

Non-Medical Emergencies
For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions. This is located in the section of the binder called "Non-medical EAP". The pamphlet is located in the front pocket of the binder. You can also reference to the "Ready Reference Card" provided to the coaches prior to their season beginning.

Post EAP Activation Procedures:
Documentation
Documentation must be done by ATC (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing
A team comprising of the ATC, AD, coaches, nurse and one or two other school district employees 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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Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan at Norwich Free Academy helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Activating Emergency Medical Services

Call 9-1-1 (if using an off campus phone) or 9-9-1-1 (if using a campus landline)
Provide information

- Name, address, telephone number of caller
- Nature of the emergency (medical or non-medical)*
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (i.e. "use the south entrance to the school off Asylum St.")
- Other information requested by the dispatcher
- DO NOT HANG UP FIRST

*if non-medical, refer to the specified checklist of the school's non-athletics emergency action plan

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Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP) via email.
    a. Each coach will come to see the Athletic Trainer to provide their signature to confirm they have read the documents and ask any potential questions.
2. A copy of the relevant EAP will be in each medical kit which is to be kept with the coach at every practice/event.
3. A copy of the EAP will be located on the Athletic Trainers desk in the desk organizer.

Chain of Command

The athletic trainer should always act as primary care-givers at the site of the injury or accident (when on-site) and would manage the situation according to the following rank:

1. Team Physician (If present)
2. Athletic Trainer
3. Head Coach
4. Assistant Coach
5. Athletic Director
6. School Administrators

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

1. Team Physician (If present)
2. Athletic Trainer
3. The Coach
4. Athletic Director
5. School Staff/ administrators who know CPR

[Team Name] CHAIN OF COMMAND
Most medically qualified

1.
2.
3.
4.
5.

**this chain of command would be completed per team in the event that the chain is different per team*

Emergency Telephone Numbers

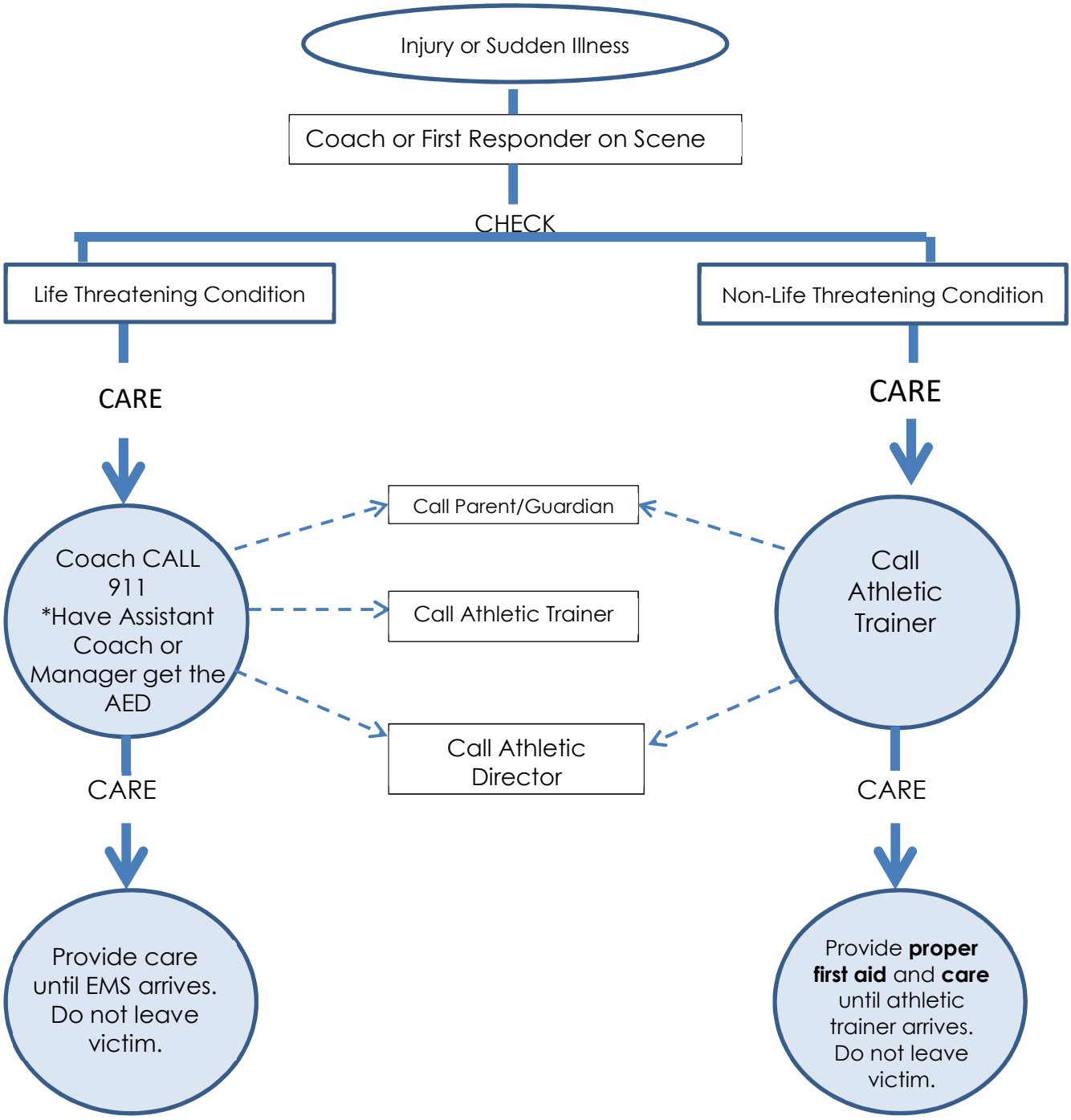
This list is only to be used in case of an emergency.

Off Campus Contacts	Phone Number
Emergency	9-1-1
Police department	(860) 886-5561
Fire and Ambulance	(860) 886-5561
[Nearest] Hospital	William Backus Hospital 326 Washington St, Norwich, CT 06360 (860) 823-6389
[Second Nearest] Hospital	Lawrence and Memorial Hospital 365 Montauk Ave, New London, CT 06320 (860) 442-0711, ext. 2261
Hazardous Materials	(860) 887-2555 (Norwich Dept. Public Utilities 24/7) (860) 887-7207 (Gas Emergency Only)
Poison Control Center	1 (800) 222-1222

Title	Name	Office	Cell
Athletic Trainer	Kayla Donovan	(860) 425-5739 (NFA ATR)	(860) 204-6795
Athletic Director	Roy Wentworth	(860) 425-5512	(860) 885-6150
Director of Campus Safety	Wayne Sheehan	(860) 425-5590	(860) 861-4668
Head of School	Dr. Brian Kelly	860-425-5500	N/A
Director	Kristin Peckrul	(860)425-5502	N/A
Dean of Students	Clarence Cooper	(860) 425-5790	N/A
Dean of Students	Amy Labas	(860) 425-5780	N/A
Dean of Students	Bryan Burdick	(860) 425-5570	N/A
Associate Principal	Stephani Jones	(860) 425-5760	N/A
Associate Principal	Amy Murphy	(860) 425-5770	N/A
Director of Communications	Mike O'Farrell	(860) 425-5504	N/A
Nurse Supervisor **Nurse** **Nurse**	Amy Tavares Michele Jacaruso Tara Peterson	(860) 425-5552 (860) 425-5553 (860) 425-5550	N/A N/A N/A

On Campus Offices	Phone Number
Athletic Training Room	(860) 425-5739
Nurse	(860) 425-5552 (Nurse Supervisor) (860) 425-5551 (Medical Center Secretary)
Athletic Director	(860) 425-5512
Main School Number	(860) 887-2505
Administrative Office	(860) 887-2505
School Counselor Department Head	(860) 425-5602 (Department Head) (860) 425-5600 (Director)

Emergency Situation Contact Tree



Contact the Athletic Trainer and Athletic Director if this has not already been done. If it has, contact the nurses via email to ensure they all know an athlete was transported by EMS (in an emergency). If this is a non-emergent injury please just ensure the Athletic Trainer knows.

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

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Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Biohazard/First Aid Kit, and a portable defibrillator will be carried continuously by the athletic trainer.
- First Aid Kit located with for each team coach

1. **AED**
   a. Located with ATC for all covered events
   b. Additional AED located inside Norwich Free Academy's Atrium Lobby and Alumni gym foyer.
   c. Portable AED with coach of the highest need, determined by athletic trainer, athletic director, and coach prior to season.
2. **Athletic Training Kit**
   a. Located in the cubby space under the first treatment table closest to the sink.
   b. The backup kit is located under the treatment table closest to the ATC's desk. There are 2 red kits.
3. **Nearest phone**
   a. Athletic Trainer's personal cell phone will be used when covering events.
   b. Coaches' personal cell phones will be used in ATC is not present.
   c. In Norwich Free Academy-there is a phone located in the Athletic Training Room as well as the gym teachers' office space. Dial 9 and then the number.
4. **Ice machines**
   a. 1st ice machine is located in the athletic trainer's room.
   b. 2nd ice machine is located in the room off the athletic trainer's room (separate door entrance).
5. **Rescue Inhaler**
   a. Coaches are responsible for checking to see if students have their rescue inhaler on them prior to the beginning of practice and games.
   b. Inhaler must be on the athlete in order for them to participate.
   c. The athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.
   d. The student and parent are responsible for bringing the inhaler and replacing it before the expiration date.
6. **Epi-pen**
   a. Coaches are responsible for checking to see if students have their rescue inhaler on them prior to the beginning of practice and games.
   b. Epi-pens must be on the athlete in order for them to participate.
   c. Athletic trainer may be given a backup epi-pen by the parent or child to keep as a backup in the med kit.
   d. The student and parent are responsible for bringing the epi-pen and replacing it before the expiration date.

7. **Splints/Splint Bag**
   a. With ATC during events. ER splints are in posterior packet of the med kit or in the splint bag with knee immobilizers and crutches.
   b. Splint bag will be at all Football games. Splint bag includes (splints, crutches, ace wraps, finger splints, cervical neck collar, etc)
   c. Located in ATR in the far left cabinet near the desk.

8. Spine boards/Cervical Collar

a. Spine boards will be provided by EMS upon arrival
b. ATC has a cervical neck collar in the black splint bag.

9. Bio-hazard Materials

a. Red bags – in ATC's med kit and in ATR in far left cabinet closest to the desk.
b. Disposal Bin – red bin in the ATR, Room 4012

10. First Aid kit/materials

a. Each coach has a medical kit, red bag or a black/red tackle box, to bring to each game with first aid supplies in it.
b. If they run out of material they know to bring the kit back to the ATC to be restocked.

11. Crutches

a. Located in the storage closet at the bottom of the stairs between the boys locker room and weight-room.
b. Located in splint bag at football games

12. Wheelchair Locations

a. Latham- Closet #1131
b. Allis- Behind the Medical Center (Oversized Wheelchair)
c. Shattuck- Shattuck House Office-#2110
d. Cranston- Wheelchair and Stair chair #3105
e. Gyms, Atrium, Slater, ACES, and Converse- Alumni foyer #4115
f. Tirrell-Guidance Suite in between room #7115 and #7113
g. Bradlaw/Frank-Faculty Lounge #8116

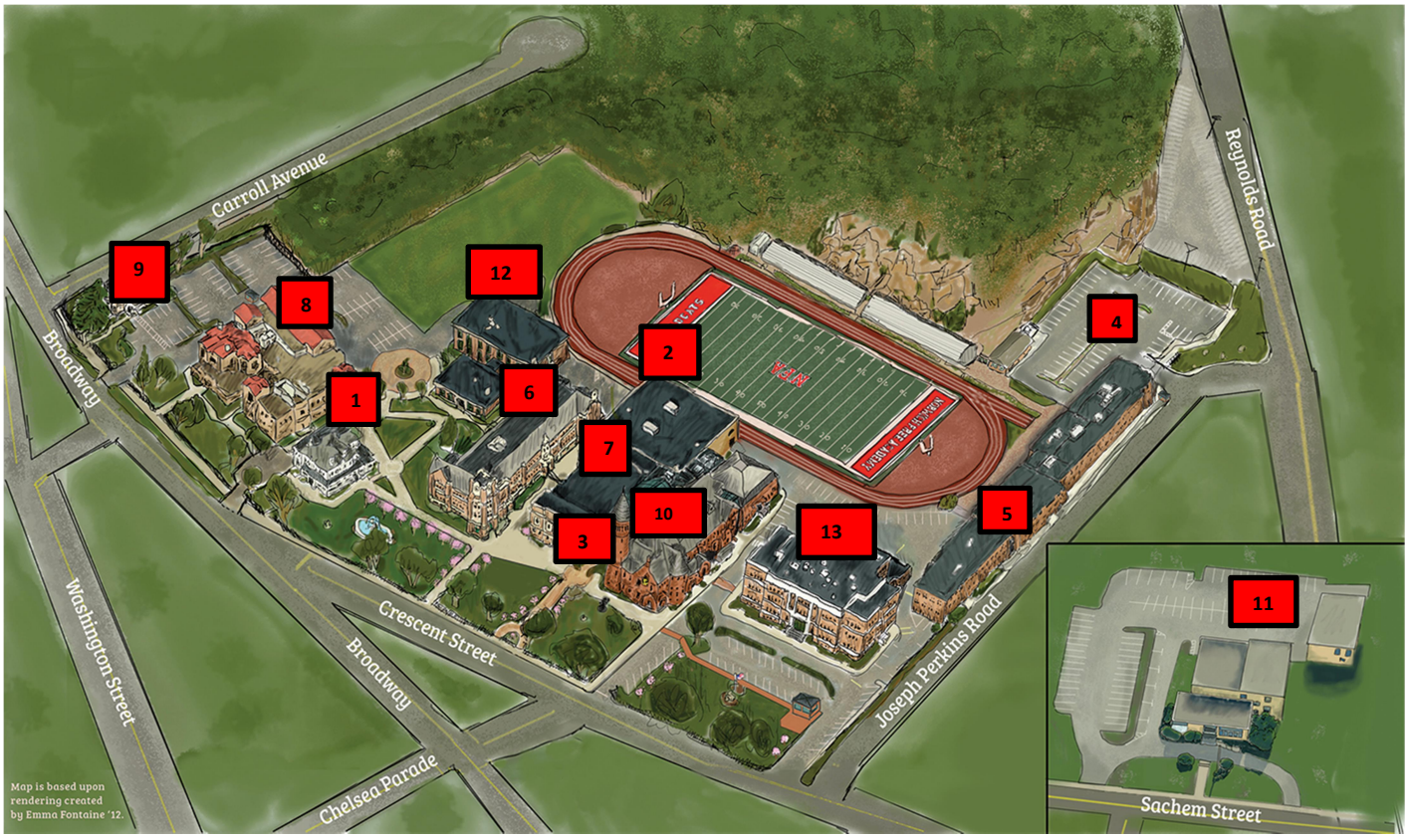
13. Cold Immersion Tubs

a. During summer conditioning and the fall season the cold immersion tubs will be located outside alumni gym in the parking lot behind Cranston. There are 3 tubs that will be filled with water and will have two rolling coolers sitting next to each to add to the tubs.
b. In the winter and spring season the cold immersion tubs will be stored in the men's locker room showers.

Norwich Free Academy AED Location

***There are multiple AED's located on campus all of which are in different buildings. The list below is of all the locations of the AED's on Norwich Free Academy's campus.*

1: Allis House: At the entrance of the medical center
2:Alumni Gym: In the gym near the alumni foyer.
3: Atrium Entrance: Just outside the doors leading into Alumni gym
4: Bradlaw Frank Center: Located between the ensemble room and band room entrances.
5: Bradlaw: Outside main office.
6: Cranston: Outside of main office
7: Norton Gym: Athletic Trainers room which is located downstairs between the two locker room entrances outside the weight room.
8: Latham: Library main lobby at the bottom of the stairs.
9: Levanto: In the house office
10: Museum: In the auditorium lobby
11: Sachem Campus: Outside Campus safety office
12: Shattuck: Outside the main office
13: Tirrell: In the lobby of the building.



Documentation of Emergency Equipment Maintenance
AED Maintenance (done monthly by the medical center)

Unit #	Building	Location	Serial #	Instillation Date	Suggested Replacement Date	Type	Model
1	Bradlaw/ Frank	Frank center Ensemble	D117662	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
2	Tirrell Lobby	Outside main office near 7110	D117660	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
3	Alumni/ Norton	Athletic Trainer's office	D117563	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
4	Slater Auditorium	Right rear at end of ramp	D117662	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
5	Alumni/ Norton	Alumni foyer entrance inside second set of doors, right wall	D117730	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
6	Cranston	Outside main office near 3107	D117624	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
7	Shattuck	Outside main office near restroom	D117858	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
8	Allis House	Medical center hallway entrance A102	D117703	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
9	Latham	Main entrance right side	D117642	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
10	Levanto/ Alumni House	Main office near restroom	D117605	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
11	Sachem	Outside campus safety	D117606	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
12	Bradlaw/ Frank	Outside main office	D117547	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
13	Atrium	Outside gym doors left rear	D117616	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
14	Allis House	Med center-supervisor's closet	D117594	10/19	10/29	Cardiac Science Powerheart G5	G5A-80C
15	Alumni/ Norton	AD Office	D149136	8/19	10/29	Cardiac Science Powerheart G5	G5A-80C

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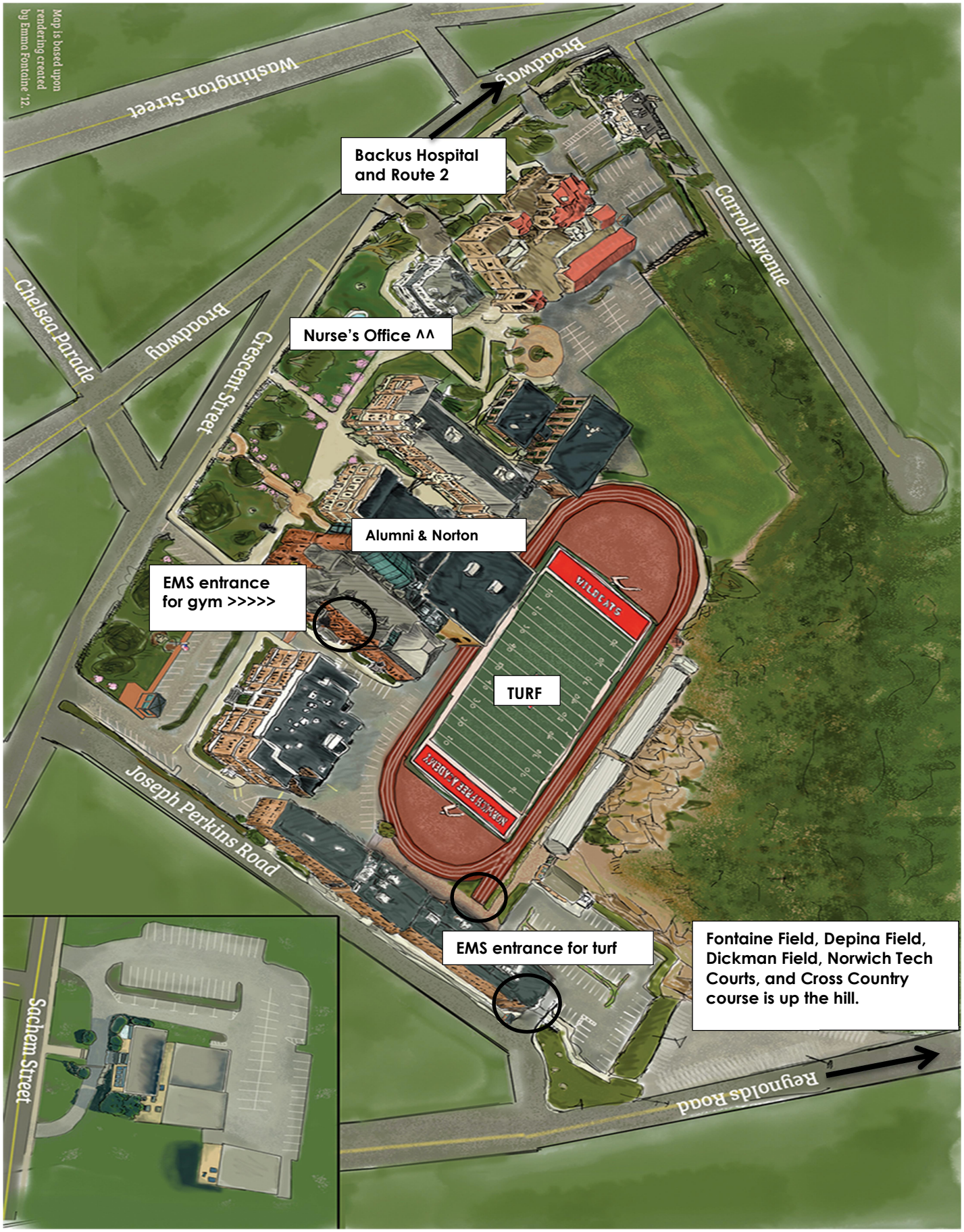

Map is based upon rendering created by Emmo Fontaine '12.
Washington Street
Broadway
Backus Hospital and Route 2
Carroll Avenue
Chelsea Parade
Broadway
Crescent Street
Nurse's Office ^^
Alumni & Norton
EMS entrance for gym >>>>>
TURF
Joseph Perkins Road
EMS entrance for turf
Fontaine Field, Depina Field, Dickman Field, Norwich Tech Courts, and Cross Country course is up the hill.
Sachem Street
Reynolds Road

Definition of an Athletic Emergency

Emergency situations may arise at any time during athletic events. An athletic emergency is any case where the following may occur:

1. An unforeseen combination of circumstances and the resulting state that calls for immediate action. The athlete's life is in jeopardy or the athlete risks permanent impairment.
2. A player is injured or develops a condition during participation and they are removed from or cannot enter participation based on that condition.
3. Any individual at the scene who is injured or develops a condition that is life threatening, impairs their ability to function, or could lead to more serious medical development.
4. An environmental, mechanical or physical circumstance that threatens the safety or causes injury or a physical condition.
5. Instances where medical or health care is provided to an ill or injured person on a sudden, immediate, or unexpected basis.

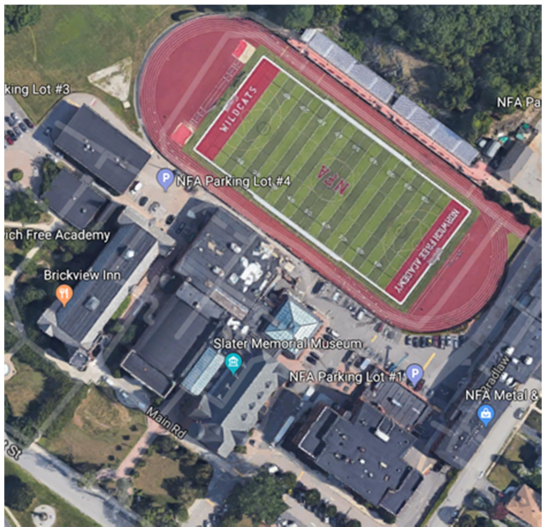
ACTIVATE EMERGENCY ACTION PLAN WHEN:

1.) Any loss of consciousness
2.) Possible spine injury
3.) Dislocation, open fracture, displaced closed fracture
4.) Difficulty or absent breathing or pulse
5.) Uncertainty of if you have a medical emergency
6.) Severe weather related illness
7.) Severe bleeding that cannot be controlled

General Plan of Action

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse? Loss of consciousness? Spine Injury? Dislocation, open fracture, displaced fracture? Is there any uncertainty?
4. Activate Emergency Medical Services
5. Call 911. If you need help, ask someone to call 911 or 9-911 (if using landline). **LOOK THE PERSON DIRECTLY IN EYES** and make sure they make the call! Tell them to come back and inform you that the call has been placed.
    a. Provide name, location of injured, address, phone number, number of people injured, type of injury, treatment given, GPS coordinates.
    b. STAY ON THE PHONE. BE THE LAST TO HANG UP.
6. Perform emergency CPR/First Aid
    a. If severe bleeding – instruct individual to assist with bleeding control
    b. **Instruct** coach, student, by stander to get the AED if needed.
    c. Check airway/breathing/circulation, level of consciousness, and severity
    d. Instruct a nearby individual to meet the ambulance to direct to appropriate site. For Example, send a reliable student out of the building to wait outside the entrance for the ambulance and direct EMT where to go when they arrive.
7. Instruct coach or officials to stop the practices or contest.
8. Instruct a coach or bystander to control crowd. Evacuate location near the student-athlete.
9. Contact the Athletic Trainer of Norwich Free Academy if they are present at the school or not on scene
10. Instruct individual to meet ambulance to direct to appropriate site. If on campus radio campus safety to meet ambulance and direct them to location of injury.
11. Contact parents
12. Contact Athletic Director
13. Assist with care as necessary
14. Only release an injured student to the EMT or their parents. Once a student is being transported, the coach should stay with the team until they are dismissed to go home and they all have left. If there is a second coach at the scene, they can stay with the team and, if the parent is not available, the coach will accompany the athlete to the hospital-either in an ambulance or follow by car.
15. Document the event according to the Emergency Action Plan.

Norwich Free Academy: Alumni/Norton Gym Emergency Action Procedures



Address: 305 Broadway Ave, Norwich CT 06360
GPS Coordinates: 41.53704093617616, -72.08113465281824
Directions: Direct EMS to the Atrium entrance between Slater and Converse
Emergency Personnel:

Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

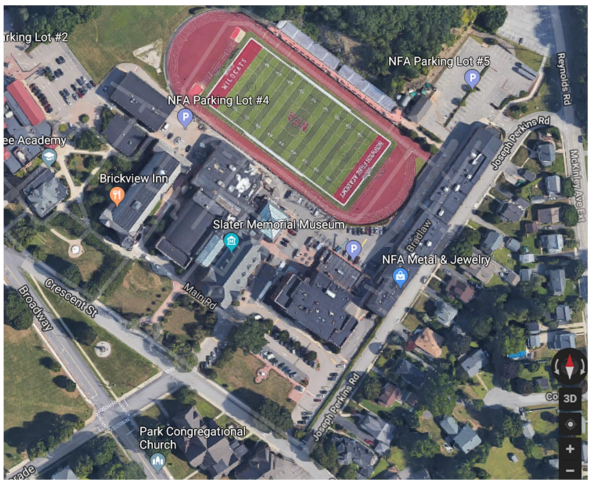
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches). Coaches can also utilize phone in coaches' office. Dial 9-9-1-1.
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: Nearest ice machine is in Athletic Trainers room. Ice will be brought to all events in the gym.
Cold Water Immersion: Located on the Cranston side of alumni gym under the red tent or in the shade near the stairs doing to the hallway below alumni. Pending the season they could be located in the boy's locker room showers.
Water: There is one water fountain located between Alumni and Norton in addition to one located in the atrium lobby outside alumni gym.

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) Instruct coach or bystander to call 9-1-1 or 9-9-1-1 from an NFA landline.
    -Provide the following information
    a) Identify yourself and position (i.e.: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Main entrance of NFA on Broadway Avenue
            2. Once through the entrance continue towards the back on the buildings and take a left around the buildings.
            3. Stop, park, and enter at the atrium entrance between Slater and Converse buildings (glass building entrance).
            4. Proceed straight up ramp to the gym.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact Campus Safety via radio or telephone (860) 861-4668 to have them direct ambulance to location and ensure gates and doors are unlocked. If campus safety is unavailable send a coach or player (if coach is unavailable) to direct EMS properly.

   a) Open Appropriate Gates/Doors
   b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene.
6) While awaiting the arrival of the ambulance:
   a) Locate the athlete's Emergency Information on print outs or on the family ID app.
   b) Contact parents or emergency contacts
   c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
   a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
   b) If athletic trainer is present he/she will stay with athlete and provide immediate care.
   c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
      i. **Instruct coach or bystander to GET AED located in Alumni Gym.**
      ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
   a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
   a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
   a) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Football Field & Track Emergency Action Procedures



Address: 305 Broadway Ave, Norwich CT 06360
GPS Coordinates: 41.53721782524964, -72.08044325576869
Directions: Ambulance should enter campus from Joseph Perkins Rd through the Bradlaw/Ensemble Parking lot and access the field though the Northeast gate
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: Nearest ice machine is in Athletic Trainers room. Ice will be brought to all events on the turf.
Cold Water Immersion: Located on the Cranston side of alumni gym under the red tent or in the shade near the stairs doing to the hallway below alumni. Pending the season they could be located in the boy's locker room showers.
Water: There is one water fountain located inside the atrium and between the two gyms. There are also two fountains on the field. Water will be brought to all games on the turf, whether it is individually or in a cooler.

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) Instruct coach or bystander to call 9-1-1 or 9-9-1-1 from an NFA landline.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Joseph Perkin Rd (street next to NFA's main entrance).
            2. Turn right into the Bradlaw and Frank center parking lot; turn left once in the parking lot and continue straight till you are at the gate to enter the turf.
            3. Once gate is open drive on track to the location of the injury.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact Campus Safety via radio or telephone (860) 861-4668 to have them direct ambulance to location and ensure gates and doors are unlocked. If campus safety is unavailable send a coach or player (if coach is unavailable) to direct EMS properly.
    a) Open Appropriate Gates/Doors

   b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
   a) Locate the athlete's Emergency Information on print outs or on the family ID app.
   b) Contact parents or emergency contacts
   c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
   a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
   b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
   c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
      i. **Instruct coach or bystander to GET AED located in Alumni Gym.**
      ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
   a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
   a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
   a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Dickenman Field Emergency Action Procedures

Address: 75 Mohegan Rd, Norwich CT 06360
GPS Coordinates: 41.54447892642429, -72.07847446344134
Directions: Fields directly behind the Norwich Athletic Recreational Department building.
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: Nearest ice machine is in Athletic Trainers room. Ice will be brought to all events at Dickenman.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Mohegan Rd to the Norwich Recreation Department building.
            2. Access the gate opening on the first base line of the field to get as close to the field as possible.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.

b) Contact parents or emergency contacts
c) Remain with the athlete and remove bystanders.

7) Perform emergency CPR/First Aid
   a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
   b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
   c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
      i. **Instruct coach or bystander to GET AED located in the Recreation Building (break the glass to get in).**
      ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
   a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
   a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
   b.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Fontaine Field Emergency Action Procedures

Address: 25 Mahan Drive, Norwich CT 06360
GPS Coordinates: 41.54992072246356, -72.07711010366033
Directions: Across the street from Kelly Middle School
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: Nearest ice machine is in Athletic Trainers room. Ice will be brought to all events at Fontaine.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Mahan Rd to the field across from Kelly Middle School.
            2. Turn onto John Edward Drive and turn left into the handicap parking lot.
            3. Field access will be directly in front of you.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene

6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED located in the Recreation Building (break the glass to get in).**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Behind Kelly Middle School
Emergency Action Procedures

Address: 25 Mahan Drive, Norwich CT 06360
GPS Coordinates: 41.54671961066682, -72.08040244641592
Directions: Fields directly behind Kelly Middle School
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: Nearest ice machine is in Athletic Trainers room. Ice will be brought to all events at the field behind Kelly Middle School.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (i.e.: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Mahan Rd to Kelly Middle School.
            2. Turn into the parking lot that is closest to the Norwich Tech side of the Kelly Middle School property.
            3. Park at the end of the parking lot; field access will be in the back left corner of the parking lot. Field is down the hill.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.

5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED located in the Recreation Building (break the glass to get in).**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Side Kelly Middle School
Emergency Action Procedures

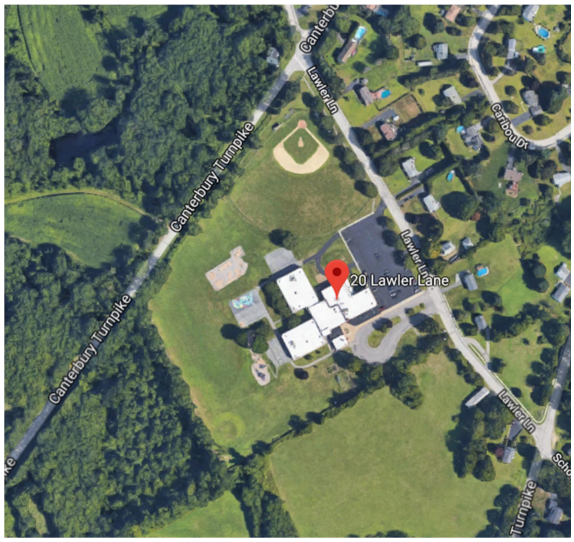
Address: 25 Mahan Drive, Norwich CT 06360
GPS Coordinates: 41.54575490459641, -72.07908485151644
Directions: Fields on side of Kelly Middle School
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: Nearest ice machine is in Athletic Trainers room. Ice will be brought to all events at the field next to Kelly Middle School.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Mahan Rd to Kelly Middle School.
            2. Turn into the dirt parking lot that is across from Dickenman Field and the basketball courts.
            3. Park closest to the tree line to get better field access.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene

6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED located in the Recreation Building (break the glass to get in).**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Moriarty Baseball Field Emergency Action Procedures



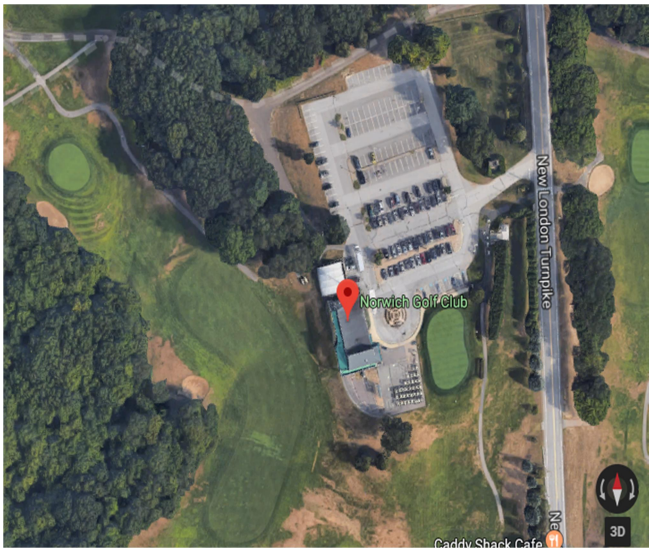
Address: 20 Lawler Ln, Norwich, CT 06360
GPS Coordinates: 41.76043625607729, -72.51430315081697
Directions: Direct EMS to Lawler Ln near gate
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions
Ice: There is no ice machine at this venue. Ice will be brought by the team to each event.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Moriarty Elementary School on Lawler Ln.
            2. The field will be on the right hand side of the parking lot. If easier to park on Lawler Street next to field that can be done as well.
            3. Access can be gained on the third base line.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.

5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED….THERE IS NO AED LOCATED AT THIS SITE.**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Norwich Golf Course
Emergency Action Procedures



Address: 685 Norwich London Tpke, Norwich, CT 06360
GPS Coordinates: 41.501836024228496, -72.10335074227882
Directions: Direct EMS to your location on the course
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: Nearest ice machine is in the clubhouse or the cart barn.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is water inside the clubhouse or in the facility itself. The players and team are encouraged to bring their own to events.

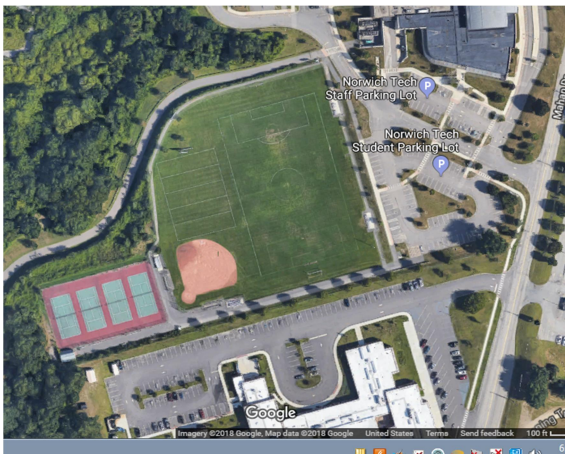
Emergency Procedures:

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel down Norwich London Turnpike past Three Rivers Community College.
            2. Turn into the parking lot and be directed to the site where the call came from.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors

   b) Control injury site, limit care providers, etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.

5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
   a) Locate the athlete's Emergency Information on print outs or on the family ID app.
   b) Contact parents or emergency contacts
   c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
   a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
   b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
   c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
      i. **Instruct coach or bystander to GET AED located in the Pro-shop in the clubhouse.**
      ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
   a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
   a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
   a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Norwich Tech Tennis Courts Emergency Action Procedures



Address: 7 Mahan Drive, Norwich, CT 06360
GPS Coordinates: 41.548057115998176, -72.08003425762335
Directions: Direct EMS to Tennis Courts through athletic department parking lot to the back left of the parking lot toward the court.
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions
Ice: There is no ice machine at this venue. Ice will be brought by the team to each event.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Norwich Technical High School but enter through the parking lot closest to the Kelly Middle School property.
            2. Once in the parking lot go to the far left corner of the parking lot.
            3. Drive down the path on the side of the fields to the tennis courts.
            4. Gain Access to the courts through the gate entrances.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.

5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED….THERE IS NO AED LOCATED AT THIS SITE. Closest AED is at the Norwich Recreation Building (Glass can be broken to enter)**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: McKeon Field
Emergency Action Procedures

Address: 33-42 River Street, Baltic, CT 06330
GPS Coordinates: 41.59572547947714, -72.04956285762218
Directions: Access field through the gates in the parking lot
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: There is no ice machine at this venue. Ice will be brought by the team to each event.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Mckean Field. Turn into the main parking lot.
            2. Once in the parking lot go to the lot on the left to get close to the field.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc.
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:

a) Locate the athlete's Emergency Information on print outs or on the family ID app.
b) Contact parents or emergency contacts
c) Remain with the athlete and remove bystanders.

7) Perform emergency CPR/First Aid
   a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
   b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
   c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
      i. **Instruct coach or bystander to GET AED….THERE IS NO AED Directly onsite. AED is located at the local fire department down the street to the left when you exit thee park.**
      ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
   a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
   a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
   a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Depina Softball Field
Emergency Action Procedures

Address: 75 Mohegan Rd, Norwich, CT, 06360
GPS Coordinates: 41.54435047087521, -72.08034162643959
Directions: Fields directly across the street from the athletic recreational department building.
Emergency Personnel: Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions
Ice: There is no ice machine at this venue. Ice will be brought by the team to each event.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel up Mohegan road. Depina field will be on your right hand side.
            2. About 20 yards past the beginning of the fence there will be a gate entrance that will be unlocked by event staff
            3. Back in through the gates to get better access to the field.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not

present on scene

6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED from the Norwich Recreation Department across the street (break the glass to get in).**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Stanton Tennis Courts Emergency Action Procedures

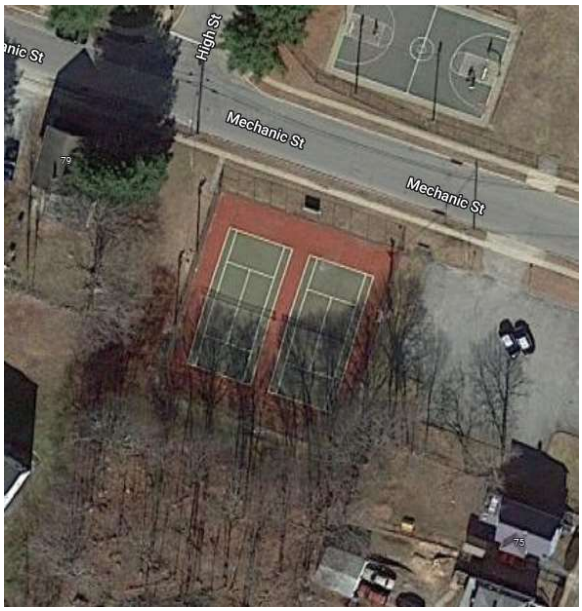
Address: 386 Norwich-New London Tpke, Norwich, CT, 06360
GPS Coordinates: 41.52260628273926, -72.10235441881048
Directions: Direct EMS to Tennis Courts in front of building
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions
Ice: There is no ice machine at this venue. Ice will be brought by the team to each event.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel upon New London Turnpike till you reach Stanton.
            2. Once in the parking lot the courts are on the left hand side.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc.
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene

6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED…NO AED ACCESSIBLE OTHER THAN IN THE SCHOOL.**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Jenkins Park Emergency Action Procedures



Address: Corner of High Street, Norwich CT 06360 and Mechanic Street, Norwich CT 06360.
GPS Coordinates: 41.52146067241135, -72.08572667745186
Directions: Direct EMS to your exact location.
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions
Ice: There is no ice machine at this venue. Ice will be brought by the team to each event.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There is no water access at this venue. The players and team are responsible for bringing their own water or bringing a cooler of water to this location.

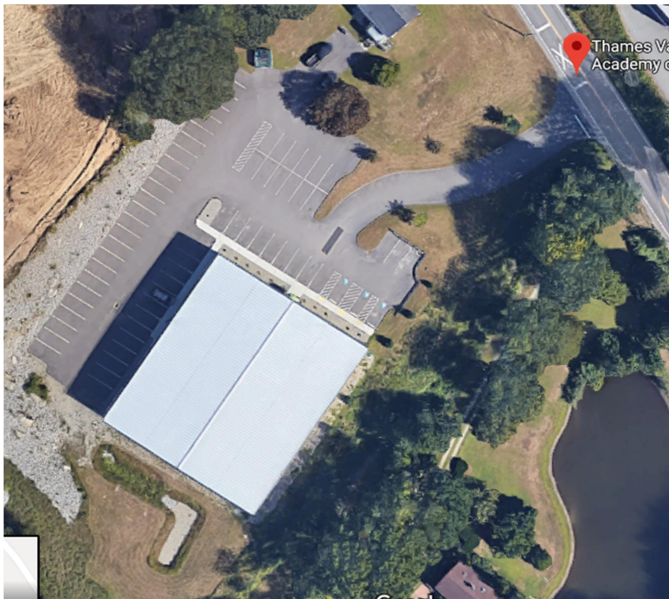
Emergency Procedures:

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to N. High Street. Once on N. High Street turn right on High Street.
            2. Travel down High Street till it intersects with Mechanic St; then turn left.
            3. The fields will be located on your left and the tennis courts will be on you right.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc.
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not

present on scene.

6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED…there is no AED on site.**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Thames Valley Gym Emergency Action Procedures



Address: 22 Norwich-Lebanon Rd, North Franklin, CT 06254
GPS Coordinates: 41.57180589530765, -72.13508713064131
Directions: Direct EMS to front entrance of the building
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions
Ice: There is an ice machine at this venue.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There are water fountains accessible at this location.

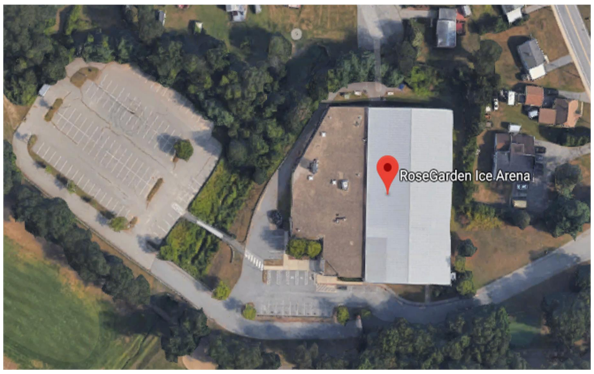
Emergency Procedures:

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Norwich Lebanon Rd and pass the railroad crossing. The driveway entrance is on the left hand side.
            2. Once in the parking lot turn right and proceed around the building. There is a garage door on the right side of the building.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors

b) Control injury site, limit care providers etc.

4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED out in hallway.**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    b.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Norwich Ice Rink
Emergency Action Procedures



Address: 386 Norwich-New London Tpke, Norwich, CT, 06360
GPS Coordinates: 41.505518255555764, -72.10452059969124
Directions: Direct EMS to Tennis Courts in front of building
Emergency Personnel: Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions
Ice: There is **no** ice machine at this venue.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There are water fountains accessible at this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel to Norwich New London Turnpike. Drive past Three Rivers.
            2. The ice rink will be shortly after that but before the Norwich Golf Course.
            3. Pull into the driveway and proceed straight. Take the second right hand turn.
            4. Continue behind the building to the garage door.
            5. Back the ambulance up for easy access to rink.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc.
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not

present on scene

6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED…THERE IS NO AED IN THIS FACILITY.**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: UConn Avery Point
Emergency Action Procedures

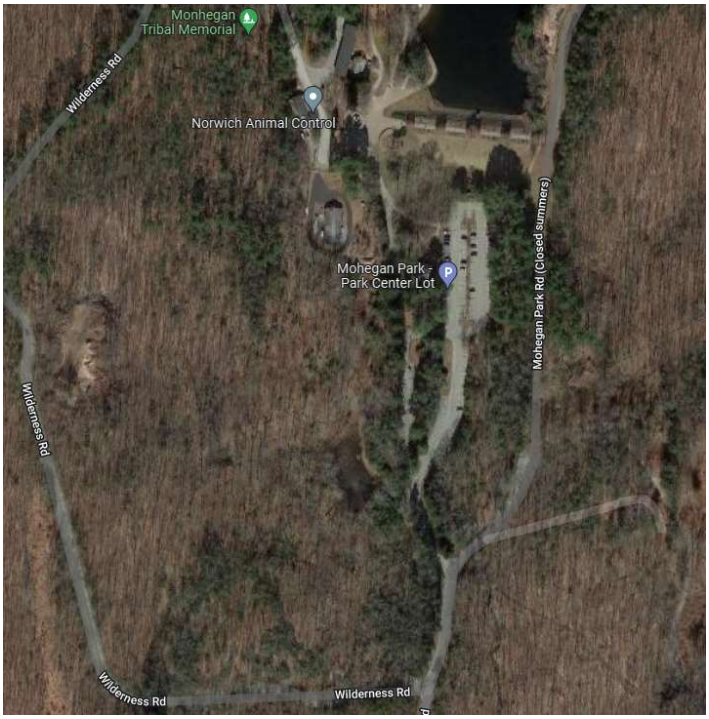
Address: 1084 Shennecossett Rd, Groton, CT 06340
GPS Coordinates: 41.3188370170675, -72.06441570098879
Directions: Direct EMS to front of the facility and direct to site of injury.
Emergency Personnel: Norwich Free Academy Athletic Trainer will not be on site for select practices and events. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: There is ice machine at this venue.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There are water fountains accessible at this location.

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Travel on Shennecossett Rd. Once you get to the fork in the road at the Avery Point entrance keep right.
            2. Proceed straight and take your first left then make a right into the main parking lot.
            3. Main entrance to the building will be right there.
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc.
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.

5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not present on scene
6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED that is located outside the athletic training room.**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Norwich Free Academy: Mohegan Park Emergency Action Procedures



Address: Mohegan Park, Park Center Lot
Coordinates: 41.54628589818984, -72.0709417684054
Directions: Direct to parking lot entrance
Emergency Personnel:
Norwich Free Academy Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.
Emergency Communication: Coaches cell phone (designate one coach if there are multiple coaches)
Emergency Equipment: Medical Kit onsite at all practice, games, and conditioning sessions.
Ice: There is **no** ice machine at this venue.
Cold Water Immersion: There is no cold immersion tubs located at this venue. If necessary, cool the individual using instant ice packs; place them in the armpit and behind the neck.
Water: There are **no** water fountains accessible at this location. Players are encouraged to bring their own water.

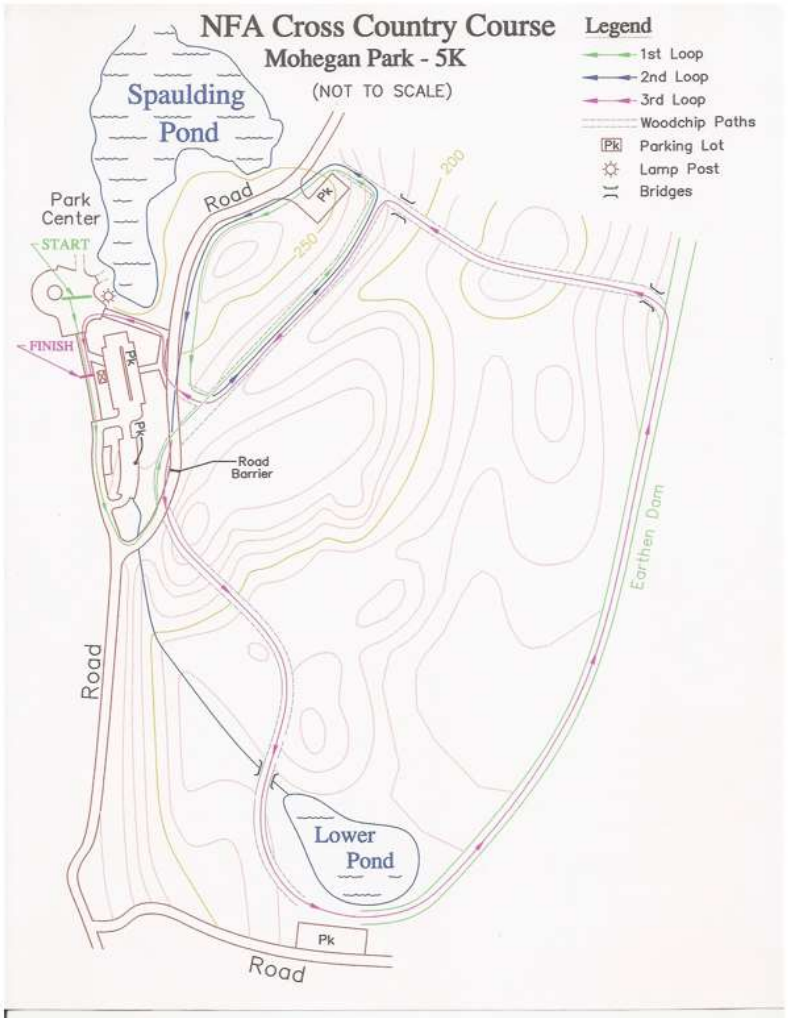
Emergency Procedures:

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) Instruct coach or bystander to call 9-1-1.
    -Provide the following information
    a) Identify yourself and position (ie: ATC, Coach)
    b) General information about the injury, situation, and location.
    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*).
        i. If directions are needed, they will be given the following:
            1. Specific directions will be based on the specific location of injury on the course (Course map below as a reference).
    d) Any additional information
    e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3) Contact event staff or instruct a coach or athlete to direct the ambulance to the location and ensure gates and doors are unlocked.
    a) Open Appropriate Gates/Doors
    b) Control injury site, limit care providers etc.
4) Designate coach or bystander to control crowd. Evacuate location near the student-athlete.
5) Contact the Athletic Trainer, Kayla Donovan (860) 204-6795, for Norwich Free Academy if not

present on scene

6) While awaiting the arrival of the ambulance:
    a) Locate the athlete's Emergency Information on print outs or on the family ID app.
    b) Contact parents or emergency contacts
    c) Remain with the athlete and remove bystanders.
7) Perform emergency CPR/First Aid
    a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
    b) If athletic trainer is present, he/she will stay with athlete and provide immediate care.
    c) If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
        i. **Instruct coach or bystander to GET AED…THERE IS NO AED ON SITE.**
        ii. **For a head and neck injury: stabilize the athlete and monitor ABC's**
8) Assist ATC and/or EMS with care as directed
    a) Retrieve Necessary Supplies/Equipment
9) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance. This is the case if a parent is not present.
    a) This coach needs to ensure there is someone to take the child home from the hospital.
10) Document event and debrief.
    a.) An injury report and accident report will be filled out by the Norwich Free Academy Athletic Trainer or coach in a timely fashion.

Cross country Course Map for Mohegan Park:



Emergency Procedure at an Away Athletic Event

1.) Should the Athletic Trainer travel with the team, the athletic trainer will provide emergency care to all NFA athletes
2.) Should a team be traveling without an athletic trainer, the HEAD coach will provide basic first aid/CPR/AED.
3.) The assistant coach will seek assistance from the host team's athletic training staff and allow the host athletic trainer to activate their emergency action plan if needed.
4.) If the injured athlete needs to go to the hospital either the athlete's parent or a representative of NFA (coach or assistant coach) will accompany the athlete. The athlete is not to be sent to the hospital alone, with a teammate's parent or another student.
5.) If the parents are not present at the event, they should be contracted immediately and informed as to what happened and what hospital to meet their child.
6.) The athlete's emergency contact and insurance information must be kept with the coaches at all times.
7.) Contact the NFA athletic trainer upon return to the school to notify them of who was injured and the extent of the injury.

Rehearsal Strategy

The athletic trainer will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season. The athletic trainer will review this information during the fall coaches meeting.

Coaches at Norwich Free Academy will be educated on the EAP prior to their first season of coaching during each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

The meeting will be directed by the athletic trainer and will include a presentation for recent updates along with a hands-on portion. The hands-on portion will run through different scenarios to ensure the coaches understand the EAP. All coaches will be provided the opportunity to ask any and all questions and the athletic trainer will be responsible for ensuring a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance, see following page. The documentation of attendance will be stored with the athletic trainer.

The athletic director will be provided with a copy of the EAP and will be required to attend one of the meetings with the coaches. Athletic directors must sign in to prove attendance.

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Documentation of Seasonal Coaches Educational Meeting
Topic: EAP Rehearsal
Sign in Sheet

Coach Name (printed)	Sport	HS	Signature

Notes:

Appendix A: Adult CPR

Sizes up the scene and forms an initial impression.

- {Is the scene safe to enter? {What happened? {How many people are involved? {What is my initial impression about the nature of the person's illness or injury? Does the person have any life-threatening conditions, such as severe, life-threatening bleeding? {Is anyone else available to help?

IF scene is safe and there is no life-threatening bleeding, but the person appears to be unresponsive."

- Uses appropriate PPE. Puts on gloves.
- Checks person for responsiveness and breathing. Shouts to get person's attention, using person's name if known. If person does not respond, taps person's shoulder and shouts again while checking for normal breathing.

If there is no response and the person is not breathing."

- Tells bystander to call 9-1-1 and get the AED and first aid kit. Points and speaks out loud.
- Gives 30 compressions. Places hands on the center of the chest, keeping arms as straight as possible with shoulders directly over hands. Compresses the chest at least 2 inches at a rate of 100–120 compressions per minute. Let's the chest return to its normal position before pushing down again.
- Gives 2 rescue breaths. Places CPR breathing barrier over the person's nose and mouth. Opens airway to a past-neutral position using head-tilt/chin-lift technique. Pinches nose shut and forms a seal over person's mouth. Takes a normal breath and blows into the person's mouth for about 1 second, causing chest to rise. Takes a breath, makes a seal, then gives second rescue breath.
- Repeats cycle of 30 compressions and 2 rescue breaths. Instructor: "EMS personnel have arrived and taken over."

Appendix B: Heat Related Policy

This has important considerations for the human body's comfort. When the body gets too hot, it begins to perspire or sweat to cool itself off. If the perspiration is not able to evaporate, the body cannot regulate its temperature. Evaporation is a cooling process.

The Korey Stringer Institute puts out recommendations for acclimatization and accommodations for warmer days that practices or games will be played on. Presented below are the guidelines we will follow when it comes to heat related policies.

Heat Acclimatization: Occurs during the preseason/beginning of every season that involves being in a warmer temperature environment. Here are the guidelines for the initial acclimatization period.

Cat 1	Activity Guidelines
< 76.1°F <24.5°C	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
76.3 - 81.0°F 24.6-27.2°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
81.1 - 84.0°F 27.3-28.9°C	Maximum practice time is 2 h. For Football: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
84.2 - 86.0°F 29.0-30.0°C	Maximum practice time is 1 h. For Football: No protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 86.2°F ≥30.1°C	No outdoor workouts. Delay practice until a cooler WBGT is reached.

Above table and below map are taken from Grundstein et al. Regional heat safety thresholds for athletes in the contiguous United States. Appl. Geography. 2015

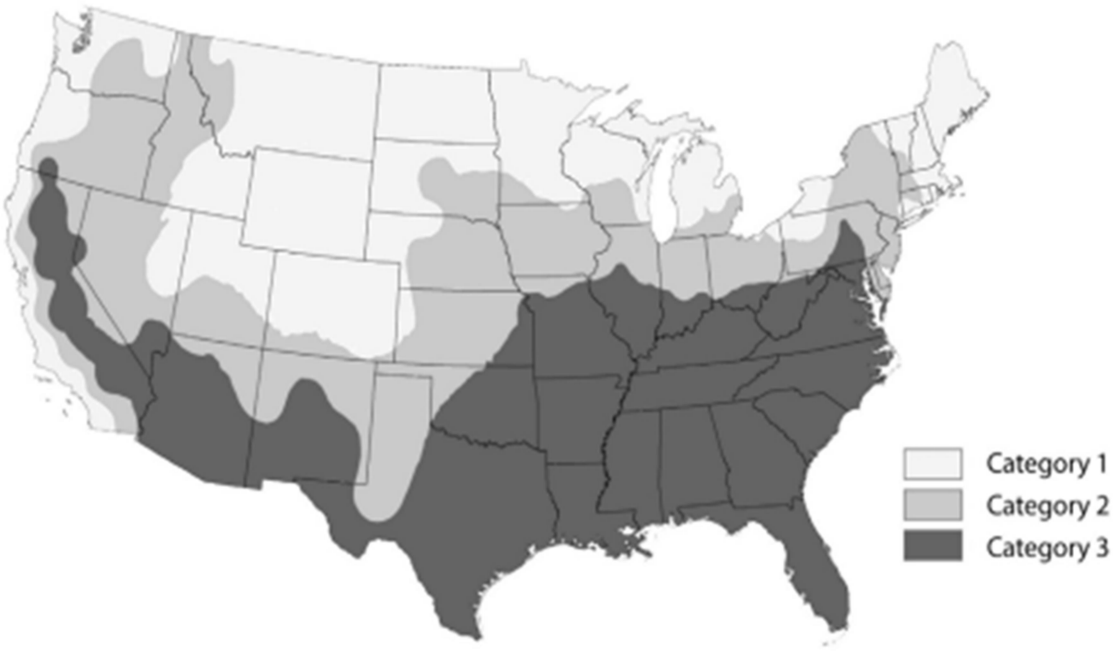

Fig. 2. Heat safety regions.

EHI and WBGT: Here is information presented from the Korey Stringer institute,
"A WBGT device is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a measure that can be used to monitor environmental conditions during exercise. Establishing WBGT guidelines that dictate modifications in activity (work: rest ratios, hydration breaks, equipment worn, length of practice) at given WBGT temperatures play a huge factor in helping to prevent Exertional Heat Stroke (EHS).

As environmental temperature and humidity increase, there is an increase in the heat stress that is placed on the exercising individual. Exercise in the heat causes athletes to rely on evaporation of sweat from the skin as the primary method of dissipating heat that is produced by the working muscles. As humidity increases, the ability to dissipate heat through evaporation is further hindered, thus causing the body to have an increased body temperature, which increases the risk of EHS.

When examining deaths that have occurred from EHS during American football, most of the deaths (~65%) have occurred during the month of August in the eastern quadrant of the US. In addition, over half of the reported deaths occurred during morning practices when humidity levels were high. These results show a direct correlation between increased temperature and humidity levels and risk of mortality as a result of EHS."

Heat related emergency:
Heat illness occurs when the body temperature rises and exceeds a certain limit. A more severe case involves a temperature at or above 104F and involves nervous system dysfunction. In the event of a heat related event the following steps will be taken to provide the best immediate care for the athlete.

HEAT-RELATED ILLNESSES

Heat Illness	S/SX	Temperature	What To Do
Heat Stroke	- Hot, red, dry - Fast, strong pulse - Headache - Dizziness - Nausea - Confusion - Losing Consciousness	103°F or higher	- Call 9-1-1 or (9-9-1-1 if using landline) right away-heat stroke is a medical emergency. - If ATC is onsite move patient to cold immersion tub - Help lower body temperature using cool cloths or a cool bath - Do not give the patient anything to drink
Heat Exhaustion	- Heavy sweating - Cold, pale, and clammy skin - Fast, weak pulse - Nausea or vomiting - Muscle cramps - Tiredness or weakness - Headache - Fainting (passing out)	No temp for this	- Move to cool place - Loosen clothes - Put cool, wet clothes on your body or place in cold immersion tub if ATC onsite - Sip Water Get medical help if: - Patient is throwing up - Symptoms worsen - Symptoms last longer than an hour
Heat Cramps	- Heavy sweating during intense exercise - Muscle pain or spasms	No temp	- Stop physical activity - Drink water or sports drink - Wait for cramps to go away before doing any physical activity

Emergency Communication:
There is no phone at any of the venues so the Athletic Trainer or other personnel will need to use their cell phones for emergency purposes. In any emergency situation that is deemed necessary, call 911 or 9-9-1-1 (if using an NFA landline). The Norwich police department's number is (860) 886-5561. To contact the athletic trainer call (860) 204-6795.

Emergency Equipment
There are cold tubs located in the Men's locker room at Norwich Free Academy. In the case of a heat illness move the patient to a shaded area, give them fluids to consume, and begin to cool the patient by putting the athlete into the cold tub (if available) or by using ice packs or cold towels to cool their core body temperature. There will be two roller coolers of ice next to the tubs; add ice to get desired water temperature. The patients' temperature will be taken orally (mouth). If possible,

remove any unnecessary clothing to promote cooling. If the patient's symptoms begin to worsen contact 9-1-1; if the individual calling is using a landline phone call 9-9-1-1.

Emergency Procedures:
1. Take vital signs of athlete including but not limited to temperature, blood pressure, heart rate, and check for nervous system dysfunction
2. Perform techniques to cool the athlete like submerging them in an immersion tank until temperature reaches 102F (THIS WILL OCCUR FIRST BEFORE TRANSPORTING)
3. Call 911 (or instruct assistant coach or other responsible person to do so)
4. Provide information about the injury
5. Give specific directions
6. Call AT if not on-site
7. Send assistant coach, AD, security guard to meet ambulance and to make sure all gates and access points are open
8. Head or assistant coach will accompany athlete to hospital if parents are not present
8. After athlete is under care of EMS, notify AD of situation (if not on-site)
9. Coach or AT will call parents

*In the event of moving an athlete to the immersion tank, coaches or other athletes might be asked to assist with this process.

Refer to following sites for more information:
https://www.weather.gov/ama/heatindex

Appendix C: Cold Weather Guidelines

WIND CHILL INDEX

Wind chill temperature is defined as that temperature in calm air which provides the same chilling effect on a person as that for a particular combination of temperature and wind. Simply knowing the temperature doesn't tell you enough about the conditions to enable you to dress sensibly for all winter weather. Other factors including wind speed, relative humidity and sunshine play important roles in determining how cold you feel outside. The wind chill index was developed by the National Weather Service and updated in 2001 to describe the relative discomfort/danger resulting from the combination of wind and temperature.

The importance of the wind chill index is as an indicator of how to dress properly for winter weather. In dressing for cold weather an important factor to remember is that entrapped insulating air warmed by body heat is the best protection against the cold. Consequently, wear loose-fitting, lightweight, warm clothing in several layers. Outer garments should be tightly-woven, water repellant and hooded. Mittens snug at the wrist are better protection than fingered gloves.

Wind speed greater than 40 mph have little additional effect on chilling. In using the chart below, values of wind chill below -10 degrees F are considered bitterly cold. Values of wind chill below -20 degrees F are extremely cold – frostbite will occur within 30 minutes.

Practice and Playing Guidelines

Practice and Playing Guidelines

1. Air temperature 25° F and above with winds below 15 mph, dress properly for the conditions outside. No change in the practice or game schedules.
2. Air temperature 20-25° F:
    a. Winds 20 mph and above, cancel all outdoor events
    b. Winds 5-19 mph, teams outside for 30 minutes maximum with remainder of practice completed inside*
3. Air temperature 15-20 degrees F:
    a. Winds 15 mph and above, cancel all outdoor events
    b. Winds 5-14 mph, teams outside for 30 minutes maximum with remainder of practice completed inside*
4. Air temperature below 15° F, ALL OUTDOOR ACTIVITIES ARE CANCELLED

* Outside activities are to be ones where athletes are continuously in motion (i.e. conditioning drills, team drills where everyone is moving, etc.). Decrease in body temperature can quickly occur when motion is stopped in these weather conditions.
** The Sports Medicine staff has the right to change these guidelines as they see fit**

COMMON COLD RELATED ILLNESSES

HYPOTHERMIA:

Hypothermia is the result of your internal body temperature dropping to 95 degrees Fahrenheit (35 degrees Celsius) or less. It can be fatal if not detected promptly and treated properly. Hypothermia typically begins with feelings of intense cold, shivering and behavior which are more quiet and disengaged than normal. As the condition worsens, the individual seems confused, sleepy and may begin slurring speech. To begin treating hypothermia, start by warming the center of the individual's body first. Make sure they are dry and cover them with layers of blankets, clothing, towels or whatever else is around to contain their body heat. Warm nonalcoholic beverages may also help

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increase body temperature. If hypothermia is suspected, get the on-site medical provider or call 911.

Recognize	Recover
• Shivering vigorously or suddenly not shivering • Increased blood pressure • Lethargy • Impaired mental health function • Slurred speech	• Remove damp/wet clothing • Apply heat to the trunk of the body, not limbs • Provide warm fluids and food • Avoid applying friction massage to tissues

WARNING:
Do not use a hot shower or bath to treat hypothermia because it could cause the individual to go into shock.
*If symptoms persist seek medical attention from a physician or Emergency department

Frostbite:
Frostbite is what happens when skin and tissue actually begins freezing. It can cause numbness, tingling or stinging in the affected area. The skin may also lose its natural color, turning pale or bluish. Frostbite can permanently damage body tissue, leading to the loss of an extremity in severe cases. The most commonly affected areas for frostbite include: nose, ears, cheeks, chin, fingers and toes. Use body heat or warm (but not hot) water to begin warming the affected area.

Recognize	Recover
• Swelling/edema • Redness or mottled gray skin appearance • Tingling or burning • Blisters • Numbness or loss of sensation	Gradually rewarm affected area with warm water

WARNING:
• Do not rub or massage the frostbitten area. This may actually increase the damage.
• Do not use heating pads, heat lamps or the heat of a stove, fireplace, or radiator for warming since affected areas are numb and can be easily burned.

*If any of the symptoms persist for longer than a few hours, seek medical attention from emergency department or physician.

Determine Wind Chill Temperature

1. The effects of cold weather can impact health and safety during practices and games. The definition of "cold stress" varies across the United States, depending on how accustomed people are too cold weather. A player from Minnesota will have a much different threshold for cold than a player from Florida.

NOTE: This table was adapted from the NOAA and NWS. It is compiled from the following formula Wind Chill (°F) = 35.74 + 0.6215T - 35.75(Vˆ0.16) + 0.4275T(Vˆ0.16) where, T= Air Temperature and V=Wind Speed (mph).

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WIND CHILL TEMPERATURE (WCT) INDEX TEMPERATURE IN DEGREES FAHRENHEIT													
WIND SPEED	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20
5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34
10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41
15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45
20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48
25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51
30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53
35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55
40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57
45	27	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58
50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60

Find Your Alert Level

2. Use this chart to determine the alert level at your location based on the wind chill temperature.
* In wet environments with colder conditions, the following situations are accelerated. Use additional caution to recognize potential cold injuries. (NOTE: These WCT guidelines were adapted from the NATA position statement: Environmental Cold Injuries by Cappaert et al. 2008.)
** The Sports Medicine staff has the right to change these guidelines as they see fit**

ALERT LEVEL	WCT (F)	EVENT CONDITIONS	RECOMMENDED ACTION
BLACK	< 0	Extreme Conditions*	Cancel or attempt to move activities indoors. Frostbite could occur
RED	1-15	High Risk for Cold Related Illness*	Consider modifying activity to limit exposure and allow for more frequent chances to rewarm
ORANGE	16-24	Moderate Risk for Cold Related Illness*	Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming
YELLOW	25-30	Less than Ideal Conditions*	Be aware of the potential for cold injury and notify appropriate personnel of the potential
GREEN	>30	Good Conditions	Normal activities

Appendix D: Lightning Policy

Lightning is estimated to cause 24,000 deaths and 240,000 injuries in a year and is the most dangerous and frequently encountered thunderstorm hazard (Walsh et al., 2013). This statistic demonstrates that it is important for each high school to have a lightning policy that protects it athletes from the dangerous hazard.

In order to ensure the safety of athletes follow the following policies and procedures.

1. Inform athletes of the dangers of playing in lightning and promote lightning-safety slogans such as "When Thunder Roars, Go Indoors!" or "Half An Hour Since Thunder Roars, Now It's Safe To Go Outdoors!" (Walsh et al., 2013).
2. Track the weather using either Weather bug's website https://www.weatherbug.com/weather-forecast/now/ or their mobile app to follow and track lightning. If this app or website is down for maintenance or other reasons refer to NOAA Weather mobile App or website. https://forecast.weather.gov/MapClick.php?lat=41.526760000000024&lon=-72.07567999999998#.XQFDcYhKjcs
   This will be tracked by the Athletic Trainer covering the event or by the head coach or assistant coach of the home team if the Athletic Trainer is absent. The person monitoring the weather has the unchallengeable authority to cancel or modify the activity at hand.
3. Please follow the chain of command. The Athletic Trainer will be the individual monitoring the weather on site. If he/she has been given reason to believe the event has become unsafe due to hearing thunder or seeing lightning or if lightning has been reported within a 6 miles radius he/she has the authority to cancel or postpone the event till safe to continue. In the absence of the Athletic trainer this is the chain of command to follow:
   1. Athletic Trainer
   2. Athletic Director
   3. Officiating Official
   4. Head Coach (Monitor weather is ATC not there)

4. Once thunder or lightning is seen or within a 6 mile radius both teams and spectators are instructed to go to safe location. If unsure as to what a safe or unsafe location is refer to the charts on the following page.

Safe Locations
• Primary choice of lightning safe building is an enclosed building with wiring and plumbing • Fully enclosed vehicle with a solid metal roof. • If unable to reach a safer location please avoid the higher risk areas. This includes under trees, near water, or near or on elevated areas.

Unsafe Locations	
Picnic area	Dugouts
Park	Refreshment stands
Sun	Gazebos
Poles	Screened Porches
Rain nonmetal shelters	Press Box
Storage Sheds	Open Garages
Tents	Trees
Towers	
When inside stay out of close proximity to showers, sinks, locker rooms, indoor pools, appliances, and electronics because they can be unsafe if an individual is using the plumbing or electricity in the building	

Each venue that is outside has a safe site to report to in the case of lightning (these are stated in the chart below). Please also look at unsafe locations for teams and spectators. Once lightning and thunder has been reported the game will be postponed for 30 minutes. If in the 30 minute count down lighting is observed or thunder is heard the 30 minutes is reset.

Location	Safe Location
Football Field	**Home and Away Teams:** Enter Alumni gym/Norton.
Dickenman Field	**Away Team:** Return to their bus; ensure all windows and doors are closed.
Depina Field	**Home Team:** Return to vehicle with hard tops or enter rec center (if possible).
Fontaine Field	**Away Team:** Return to the bus; ensure all windows and doors are closed. **Home team:** Return to a closed in vehicle.
Behind Kelly Middle School	**Home and Away Team:** Proceed to bus or enclosed cars. If unavailable proceed to Kelly Middle School for Safety (if building is unlocked).
Side of Kelly Middle School	
Moriarty School	Teams proceed to the bus and close all windows and doors. (If possible enter the school if the building is unlocked). Spectators return to vehicles.
Norwich Golf Course	All athletes are to proceed to the pro-shop/clubhouse if close to that location. If out on course please seek shelter in the closest restroom building.
Norwich Tech Tennis Courts	All athletes return to buses; close all windows and doors. Home Team: return to your cars. If Norwich Tech is open please seek shelter inside the school.
Occum Practice Fields	Athletes and coaches please return to your cars. Ensure the car is enclosed.
Stanton Middle School	Both teams proceed to your buses; ensure that all windows and doors are enclosed.
Jenkins Park Practice Field	All athletes and coaches return to enclosed cars. If unable to do that proceed to safest location.

If more information is needed in regards to Lightning Safety for Athletics and Recreation please refer to the documents cited below. These documents are the National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation and the National Federation of State High Schools Associations: Guidelines for Developing Lightning Safety Policies. Both documents can be accessed online or if need be speak with the Kayla Donovan, Head ATC at Norwich Free Academy.

Approval and Verification Page:

This document has been read and revised by the Norwich Free Academy athletic trainer, team physician, and athletic director.

Head of School: _____ Date:_____

Athletic Trainer: _____ Date: _____

Athletic Director: _____ Date:_____

I _____(print coach name) have read and understand the Emergency Action Plan for Norwich Free Academy Athletics. I understand my roles and responsibility should an emergency occur in my presence. I have also rehearsed this Emergency Action Plan and understand my role in an emergency situation with an athletic trainer present and without. I have been given the opportunity to ask all questions and have received the proper answers to my questions.

I also understand that I must keep my CPR/AED and First Aid Certifications up to date and that it is my responsibility to ensure a lapse does not occur. I am also aware that I must be trained in concussion management and it is my responsibility to ensure a lapse does not occur.

Coach Name (print) _____ Sport _____

Signature _____ Date _____