

Emergency Action Plan
For Seymour High School
Athletics Program

Personnel Involved in Development

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

Superintendent of Schools: Dr. Susan Compton

School District Advising Physician: Dr. Frederick Browne

School District Director of Facilities: Tim Connors

School Principal: James Freund

Athletic Director: Cathy Federowicz

Assistant Athletic Director: Dave Willadsen

School Nurse: Samantha Miles-Rigoli

Athletic Trainer: Anita Eisenhauer

Head Custodian: Victor Gonzalez

Coach Representative: Cathy Federowicz

Date of Latest Review: 08/17/23

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 programming. As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Seymour High School has developed this emergency action plan that may be implemented immediately when necessary and provide 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 more appropriately and efficiently.

Updates:

Prior To An Emergency

The following steps will be taken prior to participation in sports for each season:

1. Parents and students will submit the following documents through Familyid Registration
 - a. Permission form and waiver – includes medical history and emergency contact information
 - b. CIAC Sudden Cardiac Arrest Education Form
 - c. CIAC Concussion Education Form
 - d. Heat Related Illnesses Education
2. The Athletic Director will assure that all coaches have completed the legal and required training and have obtained all certifying documents from every coach, including volunteer coaches, prior to any of their athlete's participation. (A list of certifications required of Connecticut coaches is in the CIAC Medical Handbook or can be acquired from the CIAC.)
3. The coaches will receive emergency contact information and medical history (relevant to sports). The coaches will keep this information on hand during all instances where they are engaged with their student/athletes. The coach will also keep water, med kit and supplies on hand at all team practices, contests and events. (See the list of med kit supplies in the coaches' handbook.)
4. The school district will allocate a budget sufficient to purchase needed athletic medical supplies recommended by the athletic trainer and approved by the athletic director.
5. The school district will designate personnel to make repairs and maintain athletic facilities up to safety standards. The school district will establish a line of communication for making safety repairs in a timely fashion.
6. The athletic trainer will prepare medical kits for every team at every level (varsity, JV and freshmen) and distribute them to coaches. Coaches will keep the medical kit stocked. Coaches will keep medical kits on hand at all instances where they are engaged with their student athletes.
7. The athletic trainer will keep an inventory of medical supplies and inform the athletic director of supplies that should be ordered before any supplies become exhausted.
8. The Athletic Director will review the Emergency Action Plan with all coaches prior to the start of the first practice of the season. Coaches will receive maps of their playing area delineating emergency equipment and emergency rescue procedures. Coaches will sign a verification form (Appendix H) upon completion of this training.
9. Coaches will be responsible for posting the EAP at their different venues. Posting the EAP may include physically attaching the EAP to a structure (e.g., wall, fence) or it may be in the medical kit.
10. The Athletic Director will coordinate with the athletic trainer in inspecting all emergency equipment (defibrillators, cold water immersion tubs, spine boards etc.) and they will perform regular inspections of such equipment.
11. Coaches will regularly inspect their playing areas and team equipment. Coaches will inform the Athletic Director immediately if playing areas or equipment falls into disrepair.
12. Coaches will meet with their teams prior to the start of the first practice/try-out and go over the "General Guidelines for Students" as well as specific safety precautions for their sport and distribute the cautionary statement relevant to their sport.
13. The Athletic Director will follow the process in the CIAC Medical Handbook for "Medical Monthly To Do List" or revise the list to suit the specific situation in our school. The importance of a schedule of safety procedures is to have a systematic process for assuring that safety precautions are in place.
14. The Director of Security will send maps to police, fire and EMT service at the start of each school year.

General Guidelines for Students

All Coaches should meet with their teams prior to the first day of try-outs/practice and review safety guidelines specific to the sport. The coach should distribute the cautionary statement for their sport and go over it with their students and parents. Also, coaches should go over the following general procedures:

1. Do not start practicing or playing until the coach is present
2. No gum or food during practice.
3. No horseplay of any kind, at any time (bus, locker room etc.).
4. Wear proper clothing and footwear.
5. Dress appropriately for the weather.
6. Tie hair back or wear a cap, keep your hair out of your eyes.
7. Follow all directions from the instructor/coach. The coach will specify safety techniques for the sport. Athletes are expected to follow safety techniques.
8. Drink water frequently. You are always allowed to get water during breaks. Drink water during the day prior to practices/contests. If your facility does not have a water fountain nearby, bring water from home.
9. Keep off equipment unless instructed to go on.
10. Tell the coach if something is wrong. If you feel dizzy, light headed, faint, have chest pains, are over heated or don't feel well for any reason: tell your coach.
11. In the case of an emergency, notify your coach immediately.
12. If you think someone else is in distress, ask them if they are OK and tell your coach.
13. Follow the coaches' instructions during emergency situations.

Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Emergency Bag, portable defibrillator will be carried continuously by the athletic trainer.
 - First Aid Kit located with a coach for each team
1. AED
 - a. Portable AED with the athletic trainer for all covered events
 - b. Portable AED with the coach of highest need, determined by athletic trainer, athletic director and coach prior to season
 - c. Additional AED located outside the pool area and in the school lobby area.
 2. Nearest phone
 - a. Athletic Trainer's personal cell phone when covering events
 - b. Coaches' personal cell phones
 - c. Phones are located in each of the coaches/PE offices; Dial 1 and then 9 then the number
 3. Ice Machines
 - a. 1st ice machine is located in the football locker room attached to the auxiliary gym
 - b. 2nd ice machine is located in the field house near the turf field
 - c. 3 ice machine is located in the locker room connected to the main gym
 4. Cold-water immersion tub located in the field house near the turf field. The athletic trainer or coach is responsible for bringing the cold-water immersion tub on warm days to a location that is quickly accessed during an emergency.

5. Rescue Inhaler
 - a. Coaches are responsible for each student who brings an inhaler and is responsible for bringing the inhaler with them to all practices/games
 - b. Inhaler must be left with a coach (labeled with the student's name) during practices and games (not left in personal bag)
 - 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. Epipen
 - a. Coaches are responsible for each student who brings an epipen and is responsible for bringing their epipen with them to all practices/games
 - b. Epipens must be left with the coach (labeled with the student's name) during practices and games (not left in personal bag)
 - c. Athletic trainers may be given a backup Epipen by the parent or child to keep as a backup in the med kit.
 - d. The student and parent are responsible for bringing the epipen and replacing it before the expiration date
7. Splints
 - a. Splints are kept with the athletic trainer or in the athletic trainer's room.
8. Spine boards/Cervical Collar
 - a. Will be provided by EMS upon arrival
9. Bio-hazard Materials
 - a. Red bags – in the nurse's office.
 - b. Disposal Bin – in the nurse's office.
10. Pool
 - a. Backboard, rescue tubes, rescue poles located on the walls in the pool

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.

The athletic trainer and the athletic director will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season.

Coaches at Seymour High School will be educated on the EAP prior to their season of coaching. The meeting will be a requirement for all coaches, of all levels, of every sport.

The meeting will be directed by the athletic administration and will include a powerpoint 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.

All coaches must sign off on Familyid Registration to attest to their attendance. The documentation of attendance will be stored with the athletic director.

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions. This signature is required with Familyid Registration.
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 posted on the wall in the athletic training room.

Emergency Telephone Numbers

This list is distributed prior to the start of the season.

Seymour High School Emergency/ Medical Personnel Contact List

EMS- Seymour Ambulance (Non-Emergencies)	(203) 888 - 8843
Seymour Police Department (Non-Emergency)	(203) 881 - 7600

Emergency Numbers

From a school phone, Dial **9-9-1-1**

From a cell phone, Dial **9-1-1**

Athletic Trainers:

Anita Eisenhower	(203) 668-0305
Christine Schneider	(860) 287-7047

High School Administration

Principal- Jim Freund	(203) 313-0184
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Athletic Director – Cathy Federowicz	(203) 906-4305
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Assistant AD – Dave Willadsen	(203) 695-1904
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Director of Security – Edward Henry	(203) 343-4132
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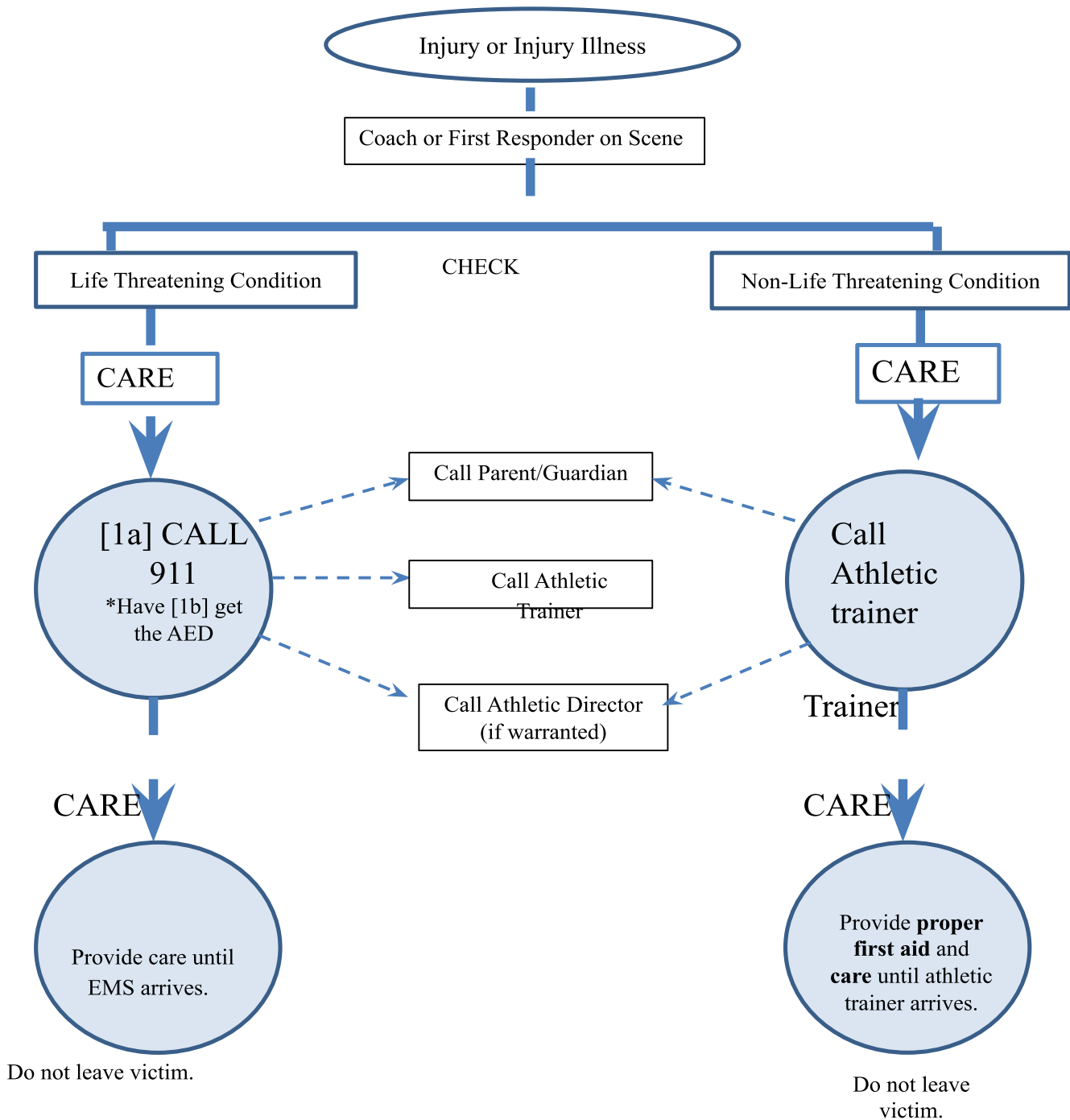
School Health Office – Samantha Miles-Rigoli, RN	(203) 228-9041
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Medical Director

Dr. Frederick Browne
130 Division St.
Derby, CT 06484
(203)732-7515

Emergency Situation Contact Tree

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



During An Emergency

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.].

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.

Chain of Command During an Emergency

4. Any Medical Doctor on the scene
5. The Athletic Trainer
6. The EMT
7. School Nurse
8. Police officer or Firefighter
9. Lifeguards
10. The Coach
11. Custodial Staff
12. Other school staff and teachers trained in first aid or CPR
13. Other Persons trained in CPR or First Aid
14. Other bystanders (spectators, students, officials, bus drivers)

General Plan of Action During An Emergency

15. The most medically qualified person, as identified in the “Chain of Command” will lead
16. Check the scene for safety. Establish if it is safe to help. If it is, begin immediate care.
17. Is the athlete breathing? Conscious? Pulse? Any loss of consciousness? Spine injury? Dislocation, open fracture, displaced closed fracture? Is there any uncertainty?
18. Activate Emergency Medical Services. 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.
19. If you need help, ask someone to call 911 – 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.
20. Perform emergency CPR/First Aid
21. If severe bleeding – instruct a nearby individual to assist with bleeding control
22. Instruct coach, student or bystander to get the AED if needed.
23. Instruct a nearby individual to meet an ambulance to direct to the appropriate site. For example, send a reliable student out of the building to wait outside the entrance for the ambulance and direct the EMT where to go when they arrive.
24. Instruct a coach or officials to stop the practices or contest.
25. Get someone to open doors and/or gates to the facility
26. Instruct another coach or bystander to control crowd
27. Contact the Athletic Trainer if they are not on the scene
28. Contact parents
29. Contact Athletic Director
30. Contact Principal/Vice Principal
31. 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 parents are not available, the coach may accompany the athlete to the hospital – either in an ambulance or follow by car.
32. Document the event according to the protocol outlined in this Emergency Action Plan

Activating Emergency Medical Services

Call 9-1-1

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

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 the section for “Emergency Telephone Numbers”.

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.

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.

After An Emergency:

1. If it is not possible to contact the nurse’s office or an administrator during the emergency, the coach shall notify the nurse, the Athletic Director and a main office administrator as soon after the incident as possible.
2. The coach will contact the parents/guardians of the student involved to explain the circumstances.
3. In the event that the parents/guardians cannot be contacted, the coach should continually call, in a reasonably timely manner, until contact is made. Messages left on answering machines should only suggest the parent/guardian call the coach, athletic trainer or athletic director. No specifics regarding the illness or injury should be explained to an answering machine.

Documentation

4. The Athletic Trainer (or other provider) and the coach must complete documentation immediately following activation of the EAP. Both an accident report form (Appendix A) and Injury report (Appendix C) must be filled out. Submit both forms to the athletics office as soon as possible.
5. The athletic trainer should make a notation of the injury and keep it for their records. (Appendix B)
6. The school nurse should note the injury and include it with the student's medical file.

Debriefing

A team composed of the Athletic Trainer, AD and coaches must discuss serious injuries (injuries that require the victim to go to the hospital) within 2 school days. This team must evaluate the effectiveness of the EAP. A specific timeline for changes to EAP should be made for promptness.

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 Seymour High School helps to ensure that athletes will have the best care provided when an emergency situation does arise.

Appendix

Appendix A – School Accident Report

Seymour Public Schools - Student Accident Form

Last Name: _____ First Name: _____ Date of Birth: _____

Male Female Telephone: _____

Home Address: _____

City/State/Zip Code: _____

Check activity in which student was involved when injured:

Interscholastic Sports _____ Coach/Teacher: _____

Physical Education Class To and From School Extra Curr. Activity ON Premises

Classroom or Hallway Group Travel Extra Curr. Activity OFF Premises

Playground (not PE) Non-School Activity Spectator

Was School in Session? Yes No Start Time _____ Dismissal Time _____

Date of Accident: _____ Time: _____ How Did Accident Occur: _____

Where Did Accident Occur? _____ Part of Body

Injured: _____

Name, address, and phone number of witness (if none, indicate none): _____

First aid rendered? Yes/No If so By Whom? _____

Did student receive immediate medical attention from physician or hospital? Yes No

Name of Doctor: _____ Name of Hospital:

Person contacted: _____ Relationship: _____

Address: _____ Phone Number: _____

If no one contacted, why not?

Did the student remain in school until the end of the school day or activity? Yes No

If no, where was the student taken? Home Doctor's Office Other

Name of individual filling out form: _____ Title:

Time: _____ Date: _____

Seymour High School Athletic Training Incident of Care Log

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Proactive Sports Medicine , LLC

Injury Report

Name: _____ Age: _____ DOB: _____
Team/ Field: _____ Sport: _____ Gender: _____
Involved Body Part: R L B: _____

Subjective

Date and Time of Injury: _____ Acute/Chronic
MOI: _____

Signs and Symptoms: _____

Prior Hx: _____

Objective:

Palpation: _____
ROM/MMT: _____

Special Tests: _____

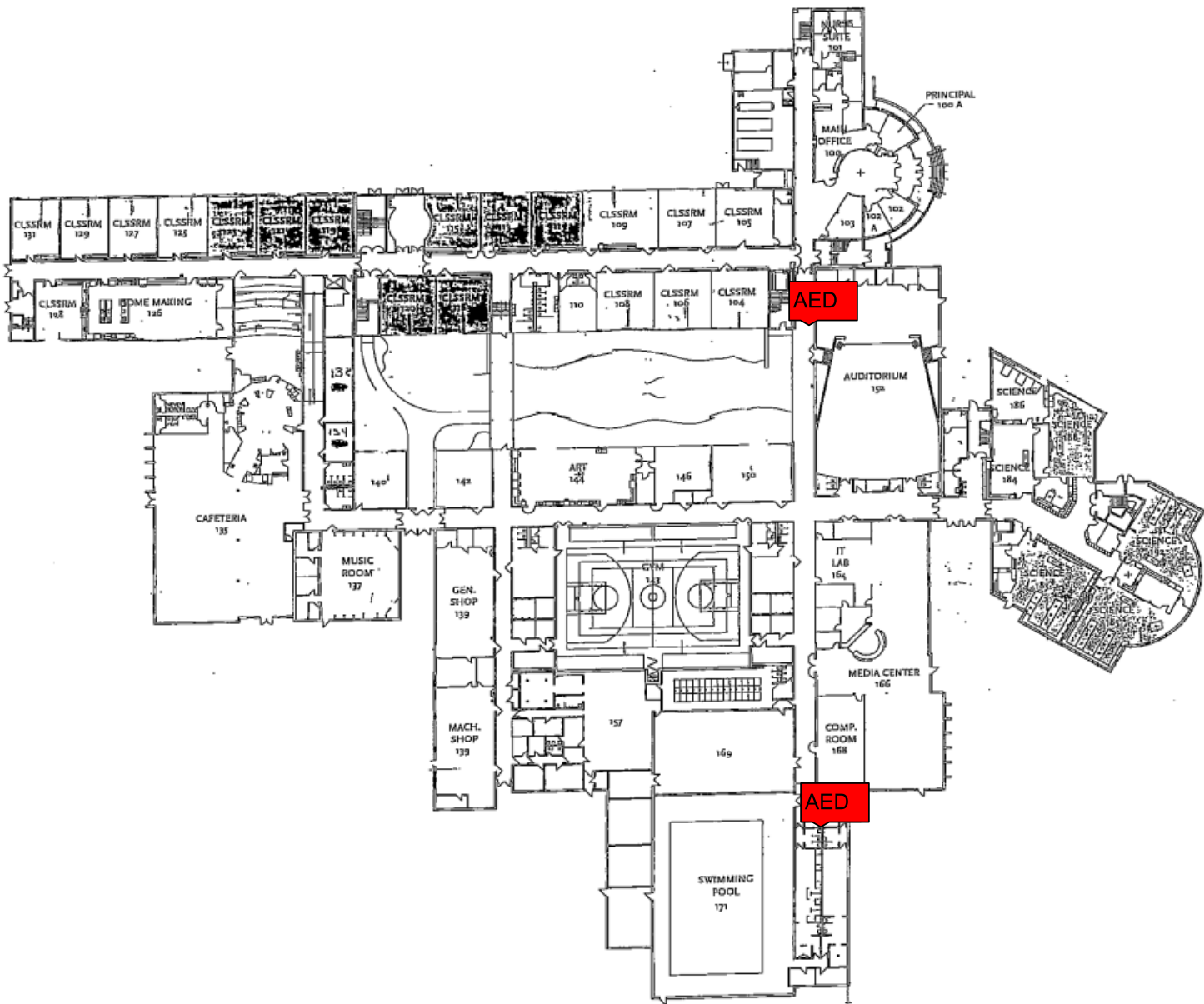
Assessment:

Plan/Treatment: Continued Play Removed from Play Family Doctor Emergency Room

Athletic Trainer: _____ Date: _____
Parent/Coach/Guardian: _____ Date: _____
Parent/Coach/Guardian Phone #: _____ Email: _____

SEYMOUR HIGH SCHOOL AED Location

The main AED for inside Seymour High School is located at the top of the stairs above the auditorium. The second is located in the pool lobby. A portable AED is also carried by the Athletic Trainer, when on-site.



Appendix E – Gymnasium Emergency Directions/Map

Gymnasium

Address: 2 Botsford Rd., Seymour, CT 06483

Phone: For the main gymnasium there is a telephone in the girls' locker room office located just off the gym floor.

AED: The nearest AED is located outside the security office. Athletic Trainer will also carry a portable AED when on-site.

Ice: The nearest ice machine is in the girls' locker room located just off the gym floor.

Cold Water Immersion Tub: The nearest Cold Water Immersion Tub is located in the field house.

Water: Water fountains are in the gym and surrounding hallways. Showers and sinks are in the locker rooms.

Medical Kit: All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering.

EMT Entrances:

Pool entrance - upon entering the high school driveway, take a left at the stop sign, proceed with the school building on your right. Pool Doors are on your right.

Athletic Trainer Office - upon entering the high school driveway, take a right at the stop sign, proceed with the school building on your left. Continue to wrap around school until the last parking lot. Door is on your left.

Medical Emergency Personnel: In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead.

Activating the Emergency Action Plan (EAP)

1. Check the scene for safety. Establish if it is safe to help. If it is, begin immediate care. How many victims are there? Can bystanders help?
2. Is the athlete breathing or having difficulty breathing? Conscious? Pulse? Any loss of consciousness? Spine injury? Dislocation, open fracture, displaced closed fracture? Is there any uncertainty?
3. Activate Emergency Medical Services.
4. Call 911. If you need help, ask someone to call 911 – 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.
5. Perform emergency CPR/First Aid.
 - a. If severe bleeding – instruct a nearby individual to assist with bleeding control
 - b. Instruct coach, student or bystander to get the AED if needed.
 - c. Check airway/breathing/circulation, level of consciousness, and severe
 - d. Instruct a nearby individual to meet an ambulance to direct to the appropriate site. For example, send a reliable student out of the building to wait outside the entrance for the ambulance and direct the EMT where to go when they arrive.
6. Instruct a coach or officials to stop the practices or contest.
7. Instruct a coach or bystander to control crowd
8. Contact the Athletic Trainer if they are not on the scene
9. Meet and direct the ambulance
 - a. Get someone to open doors and/or gates to the facility
 - b. Designate someone to flag down the ambulance
10. Contact parents
11. Contact Athletic Director
12. Contact Principal/Vice Principal
13. 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 parents are not available, the coach may accompany the athlete to the hospital – either in an ambulance or follow by car.
14. Document the event according to the protocol outlined in this Emergency Action Plan

DeBarber Field (also for Gesek Field, Sponheimer Field, and Tennis Courts)

Address: 2 Botsford Rd., Seymour, CT 06483

Phone: There is no phone at this facility.

AED: There is an AED in the field house. A portable AED should be brought to the field by coach or AT when on-site.

Ice: The nearest ice machine is in the field house.

Cold Water Immersion Tub: The nearest Cold Water Immersion Tub is located in the field house

Water: There are no water fountains near this field. Bathroom sinks are located between the tennis courts and the field house.

Medical Kit: All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering.

EMT Entrance: upon entering the high school driveway, take a left at the stop sign, proceed with the school building on your right. Straight ahead is the driveway to lead up to the field. Tennis courts will be on your left. There is a chain link gate. The gate requires a key. Seymour Police, Seymour Ambulance and head coach have a key. Instruct someone nearby to wait at the entrance to the driveway at the lower parking lot and direct them to the emergency.

Medical Emergency Personnel: In the case of a medical emergency the most medically qualified person, as identified in the “Chain of Command” will lead.

Non-Medical Emergencies

In the event of severe weather, the athletic director will direct spectators to the appropriate safe locations. All athletes are to leave the fields and go to the locker rooms immediately at outdoor home events. At away events, the athletes will be directed to appropriate structures by the host team or to the team bus if no appropriate structure is available.

For any other non-medical emergencies such as fire, bomb threats, violent or criminal behavior, the appropriate school personnel or the Seymour Police Department is in charge of scene safety. They will communicate with the school administration as to the actions required.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.

- a) When lightning is seen, begin counting the seconds.
- b) Terminate the count once the thunder is heard.
- c) If the count is less than 60 seconds, the event will be terminated immediately.

Teams will then go into the closest lightning safe building:

- d) Seymour High School gymnasium and surrounding hallways
- e) Buses are also suitable but not preferred

It is safe to return to play when 30 minutes have passed since the last sighting of lightning.

Activating the Emergency Action Plan (EAP)

1. Check the scene for safety. Establish if it is safe to help. If it is, begin immediate care. How many victims are there? Can bystanders help?
2. Is the athlete breathing or having difficulty breathing? Conscious? Pulse? Any loss of consciousness? Spine injury? Dislocation, open fracture, displaced closed fracture? Is there any uncertainty?
3. Activate Emergency Medical Services.
4. Call 911. If you need help, ask someone to call 911 – 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.
5. Perform emergency CPR/First Aid.
 - a. If severe bleeding – instruct a nearby individual to assist with bleeding control
 - b. Instruct coach, student or bystander to get the AED if needed.
 - c. Check airway/breathing/circulation, level of consciousness, and severe
 - d. Instruct a nearby individual to meet an ambulance to direct to the appropriate site. For example, send a reliable student out of the building to wait outside the entrance for the ambulance and direct the EMT where to go when they arrive.
6. Instruct a coach or officials to stop the practices or contest.
7. Instruct a coach or bystander to control crowd
8. Contact the Athletic Trainer if they are not on the scene
9. Meet and direct the ambulance
 - a. Get someone to open doors and/or gates to the facility
 - b. Designate someone to flag down the ambulance
10. Contact parents
11. Contact Athletic Director
12. Contact Principal/Vice Principal
13. 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 parents are not available, the coach may accompany the athlete to the hospital – either in an ambulance or follow by car.
14. Document the event according to the protocol outlined in this Emergency Action Plan

Pool

Address: 2 Botsford Rd., Seymour, CT 06483

Phone: There is a phone located on the wall outside the coaches' office.

AED: The nearest AED is located in the pool lobby. Athletic Trainer will also carry a portable AED when on-site.

Ice: The nearest ice machine is in the girls' locker room located off of the gym.

Cold Water Immersion Tub: The nearest Cold Water Immersion Tub is located in the field house.

Water: Water fountains are in the pool area. Showers and sinks are in the locker rooms.

Medical Kit: All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering.

EMT Entrance: **Pool entrance** - upon entering the high school driveway, take a left at the stop sign, proceed with the school building on your right. Pool Doors are on your right.

Medical Emergency Personnel: In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead.

GENERAL SAFETY FOR STUDENTS

1. The students will be able to articulate and consistently follow the pool rules for safety:
 - Do not enter the water without permission
 - No diving in the shallow end.
 - No running on the pool deck.
 - No gum.
 - No splashing, dunking, horseplay.
 - Tie hair back or wear a cap.
 - Follow all directions from the instructor/coach.
 - Don't drink the pool water.

- Do not jump in the pool over other swimmers.
- Keep off the starting block unless instructed to go on.
- Swim in your own space
- Do not push someone into the pool.

2. In the case of an emergency, notify the coach immediately.
3. Follow the coaches' instructions for emergency situations.

GENERAL SAFETY FOR INSTRUCTORS

1. Instructors must go over the process for emergency situations with their class prior to the unit in the pool.
2. The instructors will wear swimwear when they are instructing or coaching.
3. The instructor will identify the blue line on the bottom of the pool that indicates the start of the deep end.
4. The instructors will be in possession of rescue tubes (have them on their person) throughout the lessons/practices.
5. The instructors will recognize poor swimmers and make appropriate modifications.
6. The instructors will keep all doors to the pool deck closed at all times (during the class and at all times throughout the day).
7. The instructors should check and make sure the first aid kit is properly supplied.
8. The instructors should check and make sure the pool and the deck are vacant at the end of each class prior to leaving.
9. Students should be given the option of using the shallow end of the pool. The instructor should move poor swimmers to the shallow end. The blue line in the pool identifies the shallow end.
10. The instructor should check that the phone on the pool deck is operating properly.
11. The instructor will schedule lifeguards to be present at each practice and contest

CERTIFICATION

1. Instructors must hold current CPR Certification.
2. Instructors should hold current Lifeguard Certification.
3. If the instructor does not hold a current Lifeguard Certification then there must be two lifeguards on duty during the class.
4. If the instructor holds a current Lifeguard Certification and the team is greater than 25, an additional lifeguard must be on duty during all practices and contests.

REMINDER to Instructors

1. Your primary role is to ensure the safety of the students.
2. You must be alert and attentive at all times.
3. Make sure you always have a clear view of the whole pool.
4. Scan above and below the surface repeatedly.
5. Do not get distracted by students or activities when kids are in the water.

Pre-incident Planning

- Coaches shall receive up-to-date notification from the school nurses of physical restrictions that may impede the student's participation or that may be useful information in case of an emergency.
- There is a telephone on the wall of the pool deck. Demonstrate to students how to call 911 from the pool deck, if the instructor directs them to during an emergency
- Teachers/coaches will review safety precautions as listed above with their classes prior to beginning a unit in the pool.
- Designate an area on the pool deck that students should go to in case of an emergency situation (the benches on the pool wall).

ACTIVATE THE EMERGENCY ACTION PLAN

Incident Planning in Case of Emergency

- Get everyone out of the water.
- * If a student is in distress in the pool the instructor's primary responsibility is to rescue the victim according to the Red Cross Lifeguard rescue procedures.
- Once the victim is rescued from the water, in case of an emergency, the coach/lifeguard will determine if it is possibly a life-threatening injury. Head, neck, spine, internal organ injuries, or discontinued breathing, or profuse bleeding, or loss of consciousness, or disorientation can be considered life-threatening.
- If the emergency is life-threatening, or the coach is uncertain about the seriousness of the injury, the coach (or other nearby responsible individual) shall call 911 directly and immediately, and enact first aid or CPR as required.
- The caller should give their identification, location, and nature of the injury to the emergency dispatcher. It is important to stay on the line, until all the information is given to the dispatcher.
- Stop activity and clear all students to an area away from the injured individual.
- The coach shall not move the injured student.
- The coach will remain with the injured or ill student at all times. Do not leave the injured student. The injured student can only be released to the nurse, their parents, or medical emergency personnel.
- The coach shall send available, reliable students (or other bystanders) to areas to direct emergency personnel to the injured person. If others are available to help they should be sent to the nearest parking lot or driveway entrance. If the injured student is in the building a bystander, if there is one, should be sent to the outside doorway nearest the injured student.
- If possible, the coach should send someone or direct someone to contact the nurse's office. The nurse's office can be contacted from the phone on the pool deck. Their number is x1001. If no one is available in the nurse's office the coach shall have a student go to or contact the main office to give the location and nature of the injury.

Protocol After Evacuation of Injured/Ill Person

- If it is not possible to contact the nurse's office or an administrator during the emergency, the coach shall notify the nurse, the Athletic Director and a main office administrator as soon after the incident as possible.
- The nurse will contact the parents/guardians of the student involved to explain the circumstances.
- In the event the parents/guardians cannot be contacted, the school should continually call, in a reasonably timely manner, until contact is made. Messages left on answering machines should only suggest the parent/guardian call the school. No specifics regarding the illness or injury should be explained to an answering machine.
- In the event of any serious incident the coach shall inform the Athletic Director.
- The nurse/coach or athletic trainer will complete an accident form with the assistance of the coach if necessary, in a timely manner.

Davis-Pereiras Softball Field

Address: 2 Botsford Rd., Seymour, CT 06483

Phone: There is no phone available at this location.

AED: A portable AED should be carried by coaches, otherwise Athletic Trainer will also carry when on-site.

Ice: The nearest ice machine is in the girls' locker room located off of the gym.

Cold Water Immersion Tub: The nearest Cold Water Immersion Tub is located in the field house.

Water: There are no water fountains at this facility. Showers and sinks are in the locker rooms.

Medical Kit: All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering.

EMT Entrance: The best entrance for EMT service or Ambulance is to pull into the main driveway. The field is adjacent to the driveway. Instruct someone nearby to wait at those doors and another bystander to wait to the entrance of the school driveway to point the way to the rear entrance of the gym.

Medical Emergency Personnel: In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead.

Non-Medical Emergencies

In the event of severe weather, the athletic director will direct spectators to the appropriate safe locations. All athletes are to leave the fields and go to the locker rooms immediately at outdoor home events. At away events, the athletes will be directed to appropriate structures by the host team or to the team bus if no appropriate structure is available.

For any other non-medical emergencies such as fire, bomb threats, violent or criminal behavior, the appropriate school personnel or the Seymour Police Department is in charge of scene safety. They will communicate with the school administration as to the actions required.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.

- a) When lightning is seen, begin counting the seconds.
- b) Terminate the count once the thunder is heard.
- c) If the count is less than 60 seconds, the event will be terminated immediately. Teams will then go into the closest lightning safe building:
 - i) Seymour High School gymnasium and surrounding hallways
 - ii) Buses are also suitable but not preferred

It is safe to return to play when 30 minutes have passed since the last sighting of lightning.

Activating the Emergency Action Plan (EAP)

1. Check the scene for safety. Establish if it is safe to help. If it is, begin immediate care. How many victims are there? Can bystanders help?
2. Is the athlete breathing or having difficulty breathing? Conscious? Pulse? Any loss of consciousness? Spine injury? Dislocation, open fracture, displaced closed fracture? Is there any uncertainty?
3. Activate Emergency Medical Services.
4. Call 911. If you need help, ask someone to call 911 – 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.
5. Perform emergency CPR/First Aid.
 - a. If severe bleeding – instruct a nearby individual to assist with bleeding control
 - b. Instruct coach, student or bystander to get the AED if needed.
 - c. Check airway/breathing/circulation, level of consciousness, and severe
 - d. Instruct a nearby individual to meet an ambulance to direct to the appropriate site. For example, send a reliable student out of the building to wait outside the entrance for the ambulance and direct the EMT where to go when they arrive.
6. Instruct a coach or officials to stop the practices or contest.
7. Instruct a coach or bystander to control crowd
8. Contact the Athletic Trainer if they are not on the scene
9. Meet and direct the ambulance
 - a. Get someone to open doors and/or gates to the facility
 - b. Designate someone to flag down the ambulance
10. Contact parents
11. Contact Athletic Director
12. Contact Principal/Vice Principal
13. 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 parents are not available, the coach may accompany the athlete to the hospital – either in an ambulance or follow by car.
14. Document the event according to the protocol outlined in this Emergency Action Plan

French Park

Address: 73 Spruce St., Seymour, CT 06483

Phone: There is no phone at this facility.

AED: Athletic Trainer will also carry a portable AED when on-site.

Ice: There is no ice machine at this facility.

Cold Water Immersion Tub: There is no cold water immersion tub at this facility.

Water: There are no water fountains at this facility.

Medical Kit: All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering.

EMT Entrance: The best entrance for EMT service or Ambulance is to go up the main driveway.

Medical Emergency Personnel: In the case of a medical emergency the most medically qualified person, as identified in the “Chain of Command” will lead.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if a lightning detector is not available.

- a) When lightning is seen, begin counting the seconds.
- b) Terminate the count once the thunder is heard.
- c) If the count is less than 60 seconds, the event will be terminated immediately.
- d) Teams will then go to their respective buses.

It is safe to return to play when 30 minutes have passed since the last sighting of lightning.

Activating the Emergency Action Plan (EAP)

1. Check the scene for safety. Establish if it is safe to help. If it is, begin immediate care. How many victims are there? Can bystanders help?
2. Is the athlete breathing or having difficulty breathing? Conscious? Pulse? Any loss of consciousness? Spine injury? Dislocation, open fracture, displaced closed fracture? Is there any uncertainty?
3. Activate Emergency Medical Services.
4. Call 911. If you need help, ask someone to call 911 – 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.
5. Perform emergency CPR/First Aid.
 - a. If severe bleeding – instruct a nearby individual to assist with bleeding control
 - b. Instruct coach, student or bystander to get the AED if needed.
 - c. Check airway/breathing/circulation, level of consciousness, and severe
 - d. Instruct a nearby individual to meet an ambulance to direct to the appropriate site. For example, send a reliable student out of the building to wait outside the entrance for the ambulance and direct the EMT where to go when they arrive.
6. Instruct a coach or officials to stop the practices or contest.
7. Instruct a coach or bystander to control crowd
8. Contact the Athletic Trainer if they are not on the scene
9. Meet and direct the ambulance
 - a. Get someone to open doors and/or gates to the facility
 - b. Designate someone to flag down the ambulance
10. Contact parents
11. Contact Athletic Director
12. Contact Principal/Vice Principal
13. 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 parents are not available, the coach may accompany the athlete to the hospital – either in an ambulance or follow by car.
14. Document the event according to the protocol outlined in this Emergency Action Plan

Approval and Verification Page:

This document has been read and revised and approved by the undersigned.

School Physician: _____

Date: _____

Superintendent: _____

Date: _____

Business Director: _____

Date: _____

School Principal : _____

Date: _____

School Nurse: _____

Date: _____

Athletic Trainer: _____

Date: _____

Athletic Director: _____

Date: _____

Assistant AD: _____

Date: _____