



Emergency Action Plan for the Brien McMahon Athletic Program



July 1, 2022

Revised Summer 2024



Introduction

The Brien McMahon High School Athletics Emergency Action Plan provides coaches and athletic personnel with the information they need to react appropriately and efficiently when faced with a serious injury or potential hazardous situation. Understanding that serious injury can occur at any time, it is imperative that all individuals involved with our athletic programs are well versed in the protocols and procedures of dealing with an emergency. This plan explains the process along with giving specific instructions on how to deal with an emergency situation at all Brien McMahon High School athletic venues.

The health and well-being of the student-athletes depends on the expedient action of those in charge. All staff members that work with students will be required to familiarize themselves with this plan and are expected to take part in any training herein.

Components of the Emergency Plan

Every Emergency Action Plan consists of the following three components:

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

Emergency Personnel

Typically, the first responder to an injury is the Certified Athletic Trainer (ATC). In his/her absence, the coach in charge assumes first responder responsibilities. For that reason, all members of the Brien McMahon High School coaching staff will be required to be certified in First Aid/CPR/AED Training; will be educated on the Emergency Action Plan specific to the venues they will practice and compete in and will be expected to review the EAP annually and understand the procedures to be followed. Athletic Personnel may play a valuable role in providing accurate information and support. First responders will yield to the more qualified responders: Police, EMTs, fire fighters, but shall not leave the athlete or scene until instructed to do so.

Athletic Personnel Responsibilities

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



Emergency Communication

In any emergency situation, communication will play a key role in obtaining appropriate care for the athlete in a prompt manner. With the prevalence of cell phones, knowing the whereabouts of the nearest working land line may not seem important. Coaches will familiarize themselves with the location of a land line, in addition to having knowledge of a charged, available cell phone at all venues (home and away contests.)

In addition to cell phones, each coach is responsible for retrieving a Motorola Portable Radio from the Athletic Trainer's Office when they are on site. This device will allow communication between school administration, security, and athletic personnel. (*These devices are on order and will be delivered during August, 2022).

Activating the EMS System

Making the Call:

Dial 911 (or 9-911 if inside Brien McMahon High School and using a landline) – give accurate details and location, place spotters to direct EMS, stay on the line until directed otherwise.

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes
- Condition of athlete(s)
- First Aid treatment initiated by ATC/Coach/First Responder
- Specific directions as needed to locate emergency
- Other information as requested by dispatcher

Emergency Equipment

At the start of each season, the Athletic Trainer will provide to each team (one per level) a medical kit that includes the supplies needed for basic first aid. Coaches are expected to have this kit with them on site at every practice and game. Kits are to be always easily accessible by any member of the coaching staff. It is the responsibility of the coaching staff to ensure the kits always stay well-stocked. When supplies are low, the kit should be left with the Athletic Trainer to be filled. All efforts should be made to keep students from accessing the supplies in the medical kit so a better inventory can be kept.

In the event the Athletic Trainer is not present, Emergency medical Services should be contacted, and coaches should rely on the equipment they have on hand.



Coaches have all received training in Basic First Aid and CPR/AED as a condition of employment. Members of the coaching staff should also be aware of the location of AEDs on site. AEDs can be outside the Kehoe/King Gymnasium on the boys side of the gym, found in the front lobby, across from the Security Desk, at Brien McMahon High School, and on the 2nd floor at the intersection of the bridge and the science wing. The Athletic Trainer also always has an AED with him/her.

A cold-water immersion tub is located in the concession stand at Casagrande field. The athletic trainer is responsible for ensuring that the cold-water immersion tub is accessible and filled on warm days to ensure that it is quickly accessible during an emergency.

All outdoor coaches will have keys that open the gates to PRIDE Field and the Pit Field. Coaches and the athletic trainer are to have key fobs to enter the building in case there is an emergency.

Process

All coaches, including volunteer coaches, will review this EAP annually at the pre-season coaches' meetings. Thereafter, coaches will review the plan with their coaching staff and student-athletes, providing practice drills each season. Athletic Department staff is available to oversee practice drills.

Protocol established within this document will be reviewed annually by members of the Athletic Department, the Certified Athletic Trainer, and the Director of Safety and Security. Additionally, any serious injury or critical incident will be discussed thoroughly, and all action taken reviewed by committee.

Conclusion

Understanding emergency situations may arise at any time during athletic practices and games, the process of pre-planning will go a long way in getting through a stressful situation. The timely response of those in charge could affect the outcome of the emergency. Being effective in communicating and dealing with the situation is a necessary requirement of the position.

Using detailed preparation in order to understand and implement this Emergency Action Plan, we ensure the student-athletes under our supervision will be provided the best care when an emergency presents itself.

John Cross
Director of Athletics
Brien McMahon High School
July, 2024



Contacts & Important Phone Numbers - 203-852-9488

Title	Name	Office	Cell
Athletic Trainer	Ashley Labrador		Removed from public view.
Athletic Director	John Cross	Ext. 11246	
Principal	Barbara Wood	Ext. 11329	
Assistant Principal	AJ Albano	Ext. 11335	
Assistant Principal	Qadir Abdul Salam	Ext. 11331	
Assistant Principal	LaShante James	Ext. 11331	
Assistant Principal	Shirley Ithier	Ext. 11403	
Assistant Principal	Jonathan Lake	Ext. 11149	
Nurse	Barbara Faccenda Moiria Lynch	Ext. 11218 Ext. 11216	
School Security	Jeff Oliver	Ext. 11338	
Head Custodian (Day)	Victor House		
Head Custodian (Evening)	Sandra Otalvaro		
NPS District Security	Ryan Herold		
Roton Middle School	Main Office	203-899-2930	
Oak Hills Golf Course	Pro Shop	203-803-4066	
Brookside Elementary	Main Office	203-899-2830	
Sono Ice House	Main Office	203-956-0255	



Emergency Contact Numbers

Organization / Service Provider	Contact Phone Number
Police, fire, and medical emergencies	9-1-1
2-1-1 Infoline - Information, referrals, crisis services, and suicide prevention (multilingual speakers available)	2-1-1
American Red Cross - Connecticut Chapter	(877) 287-3327
Connecticut Light and Power (CL&P) Company - electrical outages	(800) 286-2000
Emergency Management	(203) 854-0238
Fire Department - non-emergency	(203) 854-0200
Health Department	(203) 854-7776
Medical (Norwalk Hospital) - non-emergency	(203) 852-2000
Poison Control Center - University of Connecticut Health Center	(800) 343-2722
Police Department - Non-Emergency	(203) 854-3000
Public Schools Hotline	(203) 854-4123
Public Works Department - Customer Service	(203) 854-3200
Sewage Spills - Connecticut Water Management	(860) 424-3704
South Norwalk Electric	(203) 866-3366
Yankee Gas Leaks - Emergency	(800) 992-3427

Kehoe/King Gymnasium, Small Gym, and Weightroom

Sports include but not limited to: Volleyball, Basketball, Wrestling, Track, Cheer

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The ATC/Coach will activate the Emergency Medical System – Call 911 (see below).
2. The ATC/Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The ATC/Coach will direct assigned coaches and student-athletes to go to Highland Avenue and other designated areas to direct EMS.



4. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
5. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
6. Coach in charge will utilize FinalForms to initiate contact with the parent/guardian (if not present) and give them the name of the hospital the athlete will be transported to.
7. If the parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If a coach is alone, he/she must stay with the remainder of the team.



8. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.

Activating the EMS System

Make the Call: Designate a responsible adult or student-athlete to call 911. Stay online until directed.

Provide Information:

Name and phone number of caller

Location: **Brien McMahon High School, 300 Highland Ave, Norwalk - Gymnasium**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS

Casagrande Field

Sports include but not limited to: Football, Field Hockey, Soccer, Lacrosse, Track/Cross Country, Cheer

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The ATC/Coach will activate the Emergency Medical System – Call 911 (see below).
2. The ATC/Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The ATC/Coach will direct assigned coaches and student-athletes to go to Highland Avenue and other designated areas to direct EMS.



4. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
5. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
6. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them the name of the hospital athlete will be transported to.
7. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.



8. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.

Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Brien McMahon High School, 300 Highland Ave, Norwalk - Casagrande Field**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS



Pride Field and the Pit (Side Field)

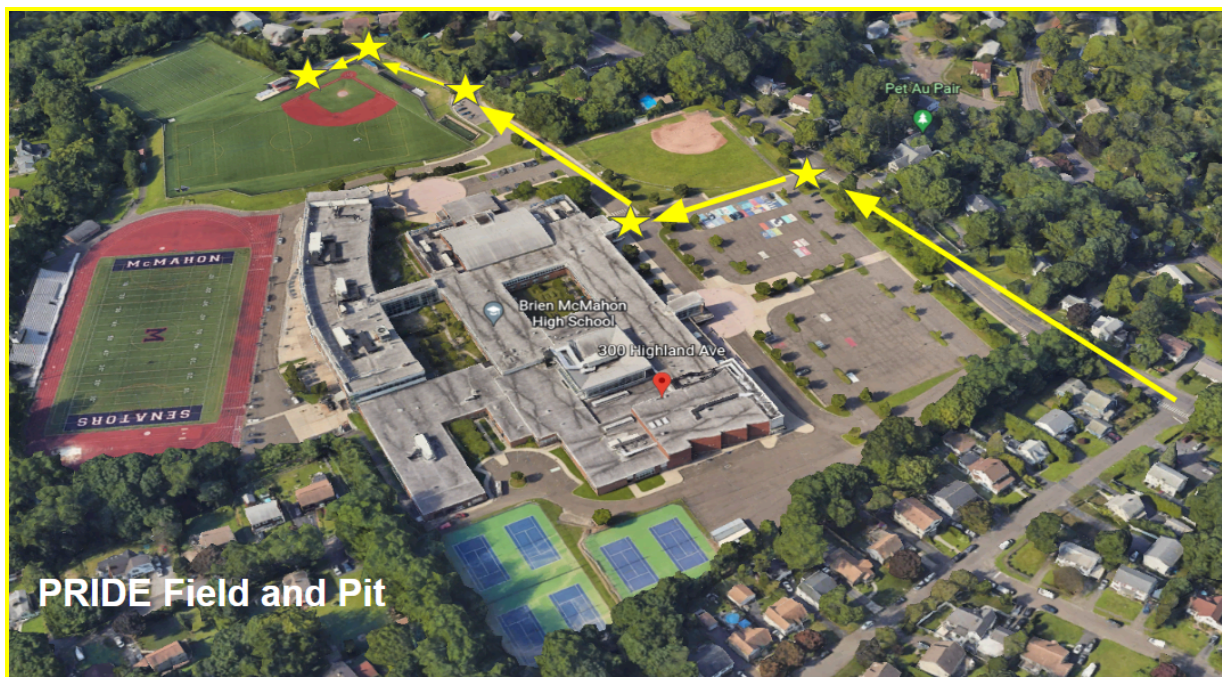
Sports include but not limited to: Soccer, Field Hockey, Football, Baseball, Lacrosse, Track

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The ATC/Coach will activate the Emergency Medical System – Call 911 (see below).
2. The ATC/Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The ATC/Coach will direct assigned coaches and student-athletes to go to Highland Avenue and other designated areas to direct EMS.
4. The ATC/Coach will direct assigned coaches and student-athletes to open the white swinging gate and the gate at the entrance to the Pit.



5. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
6. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
7. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them name of hospital athlete will be transported to.



8. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.
9. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.

Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Brien McMahon High School, 300 Highland Ave, Norwalk - PRIDE Field**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS

Softball Field

Sports include but not limited to: Field Hockey and Softball

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The ATC/Coach will activate the Emergency Medical System – Call 911 (see below).
2. The ATC/Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The ATC/Coach will direct assigned coaches and student-athletes to go to Highland Avenue and other designated areas to direct EMS.



4. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
5. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
6. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them name of hospital athlete will be transported to.
7. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.
8. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.



Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Brien McMahon High School, 300 Highland Ave, Norwalk - Softball Field**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS

Tennis Courts

Sports include but not limited to: Tennis

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The ATC/Coach will activate the Emergency Medical System – Call 911 (see below).
2. The ATC/Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The ATC/Coach will direct assigned coaches and student-athletes to go to Highland Avenue and other designated areas to direct EMS.



4. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
5. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
6. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them name of hospital athlete will be transported to.
7. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.
8. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.



Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Brien McMahon High School, 300 Highland Ave, Norwalk - Tennis Courts**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS

Sono Ice House - Offsite

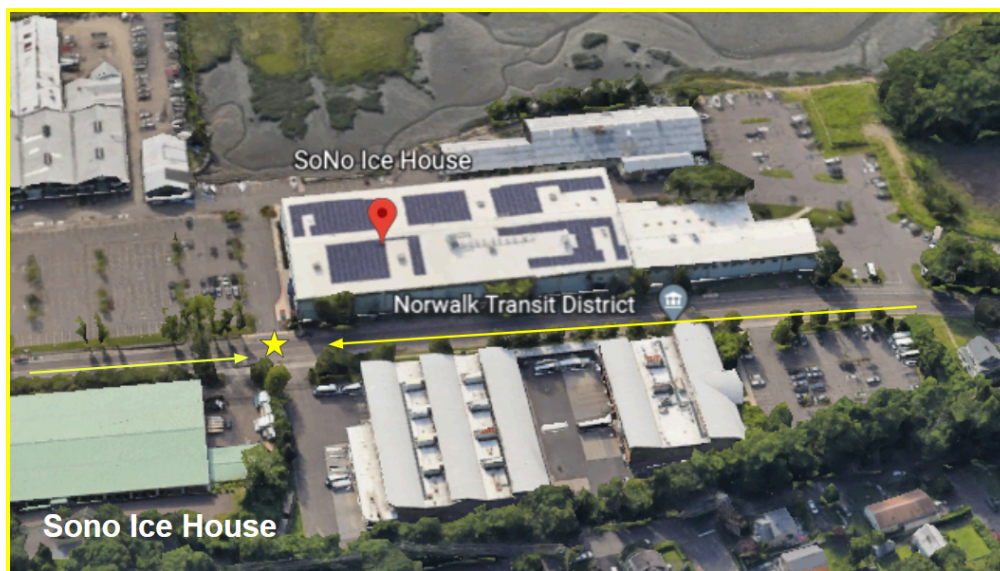
Sports: Ice Hockey

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The Coach will activate the Emergency Medical System – Call 911 (see below).
2. The Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The Coach will contact the Sono Ice House Front Desk and inform them of the situation.
4. The Coach will direct assigned coaches and student-athletes to designated areas to direct EMS.



5. Contact AshleyLabrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
6. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
7. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them name of hospital athlete will be transported to.
8. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.
9. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.



Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Sono Ice House - 300 Wilson Avenue, Norwalk**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS

Oak Hills - Offsite

Sports: Golf

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The Coach will activate the Emergency Medical System – Call 911 (see below).
2. The Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The Coach will contact the Pro Shop at Oak Hills and inform them of the situation and how to best guide EMS.
4. The Coach will direct assigned coaches and student-athletes to designated areas to direct EMS.



5. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
6. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
7. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them name of hospital athlete will be transported to.
8. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.
9. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.



Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Oak Hills Golf Course - 165 Fillow St, Norwalk**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS

Roton Middle School - Offsite

Sports: Baseball and Soccer

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The Coach will activate the Emergency Medical System – Call 911 (see below).
2. The Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The Coach will contact the Pro Shop at Oak Hills and inform them of the situation and how to best guide EMS.
4. The Coach will direct assigned coaches and student-athletes to designated areas to direct EMS.



5. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
6. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.



7. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them name of hospital athlete will be transported to.
8. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.
9. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.

Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Roton Middle School, 201 Highland Ave, Norwalk, CT 06853**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS

Brookside - Offsite

Sports: Softball

Emergency Action Plan for serious injury

A **serious injury** is defined as any condition whereby an athlete's life may be in jeopardy, or the athlete risks permanent impairment. These injuries include but are not limited to severe bleeding, fractures, head injuries, neck injuries, spinal injuries, heat stress and cardiac arrest.

Actions:

1. The Coach will activate the Emergency Medical System – Call 911 (see below).
2. The Coach will remain with the athlete to administer CPR/First Aid as needed and will keep the athlete motionless (if applicable) until emergency medical personnel arrive.
3. The Coach will contact the Pro Shop at Oak Hills and inform them of the situation and how to best guide EMS.
4. The Coach will direct assigned coaches and student-athletes to designated areas to direct EMS.



5. Contact Ashley Labrador, ATC, (203-640-1094) and John Cross, AD, (203-522-2739) if not on site.
6. Coach in charge will utilize FinalForms to provide Emergency Medical information for EMS personnel.
7. Coach in charge will utilize FinalForms to initiate contact with parent/guardian (if not present) and give them name of hospital athlete will be transported to.
8. If parent/guardian is not present, the coach in charge will assign an assistant coach to travel with the athlete to the hospital. If coach is alone, he/she must stay with the remainder of the team.



9. After the incident has been resolved, an Accident Report must be completed by the coach in charge/coach who witnessed the injury.

Activating the EMS System

Make the Call: Designate responsible adult or student athlete to call 911. Stay on line until directed.

Provide Information:

Name and phone number of caller

Location: **Brookside Elementary School, park entrance via Michael Street**

Give Nature of Injury

Number of Athletes

Condition of athletes

First Aid treatment initiated by ATC/Coach/First Responder

Designate Spotters: Place spotters to direct EMS



Lightning/Severe Weather

Key Weather Terms

- Watch: Threatening weather is likely. Remain alert and be prepared to implement an action plan.
- Warning: Severe weather is occurring or has been indicated. TAKE IMMEDIATE ACTION!

Actions

1. Athletic Director/Athletic Trainer/Coach should check weather forecast 2 hours prior to the event for a weather “watch” or “warning”.
2. Designate an individual to monitor weather activity during the contest, utilizing a cell phone weather monitoring program if applicable (i.e. WeatherBug).
3. When Flash-to-Bang is less than 60 seconds, activity is terminated immediately and all individuals are to seek shelter in the area of refuge.
4. Wait 30 minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.
5. Offsite facilities, Roton and Brookside, should return to school prior to inclement weather coming into the area.

Area of Refuge: All outdoor sports on site - inside the Kehoe/King Gymnasium, the locker rooms, the cafeteria, or the small gym.

Golf - Inside Oak Hills Pro Shop or Restaurant

Roton Middle School - Beneath the overhang in front of the school or inside the school

Brookside Elementary School - In the front of the school or inside the school