

Emergency Action Plan For Killingly High School 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.

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Emergency Action Plan – Killingly High School

Personnel Involved in Development

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

Anne Millovitsch Med, ATC, LAT

Kevin Marcoux, AD

Allison Gilbert, ATC

James Lackner, AD

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
<i>*add rows as necessary</i>		

EMERGENCY ACTION PLAN FOR ATHLETICS

OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken 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.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an 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 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.

Emergency Action Plan – Killingly High School

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, and concussion management 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.

The four basic roles within the emergency team are:

Establish scene safety and immediate care of the athlete:

This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).

Activation of 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.

Equipment Retrieval:

May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.

Direction of EMS to the scene:

Emergency Action Plan – Killingly High School

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 page for emergency communication guidelines for Killingly High School.

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 experience doubt in their mind regarding the severity of the situation should consider a “load and go” situation and transport the individual.

Emergency Action Plan – Killingly High School

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.

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.

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 Killingly High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Emergency Action Plan – Killingly High School

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
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.

Chain of Command

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

1. Athletic Trainer
2. Athletic Director
3. Head Coach
4. Assistant Coach
5. Security

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. Athletic Director
2. Head Coach
3. Assistant Coach
4. Security

CHAIN OF COMMAND - EXAMPLE Most medically qualified

Athletic Trainer – Allison Gilbert
Athletic Director - James Lackner
Head Coach - Derek Ponciano
Assistant Coach - Owen Guillot

Emergency Action Plan – Killingly High School

Emergency Telephone Numbers

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

Off Campus Contacts	Phone Number
Emergency	911
Police department	860-779-4900
Fire and Ambulance Dayville	860-774-5120
[Nearest] Hospital	Day Kimball Hospital 860-928-6541
[Second Nearest] Hospital	Plainfield Emergency Care 860-230-2830
Hazardous Materials	866-838-7013
Poison Control Center	800-222-1222

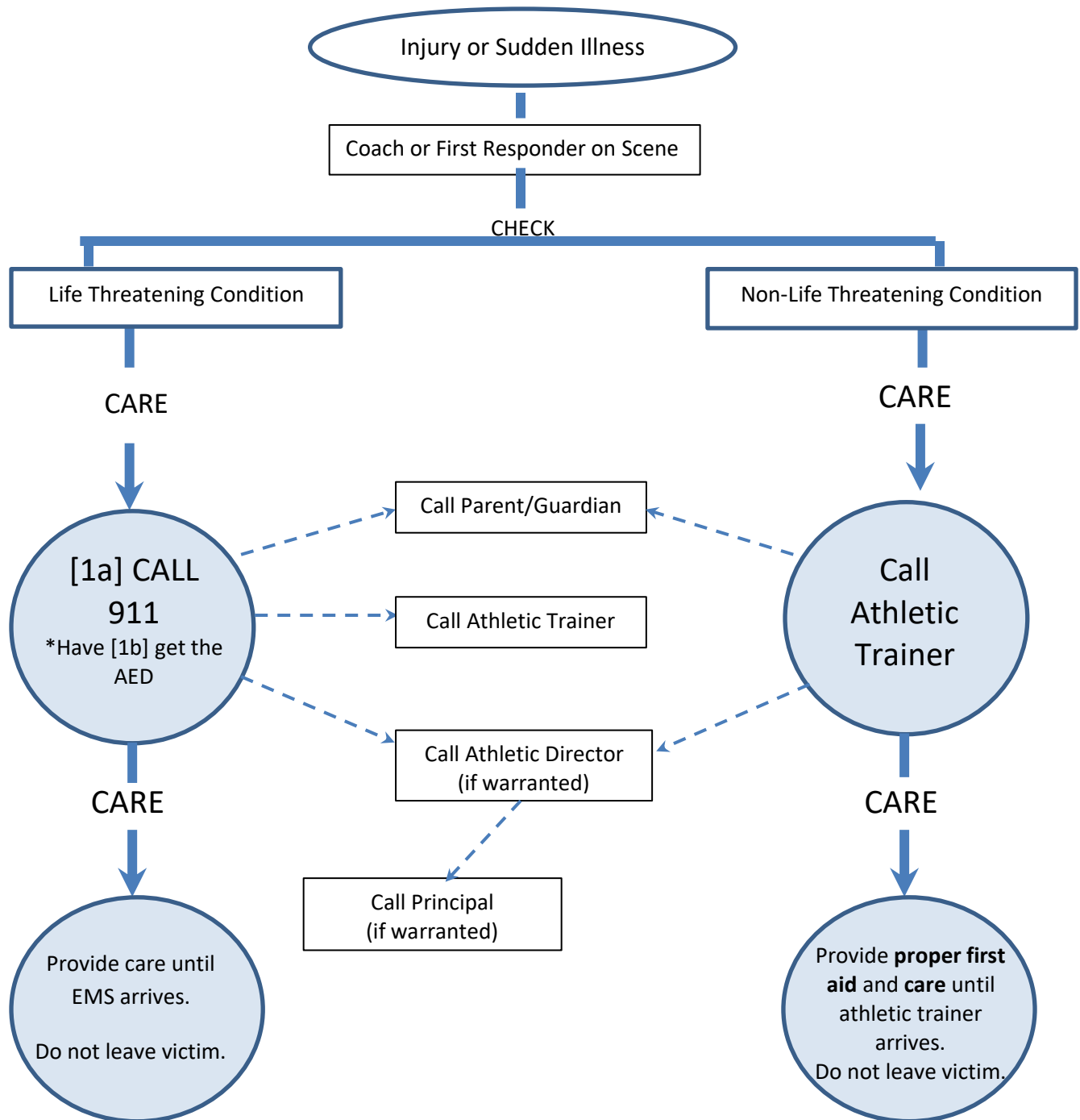
On Campus Offices	Phone Number
Athletic Training Room	Allison Gilbert 860-617-4259
Nurse	Noel Coraccio RN 860 576 3446
Athletic Director	James Lackner 860-779-6649
Main Office	860 779-6620
Administrative Office	860-779-6600
School Counselor Office	860 779-6677

Emergency Action Plan – Killingly High School

Title	Name	Office	Cell
Athletic Trainer	Allison Gilbert	N/A	860-617-4259
Athletic Director	James Lackner	860 779-6649	860-214-3045
Principal	Karen Lagace	860-779-7621	860-617-5149
Assistant Principal	Stephan Paul	860-779-7622	?
Assistant Principal	Michael Lefevre	860-779-7623	860-373-8422
Nurse	Noel Coraccio RN	860 779-6685	860 576 3446

Emergency Action Plan – Killingly High School

Emergency Situation Contact Tree



After the situation is controlled: Contact Athletic Director/Phone 860-214-3045

Emergency Action Plan – Killingly High School

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

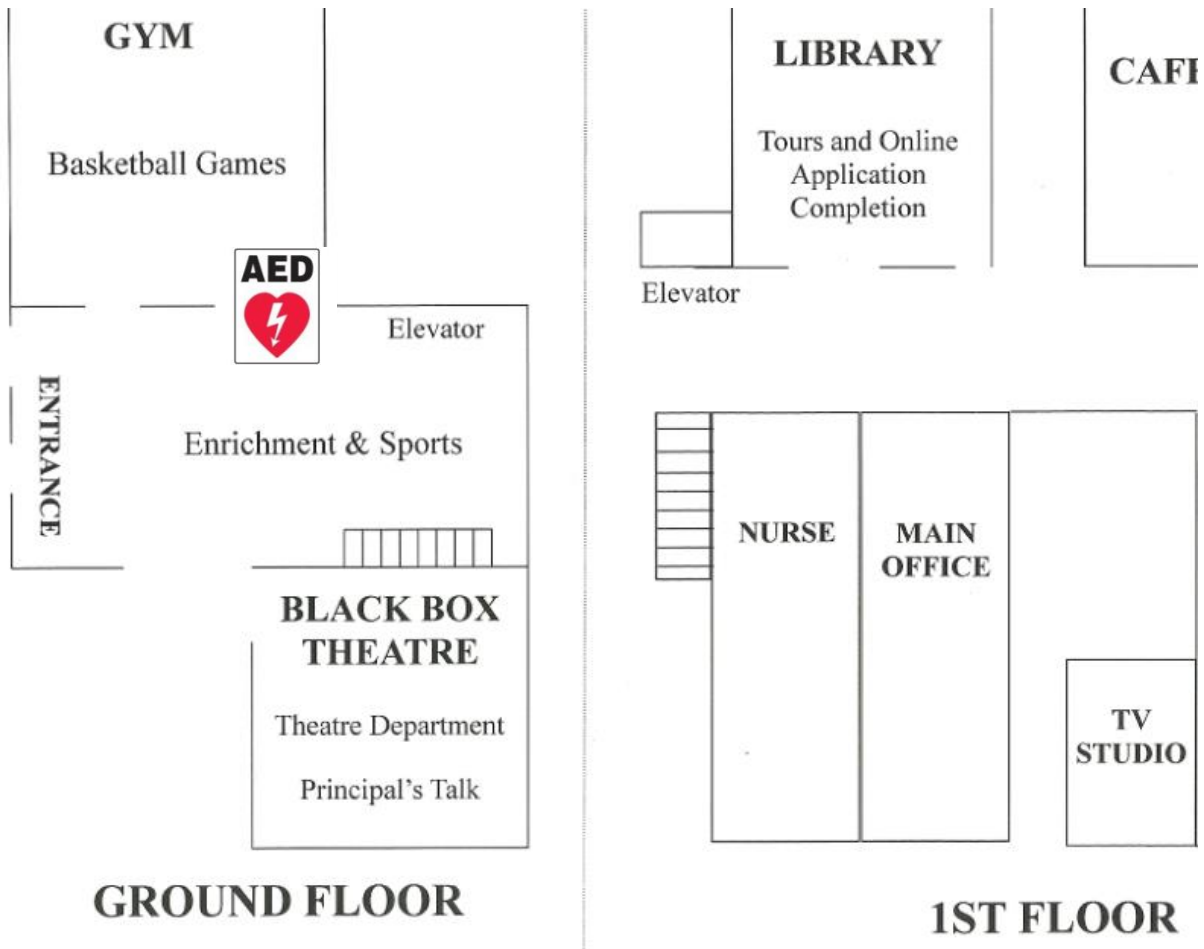
Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit on site for events covered by ATC
 - First Aid Kit located with coach
1. AED
 - a. Located on home bench for all covered events
 - b. Located with coach of highest need, determined by athletic trainer, athletic director, and coach prior to season
 - c. Additional AED located outside Killingly High School Gymnasium in lobby
 2. Nearest phone
 - a. Athletic Trainer’s personal cell phone when covering events
 - b. Coaches’ personal cell phones (with emergency numbers attached here)
 - c. In Killingly High School – there is a wall-mounted phone connected outside of the gym under the AED
 3. Rescue Inhaler
 - a. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler with them to all practices/games
 - b. Inhaler must be left with coach (labeled with name) during practices and games (not left in personal bag)
 - c. Athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.
 4. Epi Pen
 - a. Coaches are responsible for each student who has an epi pen and is responsible for bringing their epi pen with them to all practices/games
 - b. Epi pen must be left with coach (labeled with name) during practices and games (not left in personal bag)
 - c. Athletic trainer may be given a backup Epi pen by the parent or child to keep as a backup in the med kit.
 5. Splints
 - a. With ATC during events or in ATR
 6. Spine boards/Cervical Collar
 - a. Will be provided by EMS upon arrival
 7. Bio-hazard Materials
 - a. Red bags – in each med kit and in ATR
 - b. Disposal Bin – in nurses office

Killingly High School AED Location

The main AED for inside Killingly High School is located in the hall between the gym and cafeteria



Emergency Action Plan – Killingly High School

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?
 - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!
 - b. Check card for 911 call instructions for your location
4. Perform emergency CPR/First Aid
 - a. If severe bleeding – instruct individual to assist with bleeding control
5. Instruct coach or bystander to get AED
6. Instruct coach or bystander to control crowd
7. Contact the Athletic Trainer of Killingly High School if they are present at the school but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Vice Principal
11. Instruct individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. Assistant coach must accompany athlete to hospital – either in ambulance or follow by car
14. Document the event

Killingly High School Emergency Action Procedures

Gymnasium

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Killingly High School 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 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 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). 226 Putnam Pike Killingly, CT 06241: EMS follow sign to gymnasium
 - d) Any additional information
 - e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Killingly High School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

Killingly High School Emergency Action Plan

Football stadium

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Killingly High School 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 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 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). Behind the school at 226 Putnam Pike Killingly, CT 06241: EMS use access road through gate just past field
 - d) Any additional information
 - e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Killingly High School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

Killingly High School Emergency Action Plan

Practice fields

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Killingly High School 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 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 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). Behind the football field at 226 Putnam Pike Killingly, CT 06241: EMS use access road through gate just past field
 - d) Any additional information
 - e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Killingly High School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

Killingly High School Emergency Action Plan

Wrestling room

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Killingly High School 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 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 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). Inside the school at 226 Putnam Pike Killingly, CT 06241: EMS use second entrance
 - d) Any additional information
 - e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Killingly High School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

Emergency Action Plan – Killingly High School

Killingly High School Emergency Action Plan

Owen Bell Park

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Killingly High School 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 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 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*). 580 Hartford Pike Dayville, CT 06241: EMS use access road through park
 - d) Any additional information
 - e) ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, he/she will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) **Instruct coach or bystander to GET AED!!**
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Killingly High School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

Rehearsal Strategy

Emergency Action Plan – Killingly High School

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

Coaches at Killingly High School 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 power point 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 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(s) 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.

Emergency Action Plan – Killingly High School

Documentation of Seasonal Coaches Educational Meeting

Topic: EAP Rehearsal

Sign in Sheet

Coach Name (printed)	Sport	HS	MS	Signature

Notes:

Emergency Action Plan – Killingly High School

Team Physician: _____

Date: _____

Athletic Trainer: _____

Date: _____

Athletic Director: _____

Date: _____

Emergency Action Plan – Killingly High School

I _____ (print coach name/sport) have read and understand the Emergency Action Plan for Killingly 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 _____