

# Madison Athletics

Daniel Hand High School  
Polson Middle School



Revised: August 3rd, 2024

## Emergency Action Plan

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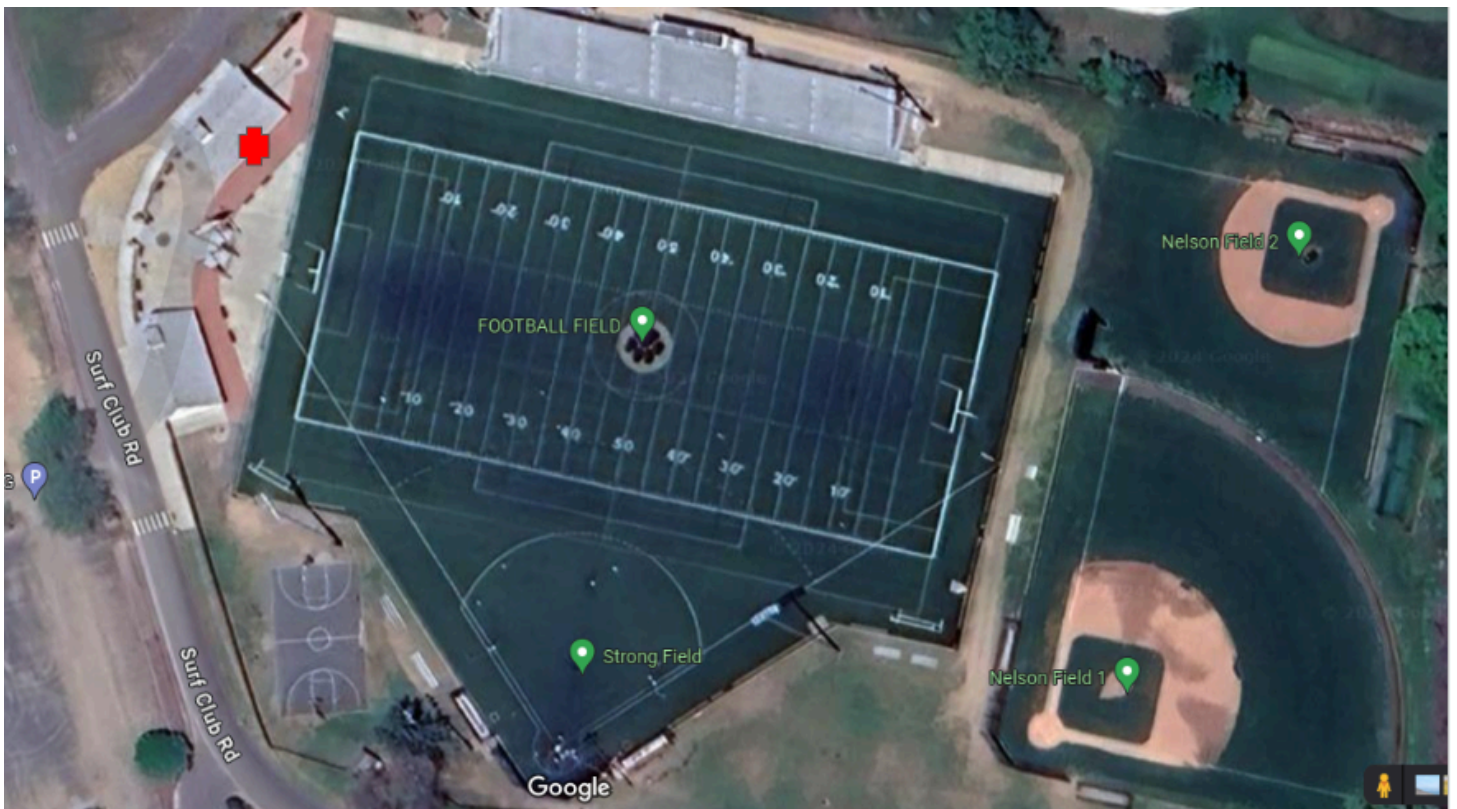
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## Revision of Emergency Action Plan

**Revised: 8/3/24**

<b><u>Policy Area: Emergency Action Plan</u></b>	<b><u>Subject: Emergency Planning</u></b>
<b><u>Title of Policy: Emergency Action Plan</u></b>	<b><u>Number:</u></b>
<b><u>Effective Date: 8/4/24</u></b>	<b><u>Page Number:</u></b>
<b><u>Approved Date:</u></b> <b><u>Revision Date:</u></b>	<b><u>Approved by: Chris Farrell</u></b>

Surf Club AED added to field house (location)



## Introduction & Purpose

The Madison Public Schools, through policy and action, supports the belief that a strong program of extracurricular activities provides a balance in educational programming for its students. Athletic competition, by its nature, contributes to greater student awareness of self-discipline, a growth in emotional maturity, and an increasing realization of the worth of the individual.

### **Purpose of policy:**

Though emergency situations are rare, it is probable that sport-related events may have an emergent situation at some time in the year. Proactive planning through the development of an emergency action plan aids in an improved response to these catastrophic and potentially life-threatening injuries. 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. 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. An effective response can be hindered by chaotic actions and increased emotions of those responding to the emergency. The development of an emergency action plan can reduce stress and allow for a cohesive and desirable response to these emergent situations.

Proper preparation for any emergent event involves formulation of an emergency action plan, proper delineation of healthcare services for 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. Athletic organizations have a duty to develop an emergency action plan in accordance with the National Athletic Trainers' Association and several state organizations/legislations that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants.<sup>1</sup>

### Components of an Emergency Plan

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

<sup>1</sup> Scarneo-Miller SE, Hosokawa Y, Drezner JA, Hirschhorn RM, Conway DP, Elkins GA, Hopper MN, Strapp EJ. National Athletic Trainers' Association Position Statement: Emergency Action Plan Development and Implementation in Sport. *J Athl Train.* 2024;00(00):000-000.

## Policy statement:

This policy describes the procedures, roles and actions of those members of the emergency response team for the management of any catastrophic injury occurring during athletics at Madison Public Schools.

This policy will be a living, working document that is continually reviewed and updated yearly as the organization and our community changes.

## Definitions

- *Emergency Action Plan (EAP)* – A written document outlining the steps and procedures to carry out in the event of a catastrophic injury
- *Emergency Medical Service (EMS)*: An emergency service that provides emergency care and transportation for those in need of extended life support or suffering a limb threatening injury
- *Automated External Defibrillator (AED)*: A life-saving device used to restore a normal sinus rhythm to a victim suffering from sudden cardiac arrest
- *Cardiopulmonary Resuscitation (CPR)*: A life-saving technique in which the rescuer provides effective chest compressions and breaths to the victim of sudden cardiac arrest
- *Athletic Director (AD)*: This person is responsible for the smooth operation of all athletic events
- *Athletic Trainer (AT)*: Health-care professional trained in the prevention and management of emergent situations and musculoskeletal injuries
- *Athletic Training Clinic*: The site the AT stores emergency equipment when not in use, as well as the site for most rehabilitation and preventive techniques
- *Loss of Consciousness (LOC)*: When a patient cannot respond to stimulation, verbally or with movements
- *Circulation, airway, and breathing (CAB)*: This is the order the rescuer should check for signs of life from the victim
- *Qualified Healthcare Professional (QHP)* - [As defined by the American Medical Association \(AMA\)](#), “is an individual who is qualified by education, training, licensure/regulation (when applicable), and facility privileging (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service.”

## **Emergency Personnel**

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including also: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards are maintained with the athletic director. All coaches are required to have CPR, First Aid, AED, and concussion management training certifications.

## **Athletic Personnel Responsibilities**

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

## **Emergency Communication**

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

## **Activating the EMS System**

Call 9-1-1

Providing Information:

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

## Emergency Equipment

Each season the athletic trainer will provide to each team (one per level) a medical kit that includes the supplies needed for basic first aid. Coaches are expected to have this kit with them on site at every practice and game. Kits are to be easily accessible by any member of the coaching staff. It is the responsibility of the coaching staff to ensure the kit stays stocked. When supplies are low, the coach should notify the athletic trainer in order 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.

### Emergency Equipment Locations

#### *Emergency Equipment:*

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit, 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 located in the white box on the outside of the barn located between both schools.
- c. Additional AED located outside Daniel Hand Gymnasium in lobby
- d. Additional AED located outside of nurses office at Daniel Hand
- e. Additional AED located in Polson Lobby outside of gymnasium.
- F. Additional AED Located on the Anderson Team Field House at the Surf Club.

#### 2. Phone

- a. Athletic Trainer's personal cell phone when covering events
- b. Coaches' personal cell phones
- c. A phone is located in the athletic director's secretary office
- d. Phones are located in each of the coaches/PE offices

#### 3. Ice Machines

- a. 1<sup>st</sup> ice machine is located in the athletic trainer's room
- b. 2<sup>nd</sup> ice machine is located in the barn (first floor)
- b. 3<sup>rd</sup> ice machine is located in the Kitchen off the cafeteria
- c. ATC will also carry ice when covering practices/events

#### 4. Cold-water immersion tub

- a. located under the entrance of Polson Gym near the turf field. The athletic trainer is responsible for bringing the cold-water immersion tub on warm days to a location that is quickly accessed during an emergency.
- b. Located in the Anderson Field house at the surf club for (football,soccer and lacrosse)

#### 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. Biohazard Materials

- a. Red bags – in each med kit and in the athletic trainer room.
- b. Disposal Bin – in the athletic trainer room

10. Pool -Madison Racquet and Swim Club

a. Backboard, rescue tubes, rescue poles located on the walls in the pool

## **Prior To An Emergency**

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

Parents and students will submit the following documents...

- a. Permission form and waiver (Family I.D, Parent Portal) – includes medical history and emergency contact information
- b. CIAC Sudden Cardiac Arrest Education Form
- c. CIAC Concussion Education Form
- d. CIAC Heat Illness Form

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 on FamilyID upon completion of the preseason coaches meeting and review of the EAP.
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 Athletic Director will send maps to police, fire and EMT service at the start of each school year.

## General Guidelines for Student Athletes

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 overheated 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.

## Staff Education

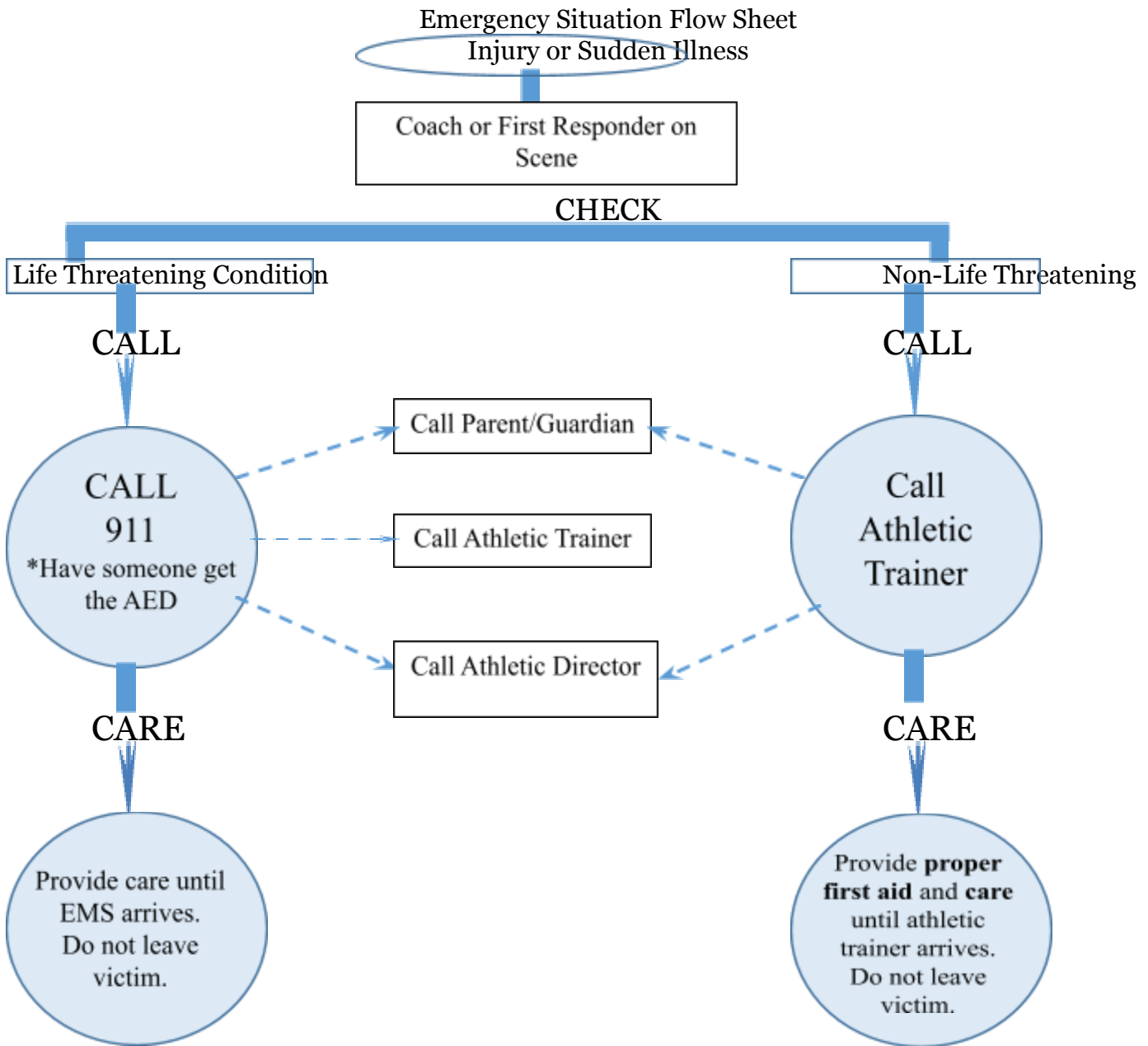
1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP) electronically in the Google Shared Coaches Folder. Paper copies are available upon request of the Athletic Department.
  - a. Each coach will provide their electronic signature to confirm they have read the documents and asked any potential questions via the FamilyID portal.
  - b. A copy of the relevant EAP will be in each medical kit which is to be kept with the coach at every practice/event
2. A copy of the EAP will be located in the Athletic Directors and Athletic Training office.

## Contacts & Important Numbers

Off Campus Contacts	Phone Number
Emergency	9-1-1
Police Department	203-245-2721
Fire Department	203-245-2772
Hazardous Materials	203-245-2772
Poison Control Center	1-800-222-1222
Yale	203-688-4242
Middlesex Hospital	860-358-6000

Title	Name	Office	Cell	E-mail
Athletic Trainer	Terri Ajaski	203-245-6370	N/A	ajaski.terry@madisonps.org
Athletic Director	Chris Farrell	203-245-6484	N/A	farrell.christopher@madisonps.org
High School Principal	T.J. Salutari	203-245-6396	N/A	salutaria.anthony@madisonps.org
Middle School Principal	Kathryn Hart	203-245-6492	N/A	hartk@madison.k12.ct.us
High School Nurse	Stephanie Lesnik	203-245-6370	N/A	lesnik.stephanie@madisonps.org
Middle School Nurse	Melissa Anderson	203-245- 6463	N/A	anderson.melissa@madisonps.org
Assistant to Athletic Director	Robin Halloran	203-245-6366	N/A	halloran.robin@madisonps.org
Team Physician	TBD		N/A	N/A
During-School Campus Security	John Pardo/Jamie Del Mauro	ex. 3410/3687		
After-School Campus Security	N/A			

## Emergency Situation Contact Tree



After the situation is controlled the AT and or AD should be contacted if they haven't already. Athletic Trainer may contact the sports medicine physician at their discretion for guidance.

## **Medical Emergency Transportation**

Any emergency situation where there is a loss of consciousness, or impairment of Circulation, Airway and Breathing (CAB), a neurovascular compromise, exertional collapse or uncertainty by first responders should be considered an emergent situation and this emergency action plan should be activated.

## **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.

### **In case of a Fire Alarm :**

- 1) Should a fire alarm sound, exit the building immediately through doors leading to the parking lot and stand on the other side of the driveway, away from the building.
- 2) Do not re-enter the building unless instructed by the fire department.

### **In case of a Lockdown:**

- 1) In the event of a lockdown everyone should be quickly and quietly moved into locker rooms or the nearest room where they will sit silently in a spot where they can not be viewed through any windows.
  - a) Coach will lock locker room doors.
  - b) The door should not be opened until the coach is notified that the lockdown is over through a PA announcement or a phone call.
  - c) Coach should take attendance.
  - d) No use of personal cell phones.

### **In case of Severe Thunder/Lightning:**

- 1) In the event that lightning is forecasted, the ATC//Coach will use the flash-to-bang theory, if a lightning detector is not available. Surf Club has detector available for use. When horn sounds either from Surf Club or Madison CC, coaches will follow protocol.
  - 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.
- 2) Teams will then go into the closest lightning safe building:
  - b) Buses are also suitable but not preferred.
- 3) It is safe to return to play when 30 minutes have passed since the last sighting of lightning.

## Response

Venue- and Sport-Specific EAP - See Appendix B

1. Each venue- and sport-specific EAP will outline (at minimum)
  - a. When to activate the EAP **which should occur immediately upon a catastrophic injury occurring**
  - b. Emergency personnel on-site
  - c. Emergency procedure
    - i. Check the scene
    - ii. Determine severity of injury and potential diagnoses
    - iii. Call 911/EMS
1. Provide venue-specific information for the injury and how to get to the site
  - d. Perform emergency procedures (including CPR, First Aid, Cooling, etc.)
  - e. Designate individual to crowd control
  - f. Contact QHP if not present on scene
  - g. Direct ambulance to patient
  - h. Assist QHP with care as directed
  - i. Accompany patient to hospital
  - j. Document event
  - k. Debrief
2. A general overview of the procedures to carry out can be found in Appendix B. For response to individual conditions, please see corresponding policies and procedures.

## Pre-Event Medical Meeting

Prior to any athletic event, a pre-event medical meeting will be conducted. The athletic trainer will introduce themselves to teams/coaches participating in game/practice. Officials should be notified who the AT is. Introductions of AT and EMS when present should also discuss expectations.

## Emergency Personnel

1. Bi-annual certification in CPR/AED and first aid is required for all athletics personnel

associated with practices, competitions, skills instructions, and strength and conditioning.

- a. The following individuals are required (at minimum) to be CPR/AED, first aid certified all coaches to be in compliance with Connecticut Coaching Permit.
2. Copies of training certificates and/or cards should be maintained by the coaches. A class will be offered by the athletic department every two years. Any coach who does not attend that class must find a class to be certified on their own.
3. Additional training and requirements for coaches and other athletics staff members could be assigned by the AD.

### **Roles & Responsibilities**

1. Roles and Responsibilities, including Chain of Command is within the venue-specific EAP. Sometimes these roles will be assigned the day of event depending on practice and or game events.
2. The first responder in an emergency situation during an athletic practice or competition will be a member of the sports medicine staff, such as an AT. However, the first responder may also be a coach or another member of the school personnel.
3. The most medically qualified will check scene safety and provide patient care.
4. Each team may have different roles & responsibilities delineation. It is the responsibility of the AT, AD or head coach to identify these roles & responsibilities prior to the start of each season.

### **Chain of Command**

The first responder in an emergency situation will be a QHP. However, in the event a QHP is not available, the first responder may be a coach or another member of the school personnel. Follow the roles & responsibilities specific for each venue and sport.

### **Emergency Communication**

The most medically qualified person, as identified in the “Chain of Command” will lead.

1. Access to a working telephone line or other device, either fixed or mobile, is required for each individual at each venue. See venue- and sport-specific EAP ([Appendix B](#)) for more information.
  - a. Each team will identify a backup communication plan in the event of a failure of the primary method.

2. Communication is key to a quick, efficient emergency response. A designated individual should call EMS (e.g., call 9-1-1) and remain on the line until directed to hang-up by the operator.
  - a. Each venue will have a designated individual to call EMS, these individuals are delineated in the venue specific EAP (**Appendix B**).
  - b. When communicating with Emergency Medical Services, the following information should be provided:
    - Who you are
    - General information about the injury or situation
    - Vitals
    - Suspected injury
    - Time of injury
    - Location- if they have been moved
    - Level of consciousness
    - Pertinent medical history - allergies, concussions, etc.
    - Any additional information
    - Transportation plan
3. A pre-established phone tree has been developed to ensure all relevant parties are notified **(Page 12)**
4. Emergency contact numbers can be found on **Page 11**.
5. During events, hand signals may be a more effective form of communication rather than technology. Hand signals will be developed if needed.
  - a. Hand signals
    - Cart – two hands in steering wheel motion
    - EMS – first forward in air
    - Head injury – point towards head
    - Airway – One finger in the air motioning in circle

### **Activate Emergency Medical Services**

1. 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.
2. Perform emergency CPR/First Aid if needed
3. If severe bleeding – instruct a nearby individual to assist with bleeding control

4. Instruct coach, student or bystander to get the AED if needed.
5. Instruct a coach student nearby 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. Get someone to open doors and/or gates to the facility
8. .Instruct another coach or bystander to control crowd
9. Contact the Athletic Trainer if they are not on the scene
10. Contact parents
11. Contact Athletic Director
12. A.D. will contact Principal/Superintendent if needed
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.

## Heat Illness

### 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.

**Exercising and Athletic Participation in Hot Weather** The main problem associated with exercising in the hot weather is water loss through sweating. Never restrict the amount of water an athlete drinks. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.

## **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.
4. An accident report must be turned in to the athletic department within 24 hours

### **After-Action Debriefing**

1. A team comprising the AT, AD, coach, site director or stakeholders and school nurse (if needed) will discuss the event within 48 hours.
2. 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.
3. Documentation of this debriefing should be completed.

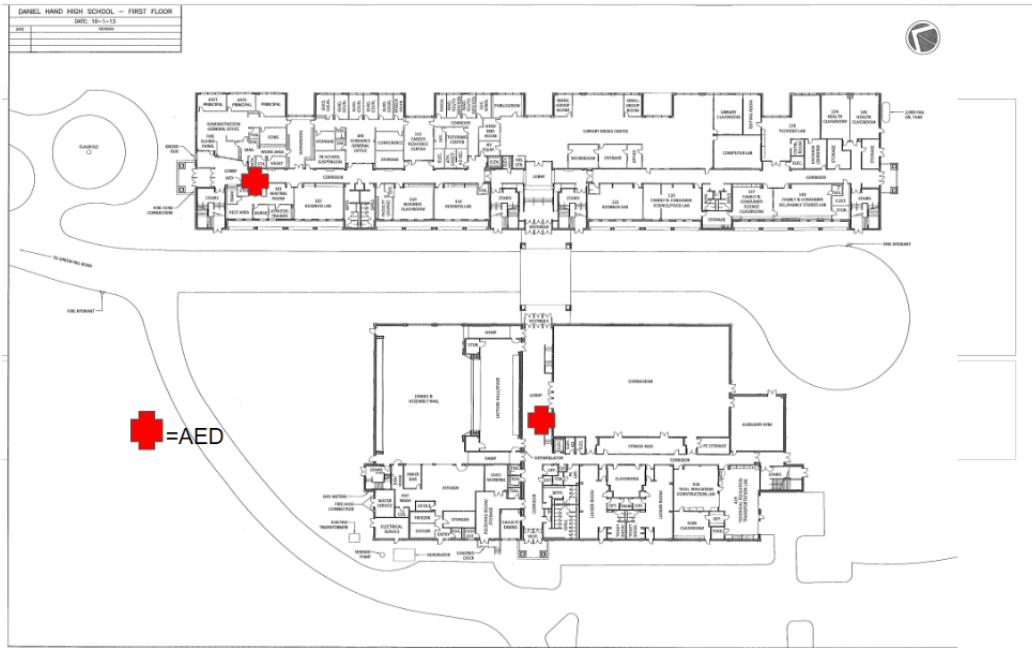
### **Critical Incident Stress Debriefing**

1. A critical incident stress debriefing (CISD) will occur within 48 hours of the incident.
2. The CISD will be initiated by either the AD or AT.
3. All personnel involved in the emergency will be invited to attend the CISD.

## **Documentation**

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

### Appendix A - AED LOCATIONS - MAPS



Daniel Hand AED Locations



Polson AED Locations



Surf Club AED Location

## Appendix B - Venue Specific EAP

Madison Athletics

Emergency Action Plan – Venue-Specific

# Polson Middle School Big Gym (basketball, wrestling)

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

### 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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and

severe bleeding

- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following information.
  - a) Who you are, General information about the injury or situation
  - b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Polson Middle School 302 Green Hill Rd. Madison, CT 06443**

***Straight into the driveway to the back of the school. Sign above main entrance of Polson gym. Turffield and track to the right of entrance.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
- 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
- 6) Designate an individual to control crowd
- 7) Contact the AT for Madison Athletics if not present on scene
- 8) Instruct an individual to meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) This individual will "flag down" and direct to scene
- 9) Assist QHP providing care, EMS and/or other personnel with care as directed
- 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
- 11) Document event and debrief within 48 hours of event

Madison Athletics

Emergency Action Plan – Venue-Specific

**Polson Middle School Small Gym  
(gymnastics)**

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and

severe bleeding

- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following information.
  - a) Who you are, General information about the injury or situation
  - b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Polson Middle School 302 Green Hill Rd. Madison, CT 06443**

***Straight into the driveway to the back of the school. Sign above main entrance of Polson gym. Turf field and track to the right of entrance.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
- 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
- 6) Designate an individual to control crowd
- 7) Contact the AT for Madison Athletics if not present on scene
- 8) Instruct an individual to meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) This individual will "flag down" and direct to scene
- 9) Assist QHP providing care, EMS and/or other personnel with care as directed
- 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
- 11) Document event and debrief within 48 hours of event

Madison Athletics

Emergency Action Plan – Venue-Specific

## Tiger Fitness Center (weightroom)

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following

information.

- a) Who you are, General information about the injury or situation
- b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Polson Middle School 302 Green Hill Rd. Madison, CT 06443**

***Straight into the driveway to the back of the school. Sign above main entrance of Polson gym. Turf field and track to the right of entrance. Weight room is located off the main gym. There is an outside door located around the back of the main entrance towards the baseball field.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  - 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  - 6) Designate an individual to control crowd
  - 7) Contact the AT for Madison Athletics if not present on scene
  - 8) Instruct an individual to meet ambulance and direct to appropriate site
    - a) Open Appropriate Gates/Doors
    - b) This individual will "flag down" and direct to scene
  - 9) Assist QHP providing care, EMS and/or other personnel with care as directed
  - 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
  - 11) Document event and debrief within 48 hours of event

Madison Athletics

Emergency Action Plan – Venue-Specific

**Janssen Grass Fields**  
**(soccer, lacrosse)**

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following

information.

- a) Who you are, General information about the injury or situation
- b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Daniel Hand High School 284 Green Hill Rd. Madison, CT 06443**

***Enter Daniel Hand High School Driveway. Two grass fields right across from the facility buildings.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  - 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  - 6) Designate an individual to control crowd
  - 7) Contact the AT for Madison Athletics if not present on scene
  - 8) Instruct an individual to meet ambulance and direct to appropriate site
    - a) Open Appropriate Gates/Doors
    - b) This individual will "flag down" and direct to scene
  - 9) Assist QHP providing care, EMS and/or other personnel with care as directed
  - 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
  - 11) Document event and debrief within 48 hours of event

Madison Athletics

Emergency Action Plan – Venue-Specific

**Surf Club - Strong Field**  
**(football soccer, lacrosse)**

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following

information.

- a) Who you are, General information about the injury or situation
- b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Surf Club - Strong Field 64 Surf Club road . Madison, CT 06443**

***Main entrance is between two field houses. Gate for ambulance behind the home (Anderson Brothers) field house.***

- c) Any additional information
- d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
- 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
- 6) Designate an individual to control crowd
- 7) Contact the AT for Madison Athletics if not present on scene
- 8) Instruct an individual to meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) This individual will "flag down" and direct to scene
- 9) Assist QHP providing care, EMS and/or other personnel with care as directed
- 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
- 11) Document event and debrief within 48 hours of event

## Madison Athletics

### Emergency Action Plan – Venue-Specific

# Daniel Hand Turf Field and Track

## (football, field hockey, track and field, soccer, lacrosse)

### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

### Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

### 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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following

information.

- a) Who you are, General information about the injury or situation
- b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Daniel Hand High School 286 Green Hill Rd. Madison, CT 06443**

***Enter Daniel Hand High School Driveway. Right to the main entrance or gate by Polson gym entrance if ambulance needs to get closer to track or turf field.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  - 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  - 6) Designate an individual to control crowd
  - 7) Contact the AT for Madison Athletics if not present on scene
  - 8) Instruct an individual to meet ambulance and direct to appropriate site
    - a) Open Appropriate Gates/Doors
    - b) This individual will "flag down" and direct to scene
  - 9) Assist QHP providing care, EMS and/or other personnel with care as directed
  - 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
  - 11) Document event and debrief within 48 hours of event

Madison Athletics

Emergency Action Plan – Venue-Specific

**Polson Turf Softball Field, Upper Green Hill  
Road Grass Softball Field, Polson Front Fields  
(softball, field hockey, lacrosse)**

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and

severe bleeding

- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following information.
  - a) Who you are, General information about the injury or situation
  - b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Polson Middle School 302 Green Hill Rd. Madison, CT 06443**

***Straight into the driveway to the back of the school. Sign above main entrance of Polson gym. Turffield and track to the right of entrance.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
- 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
- 6) Designate an individual to control crowd
- 7) Contact the AT for Madison Athletics if not present on scene
- 8) Instruct an individual to meet ambulance and direct to appropriate site
  - a) Open Appropriate Gates/Doors
  - b) This individual will "flag down" and direct to scene
- 9) Assist QHP providing care, EMS and/or other personnel with care as directed
- 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
- 11) Document event and debrief within 48 hours of event

## Madison Athletics

### Emergency Action Plan – Venue-Specific

# Polson Baseball Field

## (baseball)

#### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

#### Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

#### 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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following

information.

- a) Who you are, General information about the injury or situation
- b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Polson Middle School 302 Green Hill Rd. Madison, CT 06443**

***Straight into the driveway to the back of the school. Stay right of the main entrance to the gymnasium. Field is around the back of the school.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  - 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  - 6) Designate an individual to control crowd
  - 7) Contact the AT for Madison Athletics if not present on scene
  - 8) Instruct an individual to meet ambulance and direct to appropriate site
    - a) Open Appropriate Gates/Doors
    - b) This individual will "flag down" and direct to scene
  - 9) Assist QHP providing care, EMS and/or other personnel with care as directed
  - 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
  - 11) Document event and debrief within 48 hours of event

## Madison Athletics

### Emergency Action Plan – Venue-Specific

# Polson Tennis Courts (tennis)

#### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

#### Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

#### 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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding

3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following information.

- a) Who you are, General information about the injury or situation
- b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Polson Middle School 302 Green Hill Rd. Madison, CT 06443**

***Enter Polson Middle School Driveway and head to the main entrance. Pass the entrance and walkway to the tennis courts is on the right hand side.***

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  - 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  - 6) Designate an individual to control crowd
  - 7) Contact the AT for Madison Athletics if not present on scene
  - 8) Instruct an individual to meet ambulance and direct to appropriate site
    - a) Open Appropriate Gates/Doors
    - b) This individual will "flag down" and direct to scene
  - 9) Assist QHP providing care, EMS and/or other personnel with care as directed
  - 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
  - 11) Document event and debrief within 48 hours of event

## Madison Athletics

### Emergency Action Plan – Venue-Specific

# Madison Country Club (golf)

#### Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

#### Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

#### 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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and severe bleeding
- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following

information.

- a) Who you are, General information about the injury or situation
- b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Madison Country Club 8 Warf Road. Madison, CT 06443**

**The best entrance for EMT service or Ambulance is to go to the parking lot directed by Golf Course Personnel. Pro Shop Number: 203-245-2336**

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  - 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  - 6) Designate an individual to control crowd
  - 7) Contact the AT for Madison Athletics if not present on scene
  - 8) Instruct an individual to meet ambulance and direct to appropriate site
    - a) Open Appropriate Gates/Doors
    - b) This individual will "flag down" and direct to scene
  - 9) Assist QHP providing care, EMS and/or other personnel with care as directed
  - 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
  - 11) Document event and debrief within 48 hours of event

Madison Athletics

Emergency Action Plan – Venue-Specific

## **Madison Swim and Racquet Swimming Pool**

### **(swim and tennis )**

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and

severe bleeding

- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following information.
- a) Who you are, General information about the injury or situation
  - b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**MRSC 26 Scotland Road Madison, CT 06443**

**Pool Specific EAP:**

**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.

**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).

### **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 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.

### **Protocol After Evacuation of Injured/Ill Person**

- 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 coach or athletic trainer will complete an accident form with the assistance of the coach if necessary, in a timely manner.

- c) Any additional information
  - d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
  - 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
  - 6) Designate an individual to control crowd
  - 7) Contact the AT for Madison Athletics if not present on scene
  - 8) Instruct an individual to meet ambulance and direct to appropriate site
    - a) Open Appropriate Gates/Doors
    - b) This individual will "flag down" and direct to scene
  - 9) Assist QHP providing care, EMS and/or other personnel with care as directed
  - 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
  - 11) Document event and debrief within 48 hours of event

Madison Athletics

Emergency Action Plan – Venue-Specific

# Northford Ice Pavilion

## (Ice hockey)

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Exertional collapse with central nervous system dysfunction
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Madison AT will be on site starting at 2:00pm. until the conclusion of games/practices.. Emergencies during activities with no QHP onsite, EMS should be contacted immediately.

Venue Roles & Responsibilities to be assigned by coach, AT or AD depending on practice and or game. (these are the primary individuals, others may assist with tasks as necessary)

- |  |                               |
|--|-------------------------------|
| 1. Primary Provider of Medical Care - Athletic Trainer | 5. Crowd Control              |
| 2. Calls 911 - AT, AD or assigned coach                | 6. Meets Ambulance            |
| 3. Retrieves Emergency Equipment -                     | 7. Contacts Stakeholders      |
| 4. Opens Gates   | 8. Accompanies Pt to Hospital |

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) Identify severity of injury and potential diagnoses
  - a) Check circulation/airway/breathing (CAB), level of consciousness, and

severe bleeding

- 3) Instruct [identify who will be responsible for calling 911] to call 911, provide the following information.
  - a) Who you are, General information about the injury or situation
  - b) Where you are (Provide: name, location of downed patient, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions\*)

**Northford Ice Pavillion - 24 Fire-Lite Pl, Northford, CT 06472**

**The best entrance for EMT and or Ambulance is the main entrance.**

- c) Any additional information
- d) \*STAY ON THE PHONE, BE THE LAST TO HANG UP\*
- 4) Perform emergency care (including, CPR, AED application, First Aid, Cooling, etc.)
- 5) Instruct an individual to get the relevant emergency equipment (i.e., AED, rectal thermometer, prepare cold-tub, glucose, first aid supplies, emergency kit)
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- 9) Assist QHP providing care, EMS and/or other personnel with care as directed
- 10) Designate an assistant coach who will accompany the patient to the hospital or follow in a car if not allowed in ambulance if parent/guardian is not available
- 11) Document event and debrief within 48 hours of event

## Appendix C - Copy of Accident Report

### ACCIDENT REPORT

**Instructions:** Fill in completely. Use this form to report all accidents to students that occur while they are under the jurisdiction of the school, while students are on school property, in school buildings, and the way to and from school.

**Important:** It is essential that the accident be described in sufficient detail to show safe and unsafe acts and conditions existing where the accident occurred. (When possible use a check mark.) Please print or type.

1. Name \_\_\_\_\_ Home Address \_\_\_\_\_ Phone # \_\_\_\_\_

2. Sex: M  F  Age \_\_\_\_\_ School \_\_\_\_\_ Teacher/Coach \_\_\_\_\_

3. Time of Accident: Hour \_\_\_\_\_ AM  PM  Date: \_\_\_\_\_

4. Place of Accident: School Building \_\_\_\_\_ School Grounds \_\_\_\_\_ To or From School \_\_\_\_\_ Interscholastic Athletics \_\_\_\_\_

5. School Insurance: Yes  No  Insurance Company \_\_\_\_\_

**Apparent Nature of Injury:**  Abrasion  Bruise  Burn  Cut  Fracture  Laceration  Puncture  Sprain  Other (specify) \_\_\_\_\_

**Part of body injured:**  Ankle  Arm  Back  Elbow  Eye  Face  Finger  Foot  Hand  Head  Knee  Leg  Nose  Scalp  
 Tooth  Wrist  Other (specify) \_\_\_\_\_

**Specific Activity:**  Athletic  Auditorium  Classroom  Corridor  Cafeteria  Dressing Room  
 Gymnasium  Home Economics  Laboratories  School Grounds  Shop \_\_\_\_\_  Stairs  
 Other (specify) \_\_\_\_\_

**Immediate Action Taken:** First Aid Treatment  Sent to School Nurse  Sent Home   
Sent to MD/DO/APRN/PA  Sent to School Med Advisor  Sent to Hospital

Physician's Name \_\_\_\_\_ Name of Hospital \_\_\_\_\_ Admitted \_\_\_ Y \_\_\_ N

Phone # \_\_\_\_\_ How was patient transported \_\_\_\_\_

Was the parent or other individual notified? \_\_\_ Y \_\_\_ N Who \_\_\_\_\_ When \_\_\_\_\_ How \_\_\_\_\_

By whom (enter name) \_\_\_\_\_

Description of Accident and treatment given: How did the accident happen; what was the student doing; Where was the student. List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine, or equipment involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow Up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Witness's Name and Address

Witness's Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total of days lost from school \_\_\_\_\_  
(To be completed when student returns to school)

Page

1

/

Principal  
Nurse

—

Q

+

Date \_\_\_\_\_

Date \_\_\_\_\_