

# Emergency Action Plan

## Table of Contents

### Introduction

Emergency Personnel.....	pg. 3
Emergency Communication.....	pg. 3-4
Emergency Equipment.....	pg. 4
Emergency Phone Numbers.....	pg. 5

### Directions to Area Hospitals

Sharon Hospital.....	pg. 5
Charlotte Hungerford.....	pg. 5
Fairview Hospital.....	pg. 5

### Emergency Action Plan per Venue

Outside Fields.....	pg. 6
Gymnasium.....	pg. 7
Fitness Room.....	pg. 8
Tennis Courts.....	pg. 9
The Hotchkiss School.....	pg 10

**Emergency Action Plan for Lightning..... pg. 11**

**Emergency Action Plan for Heat Illness..... pg. 12**

## Northwestern Regional High School Athletic Department Emergency Action Plan

The purpose of this document is to provide instructions to members of the Northwestern Regional High School Athletic Department in the event of a medical emergency involving a student athlete. A medical emergency is any life threatening injury of illness that requires immediate medical attention. Emergency situations can occur at any time during participation in athletic activities. Prompt and efficient action must be taken to provide the best possible treatment. This plan will help ensure that the best care is provided

Members of the athletic department staff are required to familiarize themselves with this emergency action plan. There are times throughout the year when a certified

1.

athletic trainer (ATC) may not be present. In this event, it is imperative that those involved with student-athletes are familiar with the actions taken during a medical emergency.

Prior to the start of each athletic season, coaches will review the emergency plan in detail with the athletic trainer. The coach is responsible for knowing how to access the emergency plan. The emergency action will be posted at each athletic venue. A copy of the emergency action plan will be given to each coach. This should be kept accessible throughout the season. There are three basic components of the emergency action plan: emergency personnel, emergency communication and emergency equipment

## **I. Emergency Personnel**

The type of medical coverage for an event will vary depending on factors such as the particular sport, setting and type of training or competition. The majority of athletic events a **Certified Athletic Trainer (ATC)** will be present. Other members of the emergency action team may include; **coaches, Athletic Director (AD), game management staff, and security personnel**. The responsibilities of those individuals within the emergency medical team will vary depending on each person's medical training. Responsibilities of the emergency medical team may include but are not limited to:

### **A. Immediate Care of the Student Athlete**

This will be performed by the highest trained medical professional on the scene of the injury. In most cases, this will be the ATC. If the ATC is not present, the coach will serve as the first responder. The first responder should be identified at the start of each athletic event.

### **B. Emergency Equipment Retrieval**

This task can be performed by anyone on the emergency medical team that is familiar with the location and type of equipment needed.

### **C. Activation of Emergency Medical Services**

EMS should be activated as soon as the situation is deemed an emergency or life threatening event. The person who activates EMS needs to be calm, able to communicate clearly and familiar with the location of the athletic event. This person should not be the highest trained medical professional, as they should be tending to the injured student athlete.

## **II. Emergency Communication**

### **A. Activation of EMS**

The ATC and or coach/AD should have a cellular phone with them at every practice and game session. Prior to the start of the activity, cell phones should be

2.

checked to ensure that there is service in the area of the athletic event. Specific information regarding the location of land line telephones is included in the emergency action plans for each athletic venue. **EMS is activated by dialing 9-1-1.**

The following information should be provided to the dispatcher when calling EMS:

1. The number of injured student athlete(s).
2. The condition of the student athlete(s).
3. The care currently being provided.
4. The exact location where the injury occurred (specific directions are included in the emergency action plan for each venue).
5. The location of where a member of the emergency action team will meet the ambulance.
6. To ensure that the dispatcher has all the information that they need. **Only hang up after the dispatcher has hung up.**

**EMS should be contacted before the ATC, if the ATC is not present at that particular venue or event.** The ATC should only be contacted after EMS is activated if the covering ATC is not available. Coaches should use their cell phones to call the ATC on duty.

## **B. After EMS Activation**

### **1. Meet the ambulance**

Once EMS is activated, a member of the emergency action team (AD, security guard, police officer or game management staff) will go meet the ambulance at the designated location.

Please note specific directions will be given for each venue in venues emergency action plan

### **2. Clear Players and Spectators**

Coaches will be in charge of keeping members of the team and fans away from the injured student athlete(s).

### **3. Accompany the Athlete**

The parents or legal guardians if present will accompany the student athlete(s) to the hospital. If the parent or legal guardian is not present a coach or school representative from that team should accompany the athlete(s) to the hospital. **The person accompanying the student athlete must have that athlete's medical history form with them.**

#### **4. Contact Parents or Legal Guardians**

Once the athlete(s) is in the care of EMS, the coach, ATC or AD will contact the student athlete's legal guardians. If the AD is not present he or she should be notified if EMS is called.

### **III. Emergency Equipment**

Depending on the location of the athletic event and the emergency personnel on-site, there will be different emergency equipment available. All events should have a medical kit with a CPR mask, non-latex gloves, biohazard bag, first aid supplies and each student athlete's emergency information form. There is additional biohazard cleanup material located in the athletic training room. The athletic trainer will have his/her medical kit with them at all times containing a multitude of medical supplies, in order to effectively treat various injuries. There is a splint bag containing vacuum splints, crutches and other immobilizers that is kept on the golf cart during fall and spring and in the training room during winter.

#### **Automated External Defibrillator (AED)**

During Fall and Spring, the AED is located on the golf cart. There is an AED located by the entrance to the gym by the public bathrooms.

### **Emergency Phone Numbers**

**EMS** 9-1-1 by cell phone or 9-9-1-1 by land line

**Athletic Trainer** Amanda Soltis 860-309-2844

**School Physician** Ann M. Milanese, MD [860\) 837-5758](tel:8608375758) 11 South Rd, Farmington, CT 06032

**School Nurses** Dorothy Mitchell, RN [dmitchell@nwr7.org](mailto:dmitchell@nwr7.org). Amanda D'Urso RN [adurso@nwr7.org](mailto:adurso@nwr7.org)

860-379-8525 ext 2618

**Only here until 3pm**

**Athletic Director Fred Williams** [fwilliams@nwr7.org](mailto:fwilliams@nwr7.org)

860-379-8525 ext 2700 (office) 860-307-7184 (cell)

## Area Hospitals

**Sharon Hospital (50 Hospital Hill Road Sharon, CT 860-364-4000)**

**Bristol Hospital 41 Brewster Rd #5161, Bristol, CT 06010 ((860) 585-3000)**

**Charlotte Hungerford Hospital (540 Litchfield Street Torrington, CT 860-496-6666)**

**St Francis Hospital (114 Woodland St, Hartford, CT 06105 (860) 714-4000)**

**Hartford Hospital (80 Seymour St, Hartford, CT 06106 (860) 545-5000 )**

## Northwestern Regional High School Athletic Department Emergency Action Plan Outside Fields

### **Emergency Personnel**

**Games/Meets:** Coaches, ATC on-site, AD (in most cases) **Practices:** Coaches and ATC (in most cases); AD (accessible by phone)

### **Emergency Communication**

Coach, ATC and AD will communicate by cell phone.

### **Emergency Equipment**

Medical kits will be at all practices and games. Each team's medical kit should contain biohazard material, CPR mask, first aid supplies and medical history forms. The ATC on-site will have splints, AED and crutches on the golf cart.

### **Emergency Procedures**

1. Perform emergency first aid and CPR. This action will be performed by the emergency action team's highest trained medical professional on-site.
2. Call 9-1-1 or instruct assistant coach or other responsible adult to call. Get the AED.
3. Provide specific information about the injury and how many are injured.
- 5.

4. Give specific directions to the athletic venue (ie which field the emergency has occurred) **Note EMS, ATC and AD will have a key to gate entering all field access at north end.**

5. The ATC, AD or head coach should call (in that order) the legal guardian if they are not present at the game or practice venue.

6. Send assistant coach or AD to meet the ambulance parking lot, and make sure the appropriate gate is open. Then direct the ambulance to the scene of the injury.

7. The legal guardian will accompany the student athlete to the hospital. If the legal guardian is not present the head coach or assistant should accompany the student athlete to the hospital.

8. After the student athlete is under the care of EMS, notify the ATC and the AD if he/she is not on-site

**Northwestern Regional High School Athletic Department**  
**Emergency Action Plan**  
**Main Gymnasium**

**Emergency Personnel**

**Games:** Coaches, ATC (in most cases), AD (in most cases)

**Practices:** Coaches and ATC (accessible by phone in most cases)

**Emergency Communication**

Coaches, ATC and AD will communicate via cell phone

**Emergency Equipment**

Medical kits will be at all practices and games. The team medical kit should contain biohazard material, CPR mask, first aid supplies and medical history forms. The AED will be stored in an AED case, located on the wall across from the gym before the glass doors. Splinting materials will be in the training room.

**Emergency Procedures**

1. Perform emergency first aid and CPR. This action will be performed by the emergency action team's highest trained medical professional on-site.

6.

2. Call 9-1-1 or instruct assistant coach or other responsible adult to call.  
Get the AED. 3. Provide specific information about the injury and how many are injured.
4. Give specific directions to the athletic venue:
5. The ATC, AD or head coach should call (in that order) the legal guardian if they are not present at the game venue.
6. Send assistant coach or responsible student athlete to meet the ambulance at the side access door to the high school gymnasium.
7. The legal guardian will accompany the athlete to the hospital. If the legal guardian is not present a coach should accompany the athlete to the hospital.
8. After the student athlete is under the care of EMS, notify the AD and ATC if he/she is not on-site

**Northwestern Regional High School Athletic Department**  
**Emergency Action Plan**  
**Fitness Room**

**Emergency Personnel**

**Fitness Room:** Coaches only

**Emergency Communication**

Coaches, ATC and AD will communicate via cell phone

**Emergency Equipment**

The AED will be stored in an AED case, located on the wall across from the gym before the glass doors.

**Emergency Procedures**

1. Perform emergency first aid and CPR. This action will be performed by the emergency action team's highest trained medical professional on-site.
2. Call 9-1-1 or instruct assistant coach or other responsible adult to call.  
Get the AED.
- 7.

3. Provide specific information about the injury and how many are injured.
4. Give specific directions to the athletic venue.
5. The ATC, AD or head coach should call (in that order) the legal guardian if they are not present.
6. Send assistant coach or responsible student athlete to meet the ambulance at the Entrance of the high school.
7. The legal guardian will accompany the athlete to the hospital. If the legal guardian is not present a coach or school representative should accompany the athlete to the hospital.
8. After the student athlete is under the care of EMS, notify the AD and ATC if he/she is not on-site

**Northwestern Regional High School Athletic Department**  
**Emergency Action Plan**  
**Tennis Courts**

**Emergency Personnel**

**Games and Practices:** Coaches only

**Emergency Communication**

Coaches, ATC and AD will communicate via cell phone

**Emergency Equipment**

Medical kits will be at all practices and games. The team medical kit should contain biohazard material, CPR mask, first aid supplies and medical history forms.

**Emergency Procedures**

1. Perform emergency first aid and CPR. This action will be performed by the emergency action team's highest trained medical professional on-site.
2. Call 9-1-1 or instruct assistant coach or other responsible adult to call.
3. Provide specific information about the injury and how many are injured.
4. Give specific directions to the athletic venue.
- 8.



5. The ATC, AD or head coach should call (in that order) the legal guardian if they are not present at the game venue.
6. Send AD or responsible athlete to meet the ambulance at the entrance to the tennis courts.
7. The legal guardian will accompany the student athlete to the hospital. If the legal guardian is not present a coach or school representative should accompany the student athlete to the hospital.
8. After the student athlete is under the care of EMS, notify the AD and ATC if he/she is not on-site

**Northwestern Regional High School Athletic Department**  
**Emergency Action Plan**  
**Winsted YMCA (Swimming)**

**Emergency Personnel**

**Pool:** Coaches (who are also EMTs), Lifeguards, AD (in some cases)

**Emergency Communication**

Coaches, ATC and AD will communicate via cell phone

**Emergency Equipment**

Medical kits will be at all practices and games. The team medical kit should contain biohazard material, CPR mask, first aid supplies and medical history forms. AED is stored in the hall .

**These are general guidelines for the YMCA Pool. Please follow the YMCA's emergency action plan.**

1. Perform emergency first aid and CPR. This action will be performed by the emergency action team's highest trained medical profession on-site.
2. Call 9-1-1 or instruct assistant coach or other responsible adult to call.  
Get the AED. 3. Provide specific information about the injury and how many are injured.
4. The ATC, AD or head coach should call (in that order) the legal guardian if they are not present at the game venue.
- 9.

5. Send assistant coach to meet the ambulance at the entrance to the pool.
6. The legal guardian will accompany the student athlete to the hospital. If the legal guardian is not present a coach or school representative should accompany the student athlete to the hospital.
7. After the student athlete is under the care of EMS, notify the AD and ATC if he/she is not on-site.

**Northwestern Regional High School Athletic Department**  
**Emergency Action Plan for Lightning**  
**Outside Fields including Tennis Courts**

**Chain of Command responsible for making decisions regarding suspension and return to play:** ATC, Officials/AD, Coach.

**Procedure:**

1. If thunderstorms are predicted, the person in charge (see chain of command) will communicate with all coaches and officials (if games are scheduled) regarding the possibility of lightning prior to the start of activities.
2. When the person in charge hears thunder or sees lightning, the person in charge will notify all teams that all activities have been suspended and to begin evacuating the fields to the closest entrance to the high school building (established safe structure).
3. A safe structure is any substantial, frequently inhabited building. The building should have four solid walls (not a dugout), electricity and telephone wiring, as well as plumbing, all of which aid in grounding a structure. The secondary choice for a safe structure is a fully enclosed vehicle with a metal roof and windows completely closed. The safe structure for the outside fields is the School Building.
4. Once activities have been suspended, the person in charge will wait 30 minutes following the last sound of thunder or lightning flash prior to giving the "All Clear" signal. At this time, all outside activities may resume.

**Northwestern Regional High School Athletic Department**  
**Emergency Action Plan for Lightning**  
**YMC Pool**

**Chain of Command responsible for making decisions regarding suspension and return to play.**

10.

**These are general guidelines for the YMCA Pool. Please follow the YMCA's emergency action plan.**

**Procedure:**

1. All activity will be suspended and all persons will be removed from the pool, pool deck, and spectator area upon hearing thunder or seeing lightning.
2. Activity will resume 30 minutes following the last sound of thunder or lightning flash.

**Northwestern Regional High School Athletic Department**  
**Emergency Action Plan for Heat Illness**

**Emergency Personnel**

**Games:** Coaches, ATC (in most cases), AD (in most cases)

**Practices:** Coaches, ATC (in most cases), AD (accessible by phone)

**Emergency Communication**

Coaches, ATC and AD will communicate via cell phone

**Emergency Equipment**

Plastic tub for submersion located in Track storage building

**Procedures:**

1. All students will have ten (10) practice days of increasing intensity for acclimatization prior to the first competition. Each exposure should involve a gradual increase in the intensity and duration of exercise until the exercise is comparable to that likely to occur in competition.
2. When conditions are extreme, training or competition may be modified or rescheduled to a cooler time of day. Students will be given unlimited hydration during training and acclimatization. The chart using the wet bulb globe temperature (WBGT) will be used to modify or reschedule activity. Modifications may include removing protective equipment, such as helmets and padding, recommendations of wearing light colored clothing, and frequent rest periods.
3. When WBGT reading is within 81.1°F to 84.0°F (yellow), the plastic tub will be half filled, three to four large coolers of ice will be placed next to the tub and the area will be shaded using the EZ Up tent. Towels will be placed next to the tub as well.

Heat exhaustion— Heat exhaustion is a form of shock due to depletion of bodily fluids. Symptoms usually include but are not limited to: profound weakness, exhaustion, dizziness/fainting, and muscle cramps.

**Emergency Procedure:**

1. Rest in a cool, shaded environment. Cool, wet towels will be placed on the athlete to help with cooling.
2. Fluids should be given orally.
3. Although rapid recovery is not unusual, student athletes suffering from heat exhaustion should not be allowed to practice or compete for the remainder of that day.

Heatstroke—Heatstroke is a medical emergency. Medical care must be obtained at once; a delay in treatment can be fatal. Symptoms usually include but are not limited to: very high body temperature; profuse sweating; and possibly seizure or coma.

**Emergency Procedure:**

1. Call 9-1-1 or instruct assistant coach or other responsible adult to call (follow Venue Emergency Action Plan).
2. Immediate and continuous cooling of the body by removal of excess clothing and equipment and immersion in cold water or by using rotating cold, wet towels to cover as much of the body surface as possible within 10 minutes of collapse. Cold immersion will continue for at least 30 minutes before the victim will be transported to hospital.
3. Continue to monitor Airway and Breathing during continuous cooling.



**WBGT Activity Guidelines (Category 1) Activity Guidelines**

Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.

Use discretion for intense or prolonged exercise; watch at-risk players carefully.

Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.

Maximum practice time is 2 h. For Football: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.

Maximum practice time is 1 h. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 min of rest breaks distributed throughout the hour of practice. No outdoor workouts. Delay practice until a cooler WBGT level is reached.

Last Edited 2021

