



ADVANCED PHYSICAL THERAPY^{LLC}

ORTHOPEDICS · SPINE · SPORTS MEDICINE

Emergency Action Plan

Terryville High School

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses / directions to the venue, and a chain of command with important phone numbers have been listed here.

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Documentation of Recent Changes

As changes to the EAP are made, please list the change, page affected and date that the change was made.

Specific Changes Made	Page(s) Affected	Date
Inclusion of Site Maps	20-24	7/1/2024

Emergency Action Plan for Athletics

Overview

Introduction

Emergency situations may arise at any time during athletic events. Expedient actions must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medic coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communications
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), emergency action plan review, and prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. All coaches are required to have CPR, First Aid, AED, and concussion management training certifications.

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The four basic roles within the emergency team are:

- 1. Establish scene safety and immediate care of the athlete:**
 - a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
- 2. Activation of Emergency Medical Services:**
 - a. This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor, and this may be done by anyone on the team.
- 3. Equipment Retrieval:**
 - a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
- 4. Direction of EMS to the scene:**
 - a. One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Activating Emergency Medical Services

Call 9-1-1

Provide information

- Name, address, telephone number of caller
- Nature of the emergency (medical or non-medical) *
- Number of athletes
- Condition of the athlete(s)
- First aid treatment initiated by the first responder
- Specific directions as needed to locate the emergency scene (i.e. "use the south entrance of the school off Harwinton Ave.")
- Other information requested by the dispatcher
- DO NOT HANG UP FIRST

*If non-medical, refer to the specified checklist of the schools non-athletics emergency action plan.

Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page [fill in page # here] for emergency communication guidelines for Terryville High School

Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a "load and go" situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experiences doubt in their mind regarding the severity of the situation should consider a "load and go" situation and transport the individual.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions.

Post EAP Activation Procedures:

Documentation

Documentation must be done by ATC (or other provider) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

Debriefing

A team comprising of the ATC, AD, coaches, nurse and one or two other school district employees not involved with the situation must discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to EAP should be made for promptness.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan, Terryville High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
 - a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
2. A copy of the relevant EAP will be in each medical kit which is to be kept with the coach at every practice / event
3. A copy of the EAP will be posted on the wall in the athletic training room

Chain of Command

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

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

In the event that a certified athletic trainer is not present or on-site at the time of the injury, the following chain of command would be used:

1. Head Coach
2. Assistant Coach
3. Athletic Director

Emergency Telephone Numbers

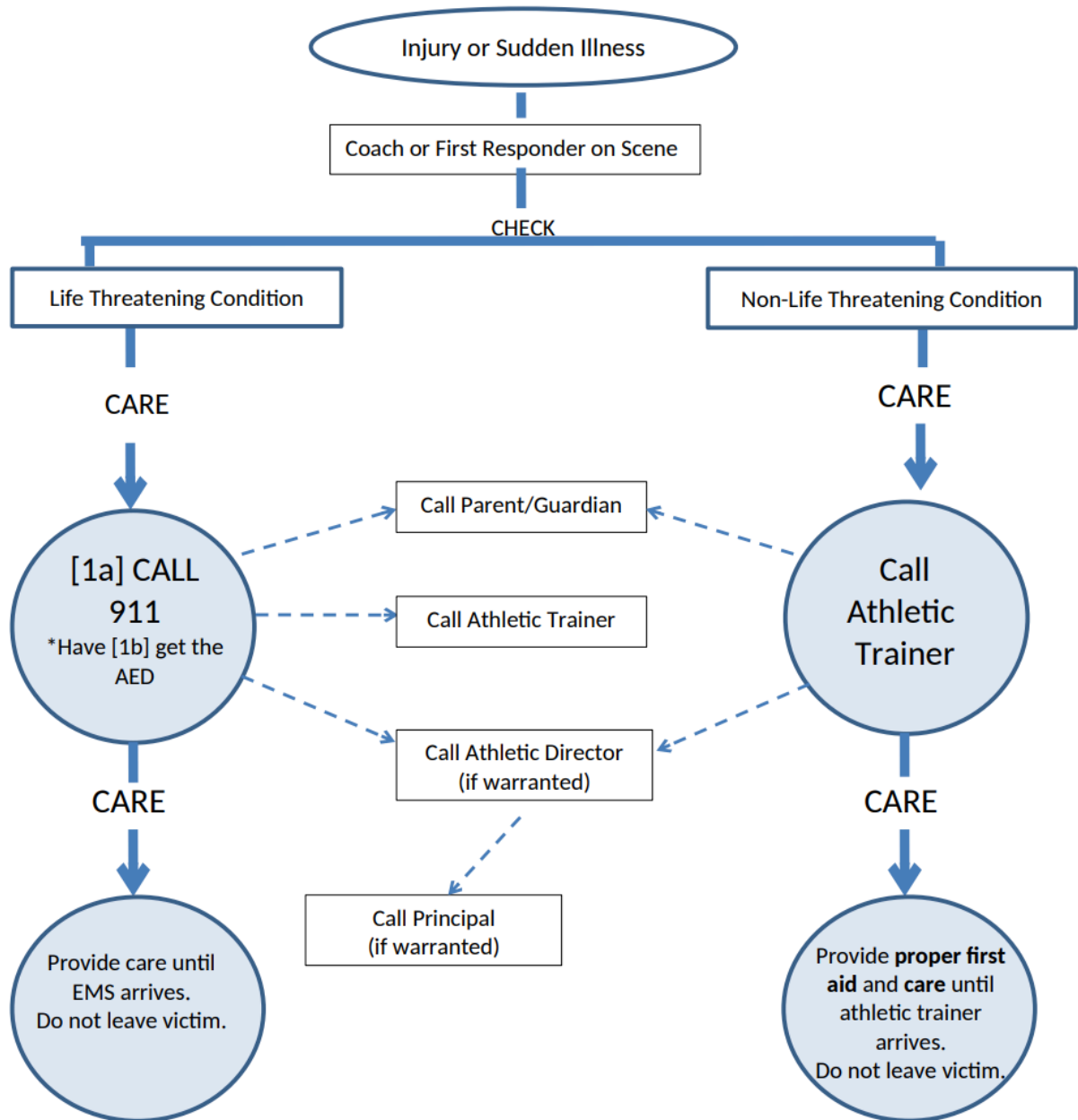
This list is only to be used in the case of an emergency.

Off-Site Contacts	Phone Number
Emergency	
Police Department	
Fire Department	
Ambulance Core	
[List Local ER] (ER)	
[List other Local ER] (ER)	

On-Site Contacts	Phone Number
Athletic Training Room	
Nurse	
Athletic Director –	
Main Office	

Title	Name	Office	Cell
Athletic Trainer			
Athletic Director			
Principal			
Nurse			

Emergency Situation Contact Tree



After the situation is controlled: Contact Athletic Director – Mark Fowler

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

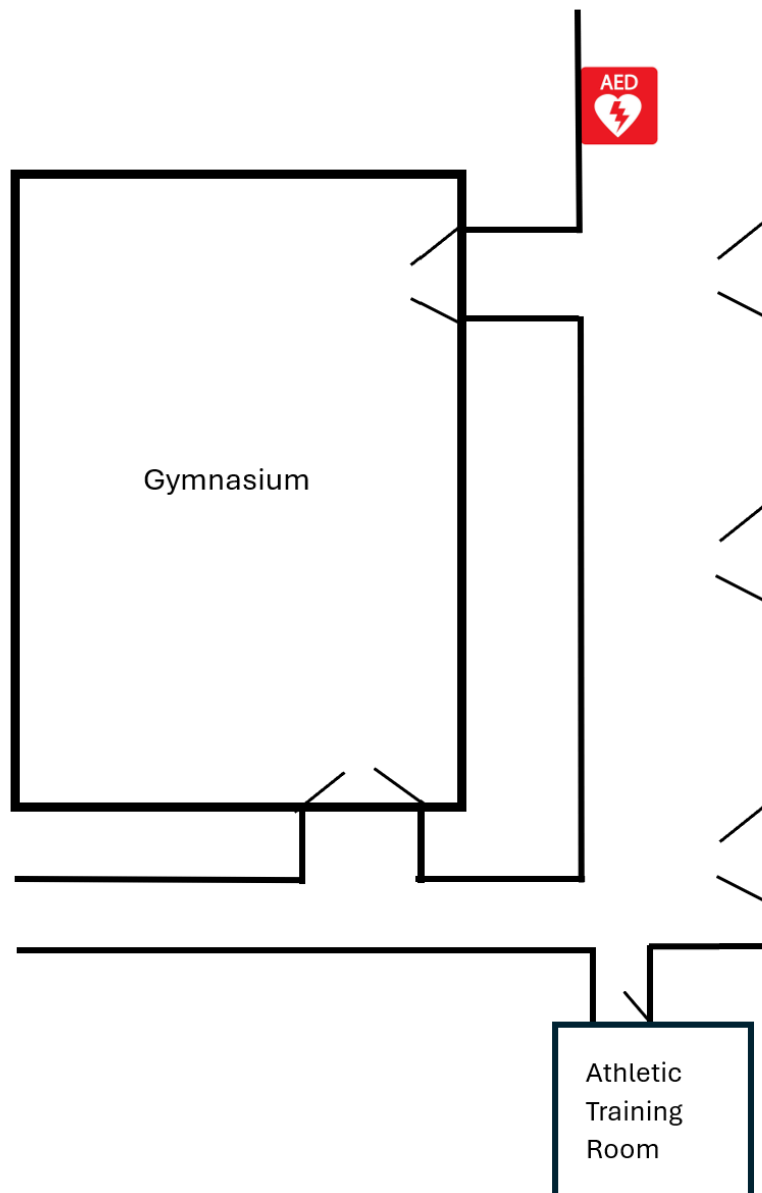
Emergency Equipment Locations

Emergency Equipment:

1. Athletic Trainer Medical Kit
 - a. Located with ATC for all covered events
2. AED
 - a. Location of Primary AED – With Athletic Trainer at all covered events
 - b. Location of Secondary AED – within the school building by the gymnasium main entrance
3. Nearest Phone
 - a. Athletic Trainer's personal cell phone will be on their person while covering all events.
 - b. Coaches' should have their personal cell phones on their person at practice and games (find emergency numbers on page 10)
4. Rescue Inhalers
 - a. Coaches are responsible for each student who has an inhaler and is responsible for bringing the inhaler if they are provided with one.
 - b. Inhalers must be left with the coach (labeled with their name) during practices and games, not left in their personal bags.
 - c. Athletic Trainer may be given a backup inhaler by parent or athlete to keep in the med kit.
5. Epi Pen
 - a. Coaches are responsible for each student who has an epi pen and is responsible for bringing their epi pen with them to all practices and games.
 - b. Epi pen must be left with the coach (labeled with their name) during practices and games, not left in their person bags.
 - c. Athletic Trainer may be given a backup by the parent or athlete to keep in the med kit.
6. Splints
 - a. With ATC during events or in ATR
7. Bio-hazard bags
 - a. Red bags – in athletic training med kit and in ATR
 - b. Disposal Bin – in ATR

Terryville High School AED Location

The main AED for Terryville High School is to the right of the Gymnasium main entrance.



Lightning

Outdoor activities will be postponed when lightning is within 10 miles.

Seek shelter immediately. Go inside the nearest building with plumbing, onto buses or personal vehicles. DUGOUTS AND PAVILIONS ARE NOT SAFE SPACES.

Outdoor activities will resume 30 minutes after the last thunder or lightning strike is detected, seen or heard.

Exertional heat stroke

Call 911 and initiate cold water immersion alternatives.

Best practice is to have the core body temperature below 101°F before being transported. “Cool first, transport second.”

Emergency Action Procedures

Activate the EAP:

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

Emergency Personnel:

Terryville High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct Coach / bystanders to call 911
 - Provide the following information
 - a. Who are you
 - b. General information of the situation
 - c. Where you are (Provide: name, location of the situation, address, telephone #, number of individuals, type of injury occurred, treatment provided, specific directions).
 - d. ***STAY ON THE PHONE, BE THE LAST TO HANG UP! ***
3. Perform CPR / First Aid
 - a. Check ABC's, LOC, and for severe breathing.
 - i. If the Athletic Trainer is present, they will stay with the athlete and provide immediate care.
 - ii. If the Athletic Trainer is not present, most qualified coach will stay with athlete and provide immediate care.
 - b. **Instruct coach or bystander to GET AED!!**
4. Designate coaches or bystander to control crowd.
5. Contact the Athletic Trainer for Terryville high school if not present on scene
6. Meet ambulance and direct to appropriate site.
 - a. Open all necessary gates/doors
 - b. Designate an individual to "flag down" and direct to scene
 - c. Control injury site, limit care providers
7. Assist ATC / EMS with care as directed
8. An assistant coach must go with the athlete to the hospital or follow in care if not allowed in ambulance
9. Document event and debrief.

Injury Specific Emergency Action plan

Sudden Cardiac Arrest		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Loss of consciousness • Agonal breathing • Absence of heartbeat • Absence of breathing 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • Get AED • Start CPR (30 compressions and 2 breaths) • Count 30 as in “ONE one thousand, TWO one thousand...”) • Apply AED as soon as possible
Head and Neck Injury		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Loss of consciousness • Numbness and tingling • Loss of sensation • Loss of movement • Pain and tenderness on the neck 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • DO NOT MOVE THE ATHLETE until EMS takes over • Stay with the athlete and monitor the symptoms

Concussion		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Loss of consciousness • Vomiting • Pupils unequal in size • Severe headache/dizziness • Loss of movement/sensation • Neck pain and tenderness • Seizure 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • DO NOT RETURN THE ATHLETE TO PARTICIPATION on the same day
Exertional Heat Stroke		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Core body temperature higher than 104°F. • Changes in personality/behaviors • Central nervous system dysfunction 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • Initiate cold water immersion immediately • Reduce core body temperature below 101°F before transporting with the EMS

Asthma		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Wheezing • Difficulty breathing • Unable to finish a sentence • Chest pain 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • Help the athlete self-administer the inhaler
Anaphylaxis		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Skin reactions • Swollen tongue or throat • Wheezing and trouble breathing • Nausea • Vomiting • Diarrhea • Dizziness • Loss of consciousness 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • Help the athlete self-administer the Epi-Pen

Diabetes		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Confusion or drowsiness • Hunger • Profuse sweating • Clammy skin • Loss of consciousness 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • Provide sugar or food
Seizure		
CHECK	CALL	CARE
<ul style="list-style-type: none"> • Involuntary muscle contraction • Vomiting • Loss of consciousness 	<ul style="list-style-type: none"> • Call 9-1-1 	<ul style="list-style-type: none"> • Put them in a recovery position (laying on their side) • Do not put objects in their mouth • Do not restrain them

Specific Venue Plans (Maps Included)

Gymnasium:

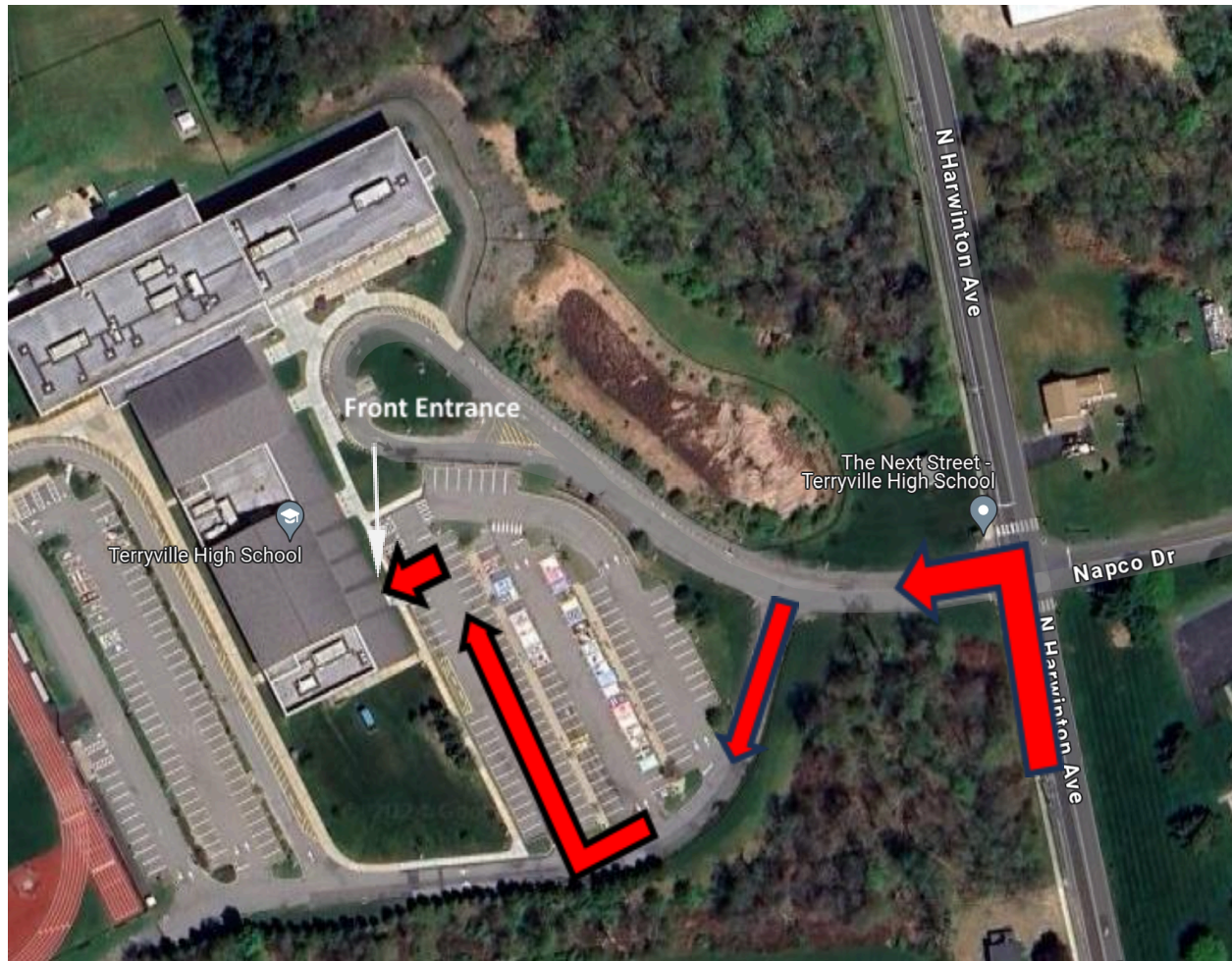
Address: 33 N Harwinton Ave, Terryville, CT 06786

Nearest AED: With the athletic trainer or to the right of the gymnasium main entrance

Specific instructions for ambulance: Take a left off of North Harwinton Avenue into the driveway. Following the left at the split in the driveway. Take the third parking lot entrance on the right and drive to the end of that "street." The building doors on the left will be open for ease of entrance.

*List any specific instructions that should be done for ease of EMS access

- Have coaches/adults/athletes waiting at the doors to get them open and wave them in.
- Have athletes spread out outside to guide the ambulance to the correct spot.



Weight Room:

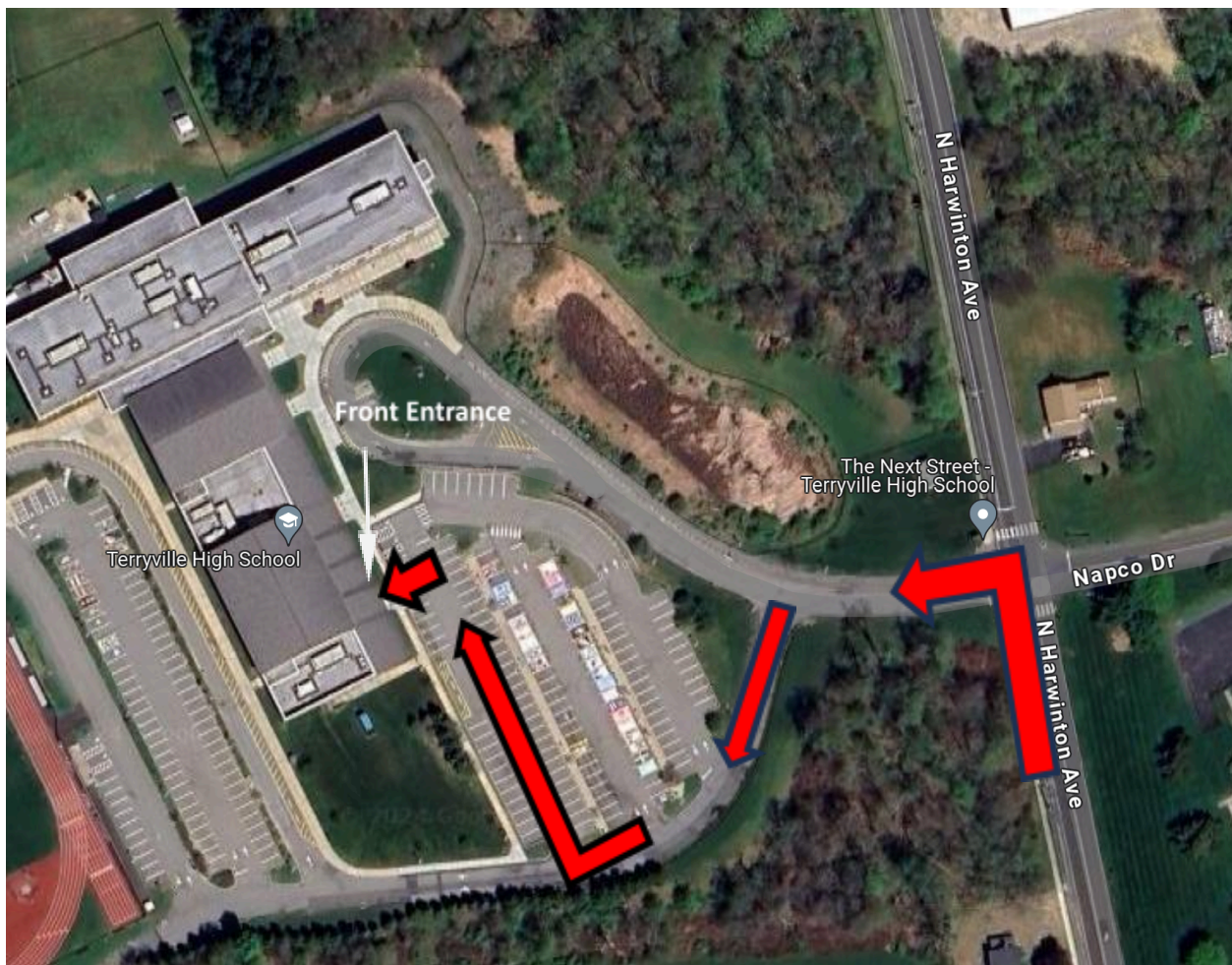
Address: 33 N Harwinton Ave, Terryville, CT 06786

Nearest AED: With the athletic trainer at all sporting events. To the right of the gymnasium doors.

Specific instructions for ambulance: Take a left off of North Harwinton Avenue into the driveway. Following the left at the split in the driveway. Take the third parking lot entrance on the right and drive to the end of that "street." The building doors on the left will be open for ease of entrance.

*List any specific instructions that should be done for ease of EMS access

- Have coaches/adults/athletes waiting at the doors to get them open and wave them in.
- Have athletes spread out outside to guide the ambulance to the correct spot.



Soccer/Track and Field:

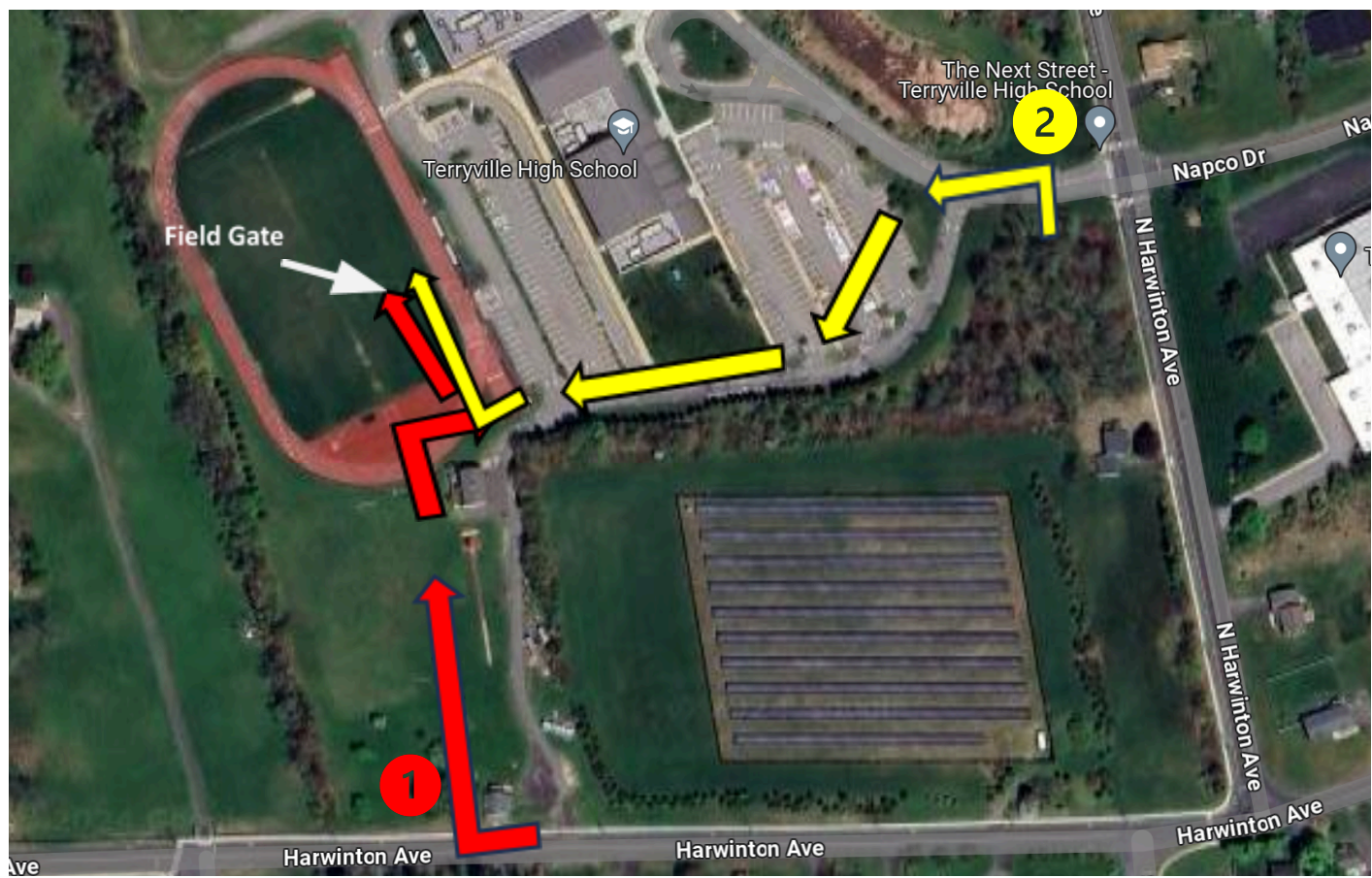
Address: 33 N Harwinton Ave, Terryville, CT 06786

Nearest AED: With the athletic trainer at all sporting event or on the right side of the gymnasium main entrance.

Specific instructions for ambulance:

1. (RED) Take a right off Harwinton Avenue, follow the gravel path to the back entrance of the school, the track and field gate will be on the left. Follow the driveway to the gate. A coach/fan/or athlete will be present to guide you to the right spot.
2. (YELLOW) Take a left off of North Harwinton Avenue into the driveway. Following the left at the split in the driveway and following the driveway all the way to the end and follow the road to the right. The track will be straight ahead, and the gate is to the left.

- Ensure the chain on the driveway for Harwinton Ave is open
- Open the gate at the end of the gravel path
- Open the field gate at the track for access to the track and soccer field



Baseball Field:

Address: 33 N Harwinton Ave, Terryville, CT 06786

Nearest AED: With the athletic trainer at all sporting events or on the right side of the gymnasium main entrance.

Specific instructions for ambulance: Enter the driveway off of North Harwinton Ave and follow the driveway to the left and continue all the way to the end of the road. There is a split at the end with a hill directly in front, take a left and follow the path to the first field up the hill.

*List any specific instructions that should be done for ease of EMS access

- Have athletes and coaches spread out around the driveway to guide the ambulance to the right spot
- Have the hill gate open for ease of access for the ambulance
- Clear the path of obstructions



Softball Field:

Address: 33 N Harwinton Ave, Terryville, CT 06786

Nearest AED: With the athletic trainer at all sporting events or on the right side of the gymnasium main entrance.

Specific instructions for ambulance: Enter the driveway off of North Harwinton Ave and follow the driveway to the left and continue all the way to the end of the road. There is a split at the end with a hill directly in front, take a left and follow the path all the way to the top of the hill.

*List any specific instructions that should be done for ease of EMS access

- Have athletes and coaches spread out around the driveway to guide the ambulance to the right spot
- Have the hill gate open for ease of access for the ambulance
- Clear the path of obstructions



Approval and Verification Page:

This document has been read and revised by the Terryville High School athletic trainer, team physician and athletic director.

Team Physician: _____

Date: _____

Athletic Trainer: _____

Date: _____

Athletic Director: _____

Date: _____

I _____ (Print coach name/sport) have read and understand the Emergency Action Plan for Terryville Athletics. I understand my roles and responsibility should an emergency occur in my presence. I have also rehearsed this Emergency Action Plan and understand my role in an emergency situation with an athletic trainer present and without. I have been given the opportunity to ask all questions and have received the proper answers to my questions.

I also understand that I must keep my CPR/AED and First Aid Certifications up to date and that it is my responsibility to ensure a lapse does not occur. I am also aware that I must be trained in concussion management and it my responsibility to ensure a lapse does not occur.