

# Staples High School Athletics Emergency Action Plan

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### **Overview of the Emergency Action Plan**

Emergency (both life and non-life threatening) situations may arise during athletic practices and competitions. Prompt and safe handling of the emergency situation is necessary for the protection of the athlete and helps provide the best possible care.

Safety of the athletes begins with all members of the sports medicine team knowing and understanding the Emergency Action Plan (EAP) and their roles within it. Those roles include those of the athletic trainers, coaches, team physicians, EMS, athletic directors and site directors. Included in this EAP are the emergency procedures before, during, and after an event or practice, management of personnel (emergency and non-emergency), and the location of equipment and materials.

Through training, careful screening of the athletes, proper coverage of athletic events, safe practice and training techniques, along with the certification in basic first aid, CPR, and AED for all coaches, all personnel of the sports medicine team will be prepared to assist when situations arise. Not all injuries are considered emergencies; the EAP will cover both procedures for emergent and non-emergent injuries, along with the proper communication of them to the athletic trainers. This plan will serve as a guideline for the management of all emergent and non-emergent situations that can occur during a Staples High School athletic event.

Being prepared is of the utmost importance in the successful management of any emergency. It is crucial that all members of the Athletic Department and emergency personnel take ownership and responsibility for this Emergency Action Plan. This plan will be revised as venues are changed or added, additional emergency equipment is added, or additional personnel are added. Yearly review and situational practice of this plan will ensure that all members are adequately trained and prepared for an emergency. The Emergency Action Plan should serve as a skeleton of personnel, roles, and communication, but should not in any way limit a provider's reasonable variance from this plan in order to manage an emergency appropriately.

# **Contact Phone Numbers**

•	Athletic Training Office:	203-341-1264
•	Director of Athletics Office: VJ Sarullo	203-341-1263
•	Director of Athletics Assistant Office: Michelle Garrity	203-341-1260
•	Nurses: Patricia Falvey, Anna Fitzpatrick, Kristen McGrath	203-341-5189
•	Principal's Office: Stafford Thomas	203-341-1210
•	Team Physician Office: Dr. Mark Fletcher	203-845-2200

# **Emergency Personnel**

- Certified Athletic Trainer
- Student Athletic Trainer
- First Aid/ CPR/ AED certified Coaches
- EMS
- Team Physician
- Athletic Director
- Site Director
- Officials

# **Athletic Trainers Vision Statement**

The vision for the Athletic Trainers at Staples High School is to help ensure that the athletes have a safe environment while participating in athletics. We strive to give quality care to all Staples High School athletes and to treat every injury with professionalism. The Athletic Trainers add to the community of Staples High School.

# **Athletic Trainers Mission Statement**

The mission of the Athletic Trainers for Staples High School is to deliver the highest quality of athletic training and sports medicine to all student-athletes. Athletic training is a recognized healthcare profession by the American Medical Association. Athletic trainers collaborate with physicians to optimize participation of athletes in their desired sport. Athletic training includes the prevention, evaluation and diagnosis, immediate care of injuries, along with the rehabilitation of athletic injuries.

# Roles and Responsibilities of Emergent and Non-Emergent Injuries:

Timely activation and effective communication is vital to the successful management of any emergent or non-emergent situation that may present itself during an athletic event. It is important that each member of the emergency response team be familiar with methods of communication.

#### 1. Certified Athletic Trainer

- a. Emergency
  - i. First person on scene will activate EMS. If ATC arrives on scene and deems EMS necessary, will active EMS at that time
  - ii. If the Athletic Trainer is unable to call, a coach or site director will be delegated this responsibility
  - iii. Other emergency personnel will help with crowd control or assist as needed depending on the situation
  - iv. Parents will be notified by either Athletic Trainer or coach of situation
  - v. Emergency personnel will be sent to meet EMS and direct them to location of emergency
  - vi. If athlete involved is not a Staples athlete, ATC will notify ATC of that school when possible

- b. Non-Emergency
  - i. The coach can take care of non- emergent injuries if an Athletic Trainer is not present
  - ii. If coach or other qualified personnel take care of a non-emergent injury, an Athletic Trainer will be notified in a timely manner
  - iii. If athlete involved is not a Staples athlete, ATC will notify ATC of that school when possible

#### 2. Student Athletic Trainer (Certified Athletic Trainer Present)

- a. Emergency
  - i. Support Athletic Trainer in the needs of caring for the athlete
  - ii. Keep the crowd under control and assist the Athletic Trainer
  - iii. Meet the EMS at the door or entrance to guide EMS to the injury scene
- b. Non-Emergency
  - i. Support Athletic Trainer in the needs of caring for the athlete

#### 3. Coaches

- a. Emergency (Athletic Trainer Present)
  - i. Support Athletic Trainer in the needs of caring for the athlete
  - ii. Keep the crowd under control and assist the Athletic Trainer
  - iii. Have one coach meet the EMS at the door or entrance to guide EMS to the injury scene
  - iv. Manage team or have assistant coach manage teammates during emergency
  - v. Make sure parents have been notified of the situation
  - vi. If athlete needs to be transported by EMS to hospital, either the parent should be meeting them at the hospital, or a coach should be accompanying the athlete
- b. Emergency (Athletic Trainer not present)
  - i. Coach will activate EMS and contact ATC
  - ii. If coach is unable to make phone call personally, he will delegate this responsibility to qualified personnel
  - iii. Will delegate responsibilities for crowd control and retrieval of EMS
  - iv. Notify parents and Certified Athletic Trainer of emergency
- c. Non-Emergency
  - i. If the athlete requires further medical attention, a parent or guardian should transport the athlete to physicians' office and/or Emergency Room.

#### 4. Administration

- a. Emergency
  - i. Support Athletic Trainer in the needs of caring for the athlete
  - ii. Keep the crowd under control and assist the Athletic Trainer as needed

iii. Meet EMS and direct them to site of injury, opening all gates and doors as needed

\*\*No Coach, Student, Athletic Trainer, Student Athletic Trainer, or Staples Personnel will transport student-athletes in personal vehicles. If parent is unavailable and immediate care is needed then 911 should be contacted\*\*

# **Procedures for Athletic Injuries and Insurance**

- 1. All injuries which occur while participating on an athletic team are to be reported immediately to the coach and/or athletic trainer. If reported to the coach first, athlete will be referred to the athletic trainer, by coach.
- 2. If it is a traumatic injury requiring immediate medical care, the coach will follow emergency medical procedures, such as:
  - call an ambulance
  - contact the parents
  - contact the athletic trainer if at home event
  - send student-athlete with the emergency medical form to the hospital
  - If a traumatic injury occurs during an away event, contact athletic trainers to make them aware of injury for proper documentation.
- 3. Upon evaluation, the athletic trainer and ONLY the athletic trainer will refer the injury if necessary to the appropriate medical field and limit participation when needed. Coaches will not refer athletes to any medical personnel aside from the athletic trainers at Staples High School.
- 4. Any visit to an outside medical provider for treatment of a sport-related injury must be reported to the athletic trainer. It is then the athlete's obligation to return with a written release form from the outside medical provider in order to return to participation in a sport. Without a written release, athletes will not be allowed to participate in any form of interscholastic athletics. If a coach allows them to participate without a written release, the responsibility and liability of that athlete is on the coach. When in doubt, contact the athletic trainers to confirm. Coaches will receive an Athlete Restriction Form stating whether the athlete is cleared or has any restrictions. Without this clearance, do not allow an athlete to return to participation after an injury. FinalForms is an excellent resource to utilize to evaluate student-athlete eligibility:

- Understanding The Colors in FinalForms (Green/Yellow/Red)
  - Green: Student-athlete is cleared to participate
  - Yellow: Two possible situations:
    - Student-athlete is limited (injury, RTP from concussion)
    - Student-athlete has a physical on file that will expire in the next
       60 days
  - Red: Student-athlete cannot participate due to:
    - Missing parent signatures
    - Missing student-athlete signatures
    - Expired physical
- 5. The athletic trainer will take care of all necessary documentation for athletic injuries, including an injury report, insurance forms, and input of injury into the student-athletes medical record. All parties will be communicated with on an ongoing basis.
- 6. When necessary, families will request the medical insurance paperwork from the athletic trainers office.
- 7. If the athlete does not report the injury in a timely manner to the athletic trainers, then the athlete will not be able to utilize the secondary insurance plan purchased by the school system.

# **Emergency Equipment**

Appropriate emergency equipment is located in close proximity to the Athletic Trainers for competitions and practices. Personal protective equipment (PPE) and CPR masks are carried with the Athletic Trainers and are supplied in the coach's medical kits, which should be present at all practices and/or competitions. Additional emergency equipment is contained in the Athletic Training room or on the golf cart. All coaches and Athletic Training staff should be familiar with the location of the AED(s).

- 1. EMS
- 2. AED
  - a. Athletic trainers will always have portable units with them
  - b. All Staples athletic teams will carry their respective units with them
  - c. Units are available at various locations on campus
- 3. Sam Splints
- 4. PPE
- 5. CPR Masks

- 6. Cold Water Emersion Tub
- 7. Facemask Removal Tools
- 8. Crutches
- 9. Spine Board

# **Emergency Medical Services**

Emergency Medical Services (EMS) will be expected to bring their own equipment to the scene. Depending on the situation, a backboard, a cervical collar, a gurney, and other devices will be employed to tend to the athlete. Athletic Trainers will work with EMS as needed. Coaches and other qualified personnel may be asked to help with equipment under the supervision of EMS.

## **AED Triage Plan**

**Purpose:** To establish a plan for location of the fixed and portable AED's that are housed on the campus.

**Rationale:** The AED has been shown to be invaluable in emergency medicine and has been shown effective in treating cardiac arrhythmias cause by various mechanisms.

Cardiac Contusion has been recognized as an arrhythmia that can be successfully treated with an AED. This injury has the highest risk of occurrence in softball and baseball. Cardiac arrhythmias are also linked to the non- athletic population, such as referees and bystanders who may be present or involved in athletic events. Other sudden cardiac events can occur in the athletic population without warning signs. The AED has come to be recognized as part of the Athletic Trainers sideline equipment.

**Personnel:** Certified Athletic Trainers will be responsible for ensuring that the portable AED is incorporated into the sideline equipment according to this triage/ priority plan.

**Plan:** The Athletic Trainers will be in possession of the portable AED. The Athletic Trainers will consider the scenarios where an AED may be needed. The following factors should be taken into account when determining where the Athletic Trainers will be with this valuable resource:

- 1) Nature of event, e.g. contact vs. non- contact risk
- 2) Number of participants and bystanders
- 3) Environmental conditions, i.e. lightning, heat, cold
- 4) Number and location of other athletic events occurring at the same time

- 5) Proximity to fixed AED's
- 6) On- campus vs. off campus events

The Athletic Trainer should use their best judgment when determining where to place the AED when multiple events require it, using the above considerations and the guidelines below.

- 1) The AED should be located outdoors when one or more outdoor events (practices or games) are occurring.
- 2) AED will be on the golf cart at all times so that it can be quickly transported to the necessary location.

#### Portable AED

Philips Heartstart AED

Locations: This AED is always with the Athletic Trainers; either in the athletic training room, at the venue with the Athletic Trainers, on the golf cart with the Athletic Trainers when outdoor events are taking place.

#### Fixed AED's

Both units are Phillips HeartStart AED

Locations: Right side entrance of Fieldhouse doors and left of the entrance of the Nurse's office.

#### **Sam Splints**

Sam splints are used to immobilize an injury. They will be utilized if a fracture or dislocation is suspected and it is deemed necessary. They are stored in the Athletic Trainers medical kits and are with the Athletic Trainers at all times. They can also be found in the athletic training room in the cabinets above the smaller sink.

#### **Personal Protection Equipment**

Personal Protection Equipment (PPE) includes gloves, CPR masks, and other barrier devices used in treating an athlete's injury. They will be worn when treating an athlete, where there are biological hazards. Each coach's medical kit along with the Athletic Trainers medical kit has gloves and CPR masks. The athletic training room has extra gloves.

#### **CPR Masks**

CPR Masks are used to during CPR. They are used to protect the person giving and receiving CPR.

#### **Facemask Removal Tools**

These tools include power drill, FMX extractor, tin shears/ emergency shears, and trainers' angels. These tools will be carried with the Athletic Trainers at all necessary athletic events.

# **Inclement Weather:**

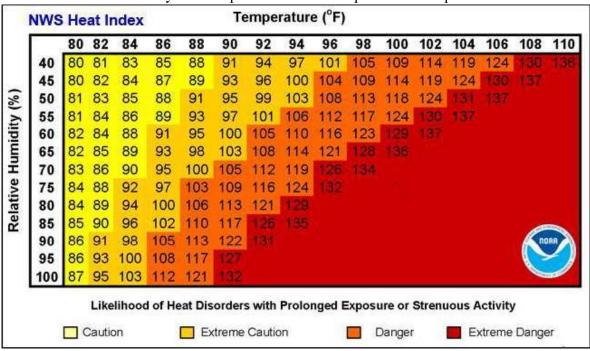
#### **Lightning & Thunder:**

- a. Once thunder roars, go indoors.
  - i. Once activities have been suspended, 30 minutes must pass from the last lightning flash or rumble of thunder before anyone may return to the event.
- b. All coaches are responsible for checking the weather report prior to their events and for monitoring weather activity as our athletic trainers can sometimes be off-site at Staples Athletics events.
- c. Athletic Trainer, when present, will monitor impending weather prior to events and will notify the chain of command if events need to be rescheduled. They will utilize the Nation Weather System, and the Skyscan Lightning/Storm detector. If an athletic trainer is not present, the coach must be responsible for monitoring the weather and making the decision to discontinue or cancel their event.
- d. MEANS OF STOPPING ACTIVITY will be the Athletic Trainers and Athletic Director contacting each Head Coach and notifying them. It will then be the responsibility of the Head Coach to notify their sub-level coaches.
- e. Shelter should be fully enclosed buildings with wiring and plumbing. If unable to make it to a building, a fully enclosed metal vehicle such as a school bus, car, or van is also a safe option.
  - i. Ginny Parker, Loeffler Field, Baseball Field, Staples Stadium, Staples Tennis Courts
    - 1. All athletes and spectators should report to the Staples Fieldhouse. Please note that dugouts are not a safe area during inclement weather.
  - ii. All fields located at Wakeman Park
    - 1. All athletes and spectators should report to cars, buses, or Bedford Middle School (if open)
- f. Established chain of command:
  - i. Practices
    - 1. Athletic Director/Site Director
    - 2. Athletic Trainers
    - 3. SHS Coaching Staff
  - ii. Contests
    - 1. Athletic Director/Site Director
    - 2. Athletic Trainers
    - 3. Officials
    - 4. SHS Coaching Staff
- g. Recommended Apps:
  - i. WeatherBug
  - ii. Perryweather

#### Heat:

Athletes engaged in sports activities in hot and humid conditions are at risk for environmental heat illnesses.

- a. Established chain of command:
  - iii. Athletic Trainer
  - iv. Athletic Director (final decision)
  - v. Head Coach
  - vi. Officials
- b. All coaches are responsible for checking the weather report prior to their events and for monitoring weather activity.
- c. Athletic Trainer, when present, will monitor impending weather prior to events and will notify chain of command if events need to be rescheduled. They will utilize the Nation Weather System along with the Heat Index Chart (see below) which combines the air temperature and relative humidity to attempt to determine the perceived temperature to humans.



Source: National Weather Service

- d. Classifications of Types of Practices
- 1. YELLOW; No restrictions, however, coaches must watch athletes for signs and symptoms of a heat related illness
- 2. GOLD; Try not to schedule practices or game between 10am 4pm. Water/fluid breaks should be every 20-30 minutes ideally in a shaded area. Continue to monitor at risk athletes closely and try to limit football, lacrosse, equipment i.e. shoulder pads, helmets etc.
- 3. ORANGE; Same as gold but limit equipment to helmets and shorts only. Warm up in an air conditioned area if possible and limit conditioning.
- 4. RED; All events should be cancelled however practices could be moved to an air conditioned area and held as a walk through status with NO CONDITIONING.

e. Athletic Trainer, when present, will monitor impending weather prior to events and will notify chain of command if events need to be rescheduled. They will utilize the Korey Stringer Institute (see below) which combines a wet globe thermometer reading and relative humidity to attempt to determine environmental heat stress. WBGT can be used as a preventive measure during exercise in the heat by making activity modifications as WBGT, it is necessary to include work: rest ratios, length of activity, hydration breaks, and a level in which activity is cancelled.

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Source: http://ksi.uconn.edu/prevention/wet-bulb-globe-temperature-monitoring/

1. Based on the above reading, the below chart will give you a work/rest and water consumption table;

	Easy Work			Modera	ate Work		Hard Work		<ul> <li>The work/rest times and fluid replacement volumes will susta</li> </ul>			
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			Easy Work		Moderat	e Work	Hard 1	Work	(sitting or standing) accomplish in shade if possible.			
Heat Category	WBGT Index, F°	Work/R (min			Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)	CAUTION: Hourly fluid intake should not exceed 1½ qts.  Daily fluid intake should not			
1	78° - 81.9°	NL	% %		NL	%	40/20 min	3/4	exceed 12 qts.			
(GREEN)	82° - 84.9°	NL			50/10 min	%	30/30 min	1	<ul> <li>If wearing body armor, add 5°F WBGT index in humid climates.</li> </ul>			
3 (YELLOW)	85° - 87.9°	NL.	T	%	40/20 min	3/4	30/30 min	1	<ul> <li>If doing Easy Work and wearing NBC (MOPP 4) clothing, add 10°F to WBGT index.</li> </ul>			
4 (RED)	4 (EO) 88° - 89.9°		%		30/30 min	3/4	3/4 20/40 min 1		If doing Moderate or Hard Work and wearing NBC (MOPP 4)			
5 (BLACK)	> 90°	50/10 min		in 1 20/-		1	10/50 min	1	clothing, add 20°F to WBGT index.			

Source: http://ksi.uconn.edu/prevention/wet-bulb-globe-temperature-monitoring/

WBGT READING	<b>ACTIVITY GUIDELINES &amp; REST BREAK GUIDELINES</b>
Under 82.0	Normal activitiesProvide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout
82.0 - 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each
87.0 - 89.9	Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each
90.0 - 92.0	Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice
Over 92.1	No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs

Source: http://ksi.uconn.edu/prevention/wet-bulb-globe-temperature-monitoring/

READING will be collected through practice times by the ATC who will notify coaches of any status changes.

#### Cold:

Athletes engaged in sports activities in cold, wet, or windy conditions are at risk for environmental cold illnesses.

- a. Established chain of command:
  - vii. Athletic Trainer
  - viii. Athletic Director (final decision)
    - ix. Head Coach
    - x. Officials
- b. All coaches are responsible for checking the weather report prior to their events and for monitoring weather activity.
- c. Athletic Trainer, when present, will monitor impending weather prior to events and will notify chain of command if events need to be rescheduled. They will utilize the Nation Weather Service (see below) along with wind speed, wind chill, and precipitation to determine the perceived temperature to humans.



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									Tem	pera	ture	(°F)										
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	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77			
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81			
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	Frostbite Times																					
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- d. Classification of Types of Practices:
  - 1. LIGHT BLUE; outside participation allowed with appropriate clothing
  - 2. MID-BLUE; Additional protective clothing i.e. hat, gloves and provide re-warming facilities
  - 3. BRIGHT BLUE; Outside participation limited to 45 minutes \*. All participants must have appropriate clothing. Provide nearby facilities for re-warming. (\* Frostbite can occur in 30 minutes)
  - 4. PURPLE; All outside activities will be cancelled.
- e. Competition Modifications- when necessary, competition modifications should be considered to ensure the safety of the athletes. This may include;
  - 1. extended half times
  - 2. access to a warm building
  - 3. ensuring/mandating proper clothing

#### **On-Site Storm and Emergency Shelters:**

- Inside Events: All athletes and spectators should remain inside the school building. In a lightning emergency, all athletes should be out of the pool and in the field house lobby.
- Outside Events: All athletes and spectators should return to the closest entrance of Staples High School and stay inside. If the school is closed, athletes and spectators should return to their buses or vehicles. All athletes and spectators that are at Wakeman Fields should return to the closest entrance of Bedford Middle School. If the school is closed, athletes and spectators should return to their buses or vehicles.

# **Venues on Staples High School's Campus:**

- Staples Stadium and Track, Loeffler Field, Ginny Parker Field, Baseball Field, Softball Field, Tennis Courts, Wakeman Fields, Field House, Gymnasium, Pool
- Outside Sports occurring at Staples Venues: Football, Soccer, Field Hockey, Cross Country, Baseball, Softball, Tennis, Track, Rugby, Lacrosse
- Indoor Sports occurring at Staples Venues: Indoor Track, Volleyball, Water Polo, Swimming and Diving, Basketball, Cheerleading, Wrestling, Gymnastics

#### **Emergency Personnel**

- Certified Athletic Trainer (ATC) on site for all games and most practices
- CPR/AED/First Aid Certified Coaching Staff
- Athletic Director
- Site Director
- EMS on standby with ambulance for all Varsity Football games
- Team Orthopedic Physician on site for all home Varsity Football games

#### Ambulance Access/Address

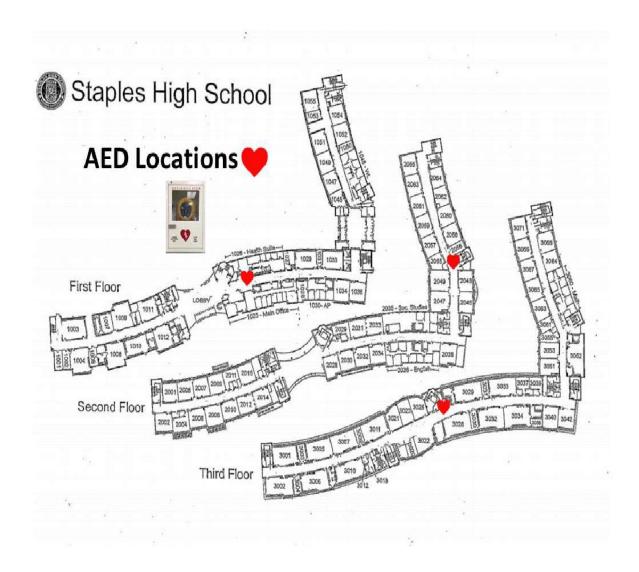
- Staples Stadium and Track: EMS will enter through the scoreboard/track gate to the left rear of Staples High School, behind pool entrance. Gate Code at top = 2453 Gate Code at scoreboard/track = 2453 (70 North Avenue, Westport, CT)
- Loeffler Field/ Ginny Parker/ JV Softball/ Baseball Field: EMS will enter down an emergency access road to the right rear of Staples High School leading onto Ginny Parker Field. Gate Code to Ginny Parker = 2453 (70 North Avenue, Westport, CT)
- Tennis Courts: EMS will enter through main entrance at Staples High School and tennis courts are to the right of the entrance. (70 North Avenue, Westport, CT)
- Wakeman Fields: EMS will enter through the parking lot to an emergency access road that will bring ambulance to any field. Gate Code at Wakeman = 2453 (Wakeman Fields, Cross Highway, Westport CT)
- Main Gym: EMS will enter through the Louis Nistico Athletic Complex entrance, South Entrance and gymnasium will be on the right. (70 North Avenue, Westport, CT)
- Field House: EMS will enter through the Louis Nistico Athletic Complex entrance, South Entrance and field house will be straight ahead. (70 North Avenue, Westport, CT)
- Pool: EMS will enter through the Louis Nistico Athletic Complex entrance, North Entrance and pool will be straight ahead. (70 North Avenue, Westport, CT)
- Wrestling Room/Football Locker Room/ Lacrosse Locker Room: EMS will be directed to rear of the building to door under overpass above football field for entrance. (70 North Avenue, Westport, CT)

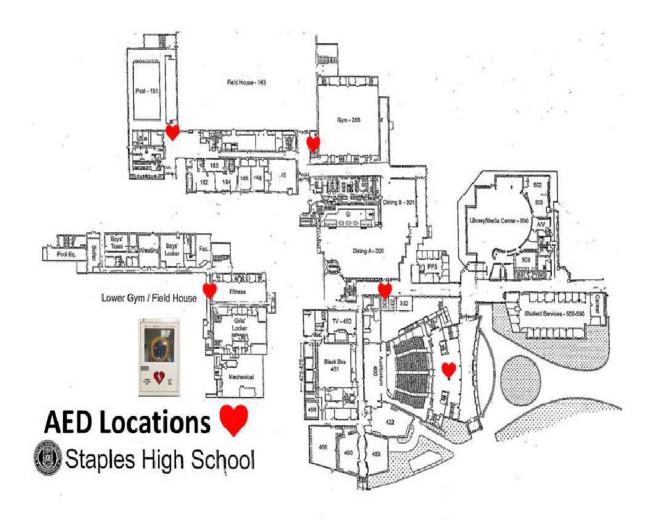
#### Events that occur off campus:

- Greens Farms Elementary, Staples Varsity Softball: EMS will enter through a chain gate near the softball field. Gate Code = 9911 (17 Morningside Drive, Westport, CT)
- Milford Ice Pavilion, Boys Ice Hockey: EMS will respond to 911 call at main entrance of Milford Ice Pavilion. AED onsite. (291 Bic Drive, Milford, CT)
- Saugatuck Elementary School: EMS will enter through parking lot to right of elementary school and go straight back to location of field. (170 Riverside Drive, Westport, CT)
- Rink at Longshore- Boys Ice Hockey: EMS will enter into parking lot by ice rink from Compo Road South. (260 Compo Road South, Westport, CT)
- Longshore Golf Course- Boys and Girls Golf: EMS will enter golf course from Compo Road South and will be directed to location on course where help is required. (260 Compo Road South, Westport, CT)
- Mount Southington- Boys and Girls Ski Teams: Ski Patrol will be contacted. If the athlete cannot get down the hill, Ski Patrol comes up and brings them down on a sled. After that the Ski Patrol staff assesses the athlete and calls their parents. A coach will stay with the athlete until the parent arrives. They then make a determination of whether or not the athlete needs to go to the hospital.
- Saugatuck Rowing Club/Longshore (SAILING)
- Town Farms, JV Tennis: EMS will enter directly from the road. (136 Compo Road North, Westport)

# **AED Locations**

Staples High School Academic Wing:





#### Outdoor Facilities AEDs are located:

- Ginny Parker
- Staples High School Baseball Field
- Paul Lane Field at Staples Stadium
- Wakeman Park Field B
- Wakeman Park Baseball Field

# **Useful Link**

CIAC Medical Handbook