Marianapolis Preparatory School
Department of Sports Medicine



Athletic Department Emergency Action Plan 6th Edition

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Introduction

An emergency action plan is a document that is to be used to ensure injured persons receive the appropriate medical treatment in a timely manner. It should be used as a guide when an emergency occurs while understanding that each situation is unique with its own constraints; this is not an all hazards document. This plan needs to be reviewed on an annual basis with involved members to ensure fluid and functional process.

Emergency Personnel and Duties

Below are the general guidelines for individuals who could be involved when an injury occurs in athletics. There are two main types of injuries that occur during athletic events: injuries that do not need immediate transportation to a medical facility, and injuries that need immediate transport to medical facilities.

First Responder
The first responder in an emergency situation, during an athletic practice or competition, is typically a member of the school staff, such as a coach, administrator, or athletic training room manager who identifies that there is an injury. All first responders ideally will be certified in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), first aid, and prevention of disease transmission.

Injuries that do not need immediate transport:

1. Establish scene safety and perform first aid if trained.
2. Contact the Head Athletic Trainer or his designee: 508-685-6459
3. Await further instructions.

Injuries in need of immediate transport:

1. Establish scene safety and perform first aid as trained.
2. Activation of Emergency Medical Services:
   A) Contact the Head Athletic Trainer or his designee: 508-685-6459.
   B) Call 911.
3. Equipment retrieval:
   This may be done by anyone with knowledge of equipment location.
4. Direction of EMS to the scene:
   At least one individual should be sent to the campus entrances to ensure accurate identification of the injured individual.
5. Contact the Administrator on Duty: 860-208-3777
6. The first responders support may come from athletic trainers, physicians, emergency medical technicians, athletic training room managers, coaches, managers, AOD, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, and preference of the head athletic trainer, etc.

Administrator on Duty (AOD)
The primary role of the administrator on duty during an athletic injury is to organize information for the emergency responders and the injured athlete. All AOD's will ideally be certified in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), first aid, and prevention of disease transmission. There are two main types of injuries that occur during athletic events: injuries that need immediate transport to medical facilities and injuries that do not need immediate transport.

Injuries that do not need immediate transport:
Any injury of a boarding student or unattended minor that needs non emergent medical treatment (transportation to the Emergency Department not by ambulance), will be communicated to the AOD. The AOD or their designee will arrange for transportation of the athlete and their medical information to the nearest medical facility if needed. Not all injuries that occur in the athletic setting need to be communicated with the AOD; the Head Athletic Trainer will make the determination to activate the AOD or not.

Injuries in need of immediate transport:
1. Upon receiving communication that an injury has occurred, the AOD should move to (or direct someone to) the entrance of the school to guide the ambulance to where the injured athlete is.
2. Documents from the Health Office pertaining to the injured athlete should be obtained.
3. Organization of a supervising adult to travel with the athlete to the hospital should be arranged.
4. Communication with the guardian of the individual as applicable.

Athletic Trainer
The athletic trainer is defined as anyone working in the roll of athletic trainer or medical staff during an athletic event or practice. They will be certified in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), first aid, and prevention of disease transmission.

Injuries that do not need immediate transport:
1. Establish scene safety and perform first aid as trained.
2. Determine feasibility of return to play following best practices standards.
3. Inform the supervising adult (coach and/or parent) of the condition of the athlete.

Injuries in need of immediate transport:
1. Establish scene safety and perform first aid as trained.
2. Call for emergency assistance:
    a. Call 911.
    b. Contact the AOD.
3. Retrieve medical equipment appropriate for the situation.
4. Stabilize the athlete until additional medical support arrives.

EMS/Paramedics

EMS/Paramedics are defined as any non-Marianapolis medical professional who is responding to an emergency call dispatched due to a 911 call.

Injuries that do not need immediate transport:

As this medical group is dispatched due to a 911 call, they will not be activated for these situation. If the situation changes, and a need for transportation in warranted, please follow the below protocol.

Injuries in need of immediate transport:

1. Meet the AOD or their representative at the entrance of the school.
2. After ensuring scene safety, perform treatment as trained.
3. Prepare individual for transport.
4. Collect medical records on athlete from the AOD.
5. Transport individual to appropriate medical facility.

Non-Marianapolis Athletic Events

The rental group should have all insurance documents filed with the Marianapolis business office prior to campus use. Any rental group should develop a plan for appropriate medical coverage that aligns with their insurance coverage, example: Per diem Athletic Trainer, EMT, or responsible medical professional. In the event of an emergency that needs transportation to the hospital, please use 911 and follow the campus map. Please contact the AOD to inform them of the situation.

Emergency Communications

Emergency Contact List
EMS: 911 from all on campus phones or cell phone
Head Athletic Trainer – 508-685-6459
Athletic Training Room – 860-326-2155
Administrator on Duty (AOD) – 860-208-3777
Health Office – 860-923-9565 x 228
Athletic Director – 860-326-2152
Putnam Ambulance – 911 (non-emergency – 860-928-6996)
Fire Department – 911 (non-emergency – 860-774-7555)
Police – 911 (non-emergency 860-779-4900)

When communicating with emergency medical professionals, please be very concise and fact based. Please provide the following information when prompted:

- Name, address, telephone number of the caller
- Nature of emergency (medical or non-medical)
- Number of athletes
- Condition of athlete(s)

- First aid treatment initiated by the first responders
- Specific directions as needed to locate the emergency scene
- Other information requested by the dispatcher

Please do not hang up the phone until the dispatcher instructs you to.

Venue Specific Protocols

On Campus

Field 1, Tennis

Direction on campus	At the stop sign, procede straight, Field 1 in on the left, the tennis court is on the right.
Pickup location	Emergency vehicles can travel on playing surfaces as needed.
Emergency equipment	First aid kit – Traveling with the Athletic Trainer AED – Traveling with the Athletic Trainer
Lightning	Field 1 – Main Academic Building Tennis courts – St. John's Hall
Notes	None

Field 2, 3, XC3, Baseball, Softball

Direction on campus	At the stop sign, turn right. Field 2 will be on your left followed by the softball field. The road will curve to the left over a speed bump which will bring you to field 3 and baseball.
Pickup location	Emergency vehicles can travel on playing surfaces as needed.
Emergency equipment	First aid kit – Traveling with the Athletic Trainer AED – Traveling with the Athletic Trainer
Lightning	Field 2, softball – St. John's Hall or St. Albert's 3, baseball – White House or personal vehicles
Notes	None

XC Course

Direction on campus	Extraction points: XC 3 – At the stop sign turn right, follow the road, staying left at the fork near a stone house. Continue along this road as it turns into the woods. XC Water Tower – At the stop sign stay straight, at the fork in the road, stay right. As the stone water tower becomes visable on the left there will be a turn into the woods on the right.

	XC Finishline – At the stop sign, proceed straight, at the fork in the road, stay to the right. Follow this road around the water tower. The finish line will be directly in front of you.
Pickup location	Per above directions, emergency vehicles can travel on playing surfaces as needed.
Emergency equipment	First aid kit – Traveling with the Athletic Trainer AED – Traveling with the Athletic Trainer
Lightning	Nearest building
Notes	These three locations are ideal extraction points for injuries on the trail. If the patient is unable to be moved to these locations, the extraction points will be the best way to enter the trails with emergency vehicles. All trails, although not ideal, are wide enough for emergency vehicle travel.

Athletic Complex

Direction on campus	At the stop sign, proceed straight. At the fork in the road, stay to the right. Follow this road around the water tower. The Athletic Complex will be in front of you.
Pickup location	Back door by the handicap spaces. Also the location of the elevator.
Emergency equipment	First aid kit – Athletic Training Room AED –Athletic Training Room AED – Next to the men's bathroom on the second floor
Lightning	N/A
Notes	None

Gustavson Track and Field

Direction on campus	At the stop sign, proceed straight. At the fork in the road, stay to the right. Follow this road around the water tower. When you see the Athletic Complex, bear right. The field is to the left down the hill.
Pickup location	Northern or southern gates depending on needs.
Emergency equipment	First aid kit – Traveling with the Athletic Trainer AED – Traveling with the Athletic Trainer
Lightning	Athletic Complex, personal vehicles
Notes	**Emergency vehicles cannot travel on the track or turf.** This may also be a location for extraction during a XC meet as the course travels around the field.

St. Joe's Gym

Direction on campus	At the stop sign, proceed straight. At the fork in the road, stay to the right. Follow this road around the water tower. When you see the Athletic Complex, bear right. The gym will be on your right.
Pickup location	Large white doors in the center of the building.
Emergency equipment	First aid kit – Next to door AED – None
Lightning	N/A
Notes	None

Off Campus Venues

West Thompson Lake – Crew

Address	449 Reardon Rd., North Grosvenordale, CT 06255
Pickup location	The boat launch is located on the east bank on the West Thompson Lake.
Emergency equipment	First aid kit – School van AED – None
Lightning	Personal vehicles
Notes	Life jackets are located in the chase boat.

Deary's Gymnastics – Gymnastics

Address	31 Commerce Ave., Danielson, CT 06239
Pickup location	As needed
Emergency equipment	First aid kit – Main Office AED – Wall of tumbling area – near entry way
Lightning	N/A
Notes	This is a private location with their own EAP.

Woodstock Acres – Equestrian

Address	353 Rocky Hill Rd., Woodstock, CT 06281
Pickup location	As needed
Emergency equipment	First aid kit – Main office next to stalls AED – None
Lightning	Barn
Notes	This is a private location with their own EAP.

Putnam YMCA – Swimming

Address	9 Technology Park Drive, Putnam CT 06260
Pickup location	As needed
Emergency equipment	First aid kit – Lifeguard station AED – Lifeguard station Spineboard – Lifeguard station
Lightning	N/A
Notes	This is a private location with their own EAP.

Killingly Gym – Multi-Sport Use

Address	79 Westfield Ave., Killingly, CT 06239
Pickup location	Southern door – goes directly outside.
Emergency equipment	First aid kit – Traveling with team- Key to the door is attached to the bag. AED – Nurses office and down the hallway behind the door.
Lightning	N/A
Notes	**When contacting EMS, please refer to it as the "Old Killingly Gym."**

Connecticut National Golf Course

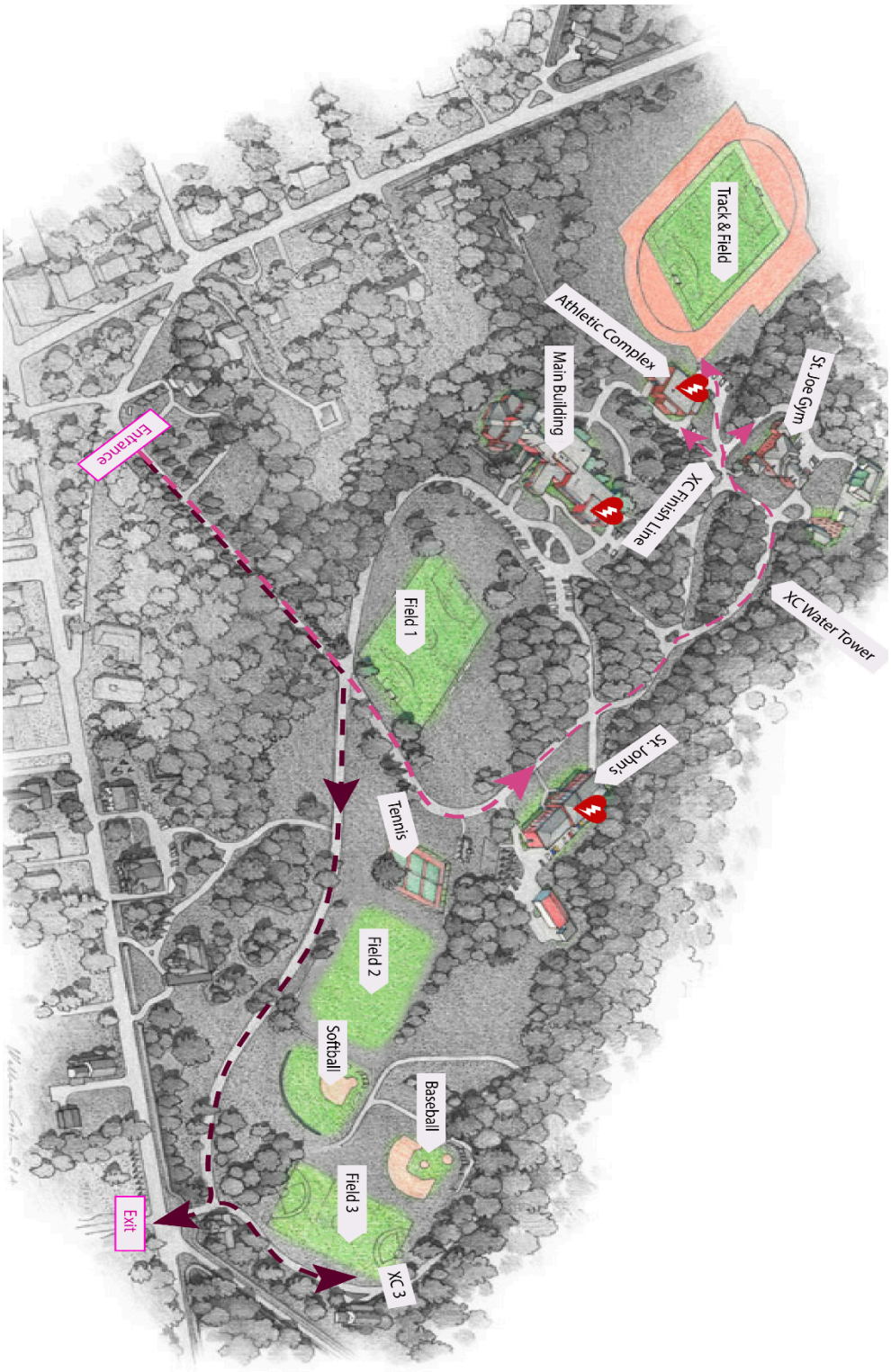
Address	136 Chase road, Putnam CT 06260
Pickup location	As needed
Emergency equipment	First aid kit – Club house/ school van AED – None

Lightning	Club house
Notes	This is a private location with their own EAP.

Raceway Golf Club

Address	205 E Thompson Rd., Thompson CT 06277
Pickup location	As needed
Emergency equipment	First aid kit – Club house/ school van AED – None
Lightning	Club house
Notes	This is a private location with their own EAP.

On Campus Ambulance Route



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 athletic healthcare providers. It is prudent to invest athletic department "ownership" in the Emergency Action Plan by involving the athletic administration and 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.

Approved by:

_____Date: _____
Athletic Trainer

_____Date: _____
Athletic Trainer

_____Date: _____
Athletic Director

Appendix 1 - Situational Protocols

Concussion

- Each year all faculty members/coaches are trained in the recognition and specific protocols associated with concussions.
- When a student is suspected of having a concussion, the supervising adult is to contact the Head Athletic Trainer as soon as possible and await further instructions. If the Head Athletic Trainer (or his designee) is unavailable, they are to contact the AOD.

Concussion Return to Play Protocol:
Upon the completion of the computerized evaluation and complete return to academics, the following process will be completed before return to play:

- Completely asymptomatic for 24-48 hours.
- 10-minute low intensity cardiovascular activity.
- 20-minute low intensity cardiovascular activity.
- Half non-contact practice (drills and sport specific activities).
- Full non-contact practice.
- Full practice.
- Return to full play.

Each step will be followed with a period of being completely asymptomatic for at least 24 hours.

Heat Guidelines

The most important components in preventing heat injury are the prevention of hypo hydration and limiting activity when temperature and humidity make it near impossible for the body to cool through the evaporation of sweat.

Recommendations for Fluid Replacement

All athletes should inform their coaches and/or athletic training staff of any pre-existing heat illness, gastrointestinal condition and/or medical complication prior to exercising in the heat.

Athletes should begin every athletic activity well-hydrated. During exercise, the average person should drink 8-12 fl. oz. every 20 to 30 minutes.

Urine color is an easy method to determine hydration status. Light yellow to clear urine indicates a well-hydrated athlete.

Water should be available to athletes at all times and never be withheld from exercising individuals.

Environmental Factors

Ambient air temperature and humidity have a direct effect on the ability for the body to cool itself through the evaporation of sweat. When the air temperature is above 90°, and/or the relative humidity is high, the body is at a higher risk to not effectively stay cool, which may be compounded by the level of dehydration of the body's fluids.

Specific Heat Related Protocols

Heat Cramp Treatment

- Stop exercise.
- Place athlete in cool shaded environment.
- Passive stretching of painful muscles.
- Remove constrictive clothing/equipment.
- Re-establish normal hydration status with high sodium containing fluid.

Heat Exhaustion Treatment

- Check temperature, if exertional heat stroke (EHS) is suspected or improvement is not seen in the first 5–10 minutes of treatment.
- Place athlete in cool shaded environment.
- Remove excess clothing and equipment.
- Cool athlete with fans, ice, towels, water dousing, and move them to a shaded/cool environment.
- Rehydrate orally with sports drink if athlete is not nauseated, vomiting, or experiencing CNS dysfunction. Evaluate for IV fluids.
- Transport to an emergency facility if recovery is not prompt and EHS has been ruled out. If symptoms persist following 10-15 minutes of treatment and EHS is suspected begin more aggressive cooling therapy.

Heat Stroke Treatment

- Call EMS immediately.
- Transport athlete to cold tubs in the athletic training room.
- Determine vital signs.
- Begin ice water immersion.
- Rehydration orally with sports drink.
- Transport after temperature has been lowered to 102 degrees.

Cold Guidelines

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. It is important to remember that temperatures do not have to be freezing to have this effect. Individuals engaged in sports activities in cold, wet, or windy conditions are at risk for environmental cold injuries.

Recommended Preventative Strategies

The Athletic Trainer/Athletic Director will monitor temperature, wind speed, wind chill, and precipitation through the National Weather Service and will be in contact with the coaching staff if there needs to be any modification to practices or games due to weather.
In cold exposure, activity requires similar hydration to room temperature. However, the thirst reflex is not activated. Conscious efforts before and after practice to hydrate should be initiated.

Appropriate Clothing Guideline

- First layers constructed of "wicking" materials such as polyester, polypropylene, silk, or wool.
- Multiple thin layers provide better insulation and greater comfort control than a single thick layer.
- Clothing should be snug fitting to prevent air exchange with the environment.
- Wear a hat if available.
- Sock and glove liners should be a synthetic material such as polyester to ensure wicking of moisture from the extremities, which are most susceptible to frostbite.
- Chemical heat packets can be used to help differ the cold.

Specific Cold Related Protocols

Hypothermia Treatment
- Remove wet clothing.
- Warm with dry insulating blankets.
- Cover the head.
- Get athlete to a warm environment.
- Provide warm beverages.
- Avoid friction, initially warming of extremities.

Frostnip/Frostbite Treatment
- Re-warm slowly in warm water (not hot).
- Avoid friction/rubbing tissue.

Chilblain Treatment
- Wash, dry area.
- Elevate.
- Cover with loose clothing/blankets.
- Avoid friction, lotion.

Appendix 2 – Environmental Policies

Lightning

Upon seeing lightning, the Head Athletic Trainer must be contacted. At that time, all athletes will be cleared immediately from the fields to the following locations:

Team location	Evacuation location
Field 1/Cross Country	Main School Building
Field 2/ Softball	St. John's /St. Albert's/Personal vehicles
Field 3/Baseball	White House/Individual vehicles
Tennis	St. John's
Track /Turf	Athletic Complex
Golf	Clubhouse
Crew	Team vehicles

Return to play after lightning:

The Athletic Trainers and the Athletic Director together will make all return to sports decisions following a lightning event. Using local weather information systems/technology, and/or waiting 30 minutes from the last observation of lightning, the determination of, if, and when teams will be allowed to return to the fields will be made.