

EMERGENCY ACTION PLAN FOR ATHLETICS OVERVIEW

Introduction

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. 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 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.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
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 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, 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/non-medical)
- Number of athletes
- Condition of athlete
- First Aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information requested by the dispatcher
- DO NOT HANG UP FIRST

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.

Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, 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.

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 annually** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan, Wheeler 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 located in the supply closet in the athletic training room.

Chain of Command

The athletic trainer should always act as primary care-giver(s) 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. Athletic Director
3. Head Coach
4. Assistant Coach
5. Contest Staff
6. Administration (Principal/Associate Principal)

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

1. Head Coach
2. Assistant Coach
3. Athletic Director
4. Contest Staff
5. Administration (Principal/Associate Principal)

Emergency Telephone Numbers

Emergencies - DIAL 9-1-1

Resident Trooper/Constables Resident State Trooper – Jason McCarthy

The Resident Trooper's office is located at the North Stonington Old Town Hall on Main Street in North Stonington Village. This office is not manned 24 hours per day. When the Resident Trooper is off duty, coverage is provided by Troop E in Montville or by our local constables. Troop E's non-emergency number is 860-848-1201.

On Campus Offices	Phone Number
Athletic Training Room	NO Phone in room
Nurse	860-535-0377 Ext 2102
Athletic Director	860-535-0377 Ext 2107
Main Office	860-535-0377 Ext 2300
School Counselor Office	860-535-0377 Ext 2150

Title	Name	Office Phone
Athletic Trainer	Laura Deruin ATC	302-290-3388
Athletic Director	Ellen Turner	860-535-0377 ext. 2107
Principal	Kristen St. Germain	860-575-0457
Assistant Principal	Allison Reyes	860-978-1231
Superintendent	Troy Hopkins	860-535-2800 ext. 2311
Nurse	Jessica Kessler	860-535-0377 ext. 2102

General Plan of Action

1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
 - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!
 - b. Check card for 911 call instructions for your location
4. Perform emergency CPR/First Aid
 - a. If severe bleeding – instruct individual to assist with bleeding control
5. Instruct coach or bystander to get AED
6. Instruct coach or bystander to control crowd
7. Contact the Athletic Trainer of Wheeler High School if they are present at the school, but not on scene
8. Contact parents
9. Contact Athletic Director
10. Contact Principal/Associate Principal
11. Instruct individual to meet ambulance to direct to appropriate site
12. Assist with care as necessary
13. If applicable, send athlete information sheet from coach's kit with EMS.
14. Document the event

****For Emergency situations:** Once EMS has been activated and the Athletic trainer is on site, Coach will contact Parent/Guardian or emergency contact for athlete to inform them of situation. For non-emergent situations, the Athletic trainer will contact parent once proper care has been delivered. If the Athletic trainer is not on site or available, the Head coach or the Assistant coach must contact a Parent/Guardian to inform them of the injury. They must also notify the Head athletic trainer via phone/text/email within 24 hours of injury. Athletic trainer may, at their discretion, contact an Orthopedic Partners sports medicine physician and/or staff for guidance. After the situation is controlled, Athletic trainer will notify the Athletic director of all emergency 9-1-1 calls. The Head coach must also complete and submit an accident form for all injuries requiring treatment. The School nurse must also be notified of all suspected concussions via email in addition to accident report. All coaches are required to keep their athletes' emergency information sheet with them at all times

OTHER EMERGENCY SITUATIONS

Critical Incident/Catastrophic Injury

In case of a catastrophic injury the athletic trainer, coach or administrator in command at the incident will:

1. Contact/update athletic staff and school administration staff if not yet familiar with situation.
 - a. Athletic Director
 - b. Head Athletic Trainer
 - c. Principal
 - d. Associate Principal
2. Contact family by appropriate individual (use assistance as needed), through the athletic director's office.

Once contacted the appropriate administrator will:

1. Plan a coordinated media plan through the principal's office under the direction of the Athletic Director.

- a. NO CONTACT WITH MEDIA from the Athletic Training Staff, Hospital Staff or Medical Personnel or Coaching Staff except through the Wheeler High School Principal, District Administration or Athletic Director.
 - b. Establish hospital contact person.
2. Initiate a meeting with the affected athletic team to discuss situation.
 - a. NO OUTSIDE DISCUSSION OF MEETING WITH MEDIA
 3. Complete documentation of events including everyone involved all coaches, athletic trainers, game administrators, athletic administrators, and other staff present at the event.
 4. Collect and secure all athletic equipment and materials involved, if applicable.
 5. Construct a detailed time line of events related to the incident.
 6. Involve appropriate Counseling and Campus Ministry personnel.
 7. Assign school staff member to be with family at all times upon arrival; assist family as needed; protect from outside persons.

Active Shooter/Violent Intruder

In any violent situation, quickly determine the most reasonable way to protect your own life. Remember that athletes, students, fans and visitors are likely to follow the lead of coaches, faculty and staff members during an active shooter/violent intruder event. Your survival is paramount in this situation. Deal with known information and don't worry about unknowns. In this type of incident, your perception is the reality. You will be deciding the appropriate action to take.

ALERT: Stay alert; be aware of your surroundings and any unusual activity: gunfire, PA announcement, phone alerts.

If you are inside:

LOCKDOWN: If you decide not to evacuate, secure the room.

1. Lock the door.
2. Cover any windows in the door if possible.
3. Get to area in room where group can't be seen when looking in room (far corner from door)
4. Call 9-1-1.
5. Move out of the doorway in case gunfire comes through
6. Silence or place cell phones on vibrate
7. Once secured, do not open the door for anyone. Police will enter the room when the situation is over.

If you are outside:

SHELTER IN PLACE: Remove yourself from the danger zone as quickly as possible.

1. Decide if you can safely evacuate.
2. Run in a zigzag pattern as fast as you can.
3. Do not stop running until you are in the high school/elementary school away from the area.
4. May also take cover in Soccer shed or recreation building/Emergency Safety Building on Rocky Hill Rd.

Secondary Issues

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit.
- Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until can safely move an injured person. The actions you take immediately to treat them may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your students and staff members beforehand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

Inclement Weather General Policy

In the case of inclement weather (i.e.; Thunderstorms, Lightning, Hail, Tornado, Local Flooding), it will be under the direct discretion of the on-site athletic director and athletic trainer to determine if the practice/game fields should be evacuated. In the absence of an on-site athletic trainer the head coach will have the duty and responsibility to suspend the activity in the absence of an athletic training staff member. Once games have started the Official on field has control to stop activity, athletic trainer will monitor and notify game official of impending inclement weather conditions.

Lightning:

Lightning is a dangerous phenomenon. The athletic training staff has developed a lightning policy to minimize the risk of injury from lightning strike to Wheeler School athletes, coaches, support staff and fans. To monitor lightning, the Athletic Director and Athletic Training Staff will utilize both the Flash-Bang method and weather apps. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason, the following guidelines, adopted from the NFHS and the NATA, must be observed if it appears that lightning is possible for the area:

1. The nearest safe shelter is the Gymnasium and school Commons. All students must be inside of a building and at least 10 feet from a door or window. Other safety tips for sheltering indoors: Stay off corded phones. You can use cellular or cordless phones. Don't touch electrical equipment or cords. Avoid plumbing. Do not wash your hands, take a shower. Stay away from windows and doors. Do not lie on concrete floors or lean against concrete walls.
2. The countdown or "Flash Bang" method. To use the Flash Bang method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equals how far away (in miles) the lightning is

occurring. For example, 20 second count = 4 miles). As a minimum, the NFHS and the National Severe Storms laboratory (NSSL), strongly recommend that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles).

3. However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at the 40 seconds or 8 miles. If lightning is in the immediate area, the athletic trainer will notify the head coach as to the status of the inclement weather and of need to take shelter. Teams may return to the fields within 30 minutes from last sight of lightning.
4. If no safe structure is within a reasonable distance, then other safe areas include: enclosed buildings, fully enclosed metal vehicles with windows up (no convertibles or golf carts Unsafe shelter areas: water, open fields, dugouts, golf carts, metal objects (bleachers, fences, etc.), individual tall trees, light poles. AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD. ***Athletes/coaches etc. should not stand in groups or near a single tree. There should be 15 ft. between athletes (NLSI, 2000).

Note: sports with metal equipment, lacrosse sticks, baseball/softball drop bats and sticks. Do not run for safety in dugouts or team bench areas that have metal benches and metal fencing.

Event Procedures Prior to Competition: A member of the Athletic Training staff will greet the officials, explain that we have means to monitor lightning, and offer to notify the officials during the game if there is imminent danger from the lightning.

Announcement of Suspension of Activity:

1. Once it is determined that there is danger of a lightning strike, the Athletic Training staff member will notify the head coach or official and subsequently summon athletes (via PA or whistle) from the playing field or court.
2. Evacuation of the Playing Field: Immediately following the announcement of suspension of activity, all athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded (Gymnasium/Wheeler Commons)
3. Evacuation of the Stands: During competition once the official signals to suspend activity, a member of the athletic event staff will announce via the PA system something like: "May I have your attention. We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek appropriate shelter at the following areas: the Gymnasium or High School Commons. Though protection from lightning is not guaranteed, you may also seek shelter in an automobile. Thank you for your cooperation."
4. Resumption of Activity: Activity may resume once a member of the Athletic Director/Athletic Training staff gives permission. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash-Bang-Method.

HEAT EXHAUSTION

1. WHAT TO LOOK FOR

- Heavy sweating
- Cold, pale, and clammy skin
- Fast, weak pulse
- Nausea or vomiting

- Muscle cramps
- Tiredness or weakness
- Dizziness
- Headache
- Fainting

2. WHAT TO DO

- Move to a cool place
- Loosen your clothes
- Put cool, wet clothes on your body
- Sip water

3. GET MEDICAL HELP RIGHT AWAY IF:

- You are throwing up
- Your symptoms get worse
- Your symptoms last longer than 1 hour

HEAT CRAMPS

1. WHAT TO LOOK FOR

- Heavy sweating during intense exercise
- Muscle pain or spasms

2. WHAT TO DO

- Stop physical activity and move to a cool place
- Drink water or a sports drink
- Wait for cramps to go away before you do any more physical activity

3. GET MEDICAL HELP RIGHT AWAY IF:

- Cramps last longer than 1 hour
- You have heart problems
- You're on a low sodium diet

WHEELER HIGH SCHOOL/MIDDLE SCHOOL

Emergency Action Procedures
Soccer, XC, Softball, Baseball, Lacrosse

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:

Wheeler 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: Situation #1 Injured Player

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 or bystander to call 911 -Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*).
WHEELER HIGH SCHOOL address is 297 Norwich-Westerly Rd. North Stonington, CT 06359. Pull into driveway entrance by NS Elementary School and proceed around back of the high school.
 - d) *STAY ON THE PHONE, BE THE LAST TO HANG UP*
3. Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - If athletic trainer is present, he/she will stay with athlete and provide immediate care.
 - If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) Instruct coach or bystander to GET AED!!
4. Designate coach or bystander to control crowd
5. Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
6. Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
7. If applicable send athlete information sheet from coach's kit with EMS
8. Document event and debrief

EMERGENCY PROCEDURE: SITUATION #2 SEVERE WEATHER/SHELTER & PLACE

Course of Action: (Thunder, Lightning, Severe rain, etc.)

1. Be aware of all current and possible weather conditions prior to the start of play
2. If inclement weather happens during play:
 - a) Move players and spectators from the field area, teams and coaches will relocate to HS Gymnasium or Wheeler Commons.
 - b) Game officials and Athletic Director we evaluate situation
3. Wait for conditions to pass and determine if play can continue

Course of Action: (Lockdown) Active Shooter

1. Be aware of all spectators and individuals that may seem out of place
2. Athletic Director/Coaches keep cell phone readily available in case of emergency update about possible activity by police messages
3. In case of lockdown situation
 - a) Calmly instruct all players, coaches, spectators to head to the nearest school building (baseball move to Elementary school) all other outside sport programs move to High School Building. Once inside lock building and have everyone move away from windows and doors.
 - b) Do not leave building until lockdown has been lifted by police/administration.
 - c) May also take cover in Soccer shed or recreation building/Emergency Safety Building on Rocky Hollow Rd.

WHEELER HIGH SCHOOL

Emergency Action Procedures

Gymnasium

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:

Wheeler 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: Situation #1 Injured Player

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 or bystander to call 911 -Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*).
WHEELER HIGH SCHOOL address is 297 Norwich-Westerly Rd. North Stonington, CT 06359. Pull into driveway entrance by NS Elementary School and take a left to the front of high school building.
 - d) *STAY ON THE PHONE, BE THE LAST TO HANG UP*
3. Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - If athletic trainer is present, he/she will stay with athlete and provide immediate care.
 - If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b) Instruct coach or bystander to GET AED!!
4. Designate coach or bystander to control crowd
5. Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
6. Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment

7. If applicable send athlete information sheet from coach's kit with EMS
8. Document event and debrief

EMERGENCY PROCEDURE: SITUATION #2 LOCKDOWN (VIOLENT INTRUDER)

Course of Action: (Lockdown) Violent Intruder

1. Be aware of all spectators and individuals that may seem out of place
2. Athletic Director/Coaches keep cell phone readily available in case of emergency update about possible activity by police messages
3. In case of lockdown situation
 - a) Calmly instruct all players and coaches to relocate to the home and visitor's locker rooms.
 - b) Spectators are to move calmly to band and chorus rooms.
 - c) Do not leave lockdown until it has been lifted by police/administration.

WHEELER HIGH SCHOOL

EMERGENCY ACTION PLAN

GOLF

Information necessary prior to starting athletic season.

The following items are necessary for safety reasons during the golf season. Many of these items should be carried in a player's golf bag while participating in the sport of golf.

- Water bottle –can be filled at course prior to play
- Hat
- Golf glove
- Sunscreen
- Small medical kit – band-aids, gauze pads,
- Hand sanitizer
- Golf shoes
- Clothing appropriate for weather conditions
- Any necessary medications (ie. Epee pen)

Emergency Action Plan

Situation #1: Inclement Weather – Thunder, lightning, severe rain, etc.)

Course of Action

1. Be aware of all current and possible weather conditions prior to the start of play
2. If inclement weather happens during play
 - a. Notify players with an air horn from the pro shop
 - b. Players should:
 - Mark ball with tee
 - Start making his/her way to the clubhouse
 - Get ride if there is one available
 - c. Coaches should:
 - Attempt to pick up players with cart and/or
 - Wait for players at clubhouse and account for all players
3. Wait for conditions to pass and determine if play can resume

Situation #2: Injury to player

Course of Action:

1. Check to see if player is okay
2. If assistance is needed
 - a. Contact a coach (if nearby)
 - b. Stop another golfer with a cart to get assistance from clubhouse
 - c. Call 9-1-1 if life threatening injury, call Clubhouse (860)535-4653 for assistance with ambulance. This is a private golf course their Action Plan goes into action at this point.

Situation #3: Active Shooter, Shelter & Place

1. Shelter and place protocol at Stonington Country Club
 - a. Air Horn will sound for all golfers to drop their equipment and relocate to clubhouse for refuge
 - b. Stay away from all windows and doors
- c. Do not leave building until officials say it safe to leave.

Credit to Lyman Memorial Athletic Department for guidance and support creating this document