

Emergency Action Plan For Hopkinton Middle-High School Athletic Programs



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.

HOPKINTON MIDDLE HIGH SCHOOL

EMERGENCY CONTACT LIST

Emergency Contacts	Phone Number
Fire/Ambulance	603-746-3181 or 911
Police Department	603-746-5151 or 911
Concord Hospital	603-225-2711
Athletic Director Office	603-746-4167 x3226
School Main Office	603-746-4167
Principal's Office	603-746-4167 x3224
Superintendent's Office	603-746-5186

Title	Name	Office	Cell
Athletic Trainer	None yet	N/A	TBA
Athletic Director	Dan Meserve	603-746-4167 x3226	603-340-3249
Principal	Chris Kelley	603-746-4167 x3224	603-759-8894
Assistant Principal	Kim Leighton	603-746-4167 x3223	508-498-6933
Superintendent	Amy Doyle	603-746-5186 x2251	603-731-7091
Nurse	Katie Vitale	603-746-4167 x3233	603-496-7602

Introduction and Contents

Accidents and injuries are an inherent risk with participation in sports and athletic activities, and emergencies can arise at any time. The purpose of this plan is to codify the emergency action plan in the event of an emergency at Hopkinton Middle High School or one of its athletic locations.

Components of this Emergency Action Plan

1. Identify Emergency Personnel/First responder
2. Roles of First Responder
3. General Plan of Action
4. Emergency Communication
5. Emergency Situation Contact Tree
6. Emergency Equipment and Location
7. Medical Emergency Transportation
8. Site specific Emergency Plans of action
 - a. Hopkinton Middle/High School and George Park
 - b. Houston Field Complex
 - c. Park Avenue Field/Hopkinton Fairgrounds
9. Venue Directions
 - a. Addresses for out-of-town “home” venues
 - b. Maps and addresses for “in-town” venuesMaps with locations of AED’s (but may not be accessible!)
10. Emergency Action Plan Review

Emergency Personnel/First Responder – Identification and Role

Identification and Coach certification:

The first responder in an emergency situation during an athletic practice or competition varies according to venue and personnel in the area. Often, the coach assumes the role of first responder, but an Athletic Trainer, the Athletic Director, or trained police, fire or medical professionals in the area may join in to constitute an Emergency Team. In the event that others are not present, all Hopkinton Middle

High School coaches are required to maintain current certification in cardiopulmonary resuscitation (CPR), First Aid, and are trained in the use of an automated external defibrillator (AED). Coaches also must review this Emergency Plan on a yearly basis. Copies of Training Certificates are maintained in the Athletic Director's office.

First Responder/Emergency Team Role

The role of the First Responder/Emergency Team is predicated on time and the expectation is:

- **Establish scene safety and immediate care of the athlete:**
 - This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
- **Activation of Emergency Medical Services:**
 - 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.
- **Equipment Retrieval:**
 - May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
- **Direction of EMS to the scene:**
 - 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.

General Plan of Action

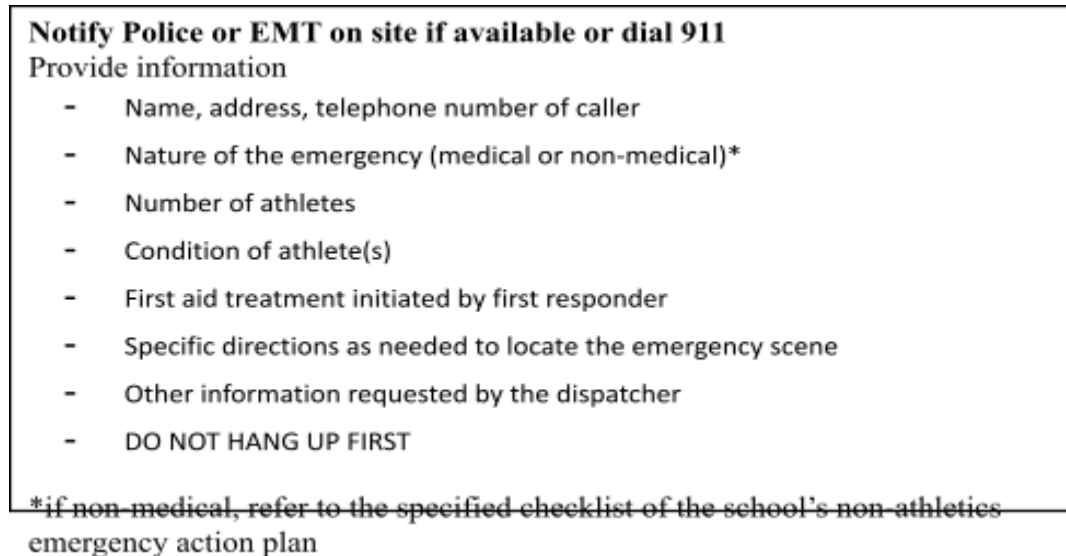
1. Most medically qualified person will lead
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
4. If the answer to the question above is “NO” - instruct bystander to call 911 – LOOK BYSTANDER DIRECTLY IN EYES and make sure they call!
5. Perform emergency CPR/First Aid
 - a. If severe bleeding – instruct individual to assist with bleeding control

6. Instruct coach or bystander to get AED
7. Instruct coach or bystander to control and/or remove crowd as necessary.
8. Contact the Athletic Trainer (if applicable) or Athletic Director if they are present
at the school but not on scene
9. Contact parents
10. Contact Athletic Director if not at scene.
11. If Athletic Director is not reachable, contact Principal/Vice Principal
12. Instruct individual to meet ambulance to direct to appropriate site
13. Assist with care as necessary
14. If at all possible, an assistant coach, school personnel, or parent should accompany athlete to hospital – either in ambulance or follow by car.
Coaches cannot leave the rest of the team unattended, however.
15. Document the event

Emergency Communication

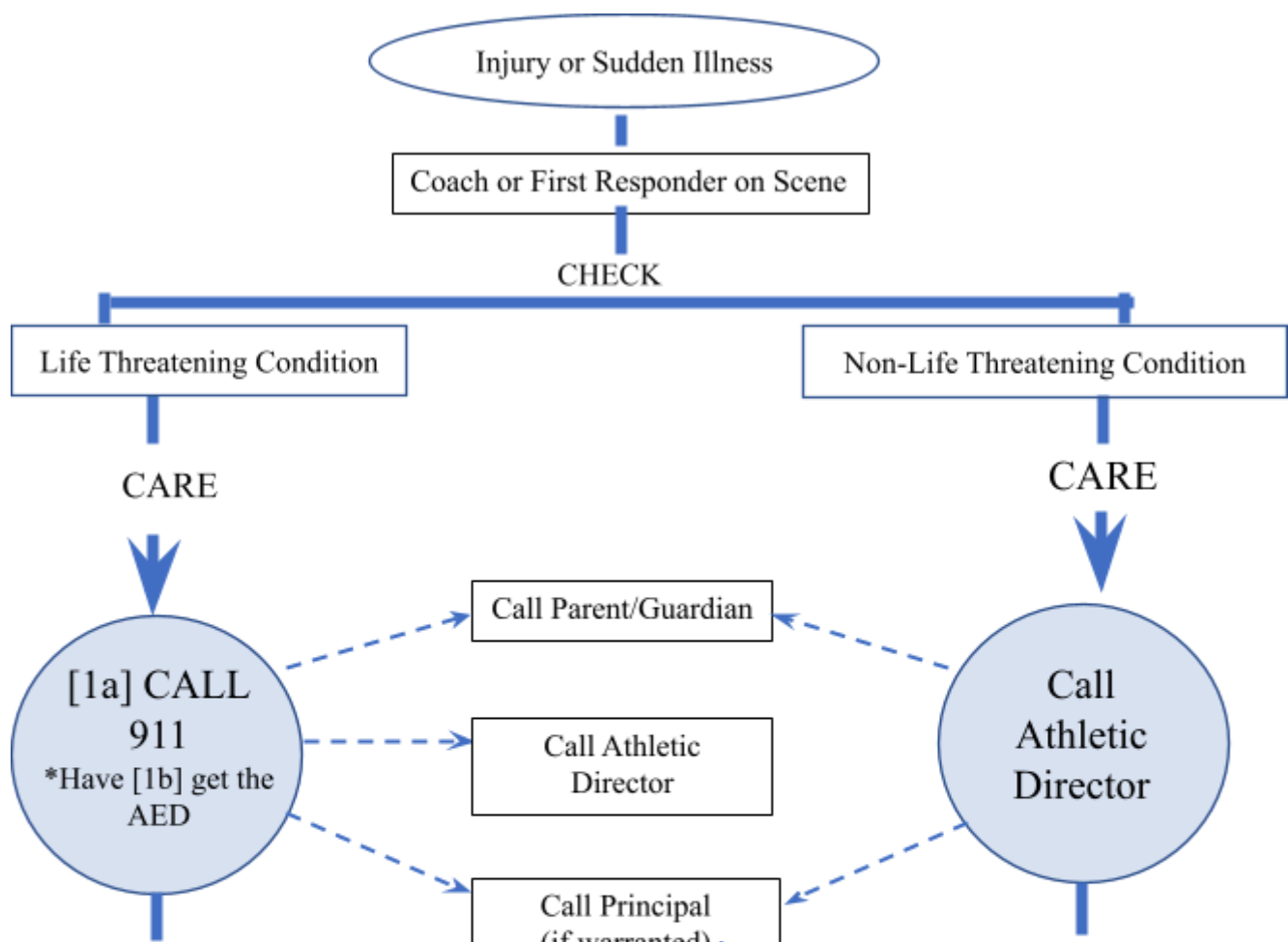
Communication is key to a quick, efficient emergency response. All coaches should have access to a cell or landline phone or other method of communication. While an initial call should be to 911, a subsequent call should be to the Athletic Director, Principal, Nurse, or other school personnel to alert them to the emergency.

Activating Emergency Medical Services



Specific contact numbers provided at the beginning of this document.

Emergency Situation Contact Tree



Emergency Equipment and Locations

1. First Aid Kit located with each team and carried by the coach. Kit will include a CPR Micromask, ice packs, and generic medical supplies (tape/pre wrap, bandaids etc). Coaches are responsible for periodically ensuring kit remains properly stocked and contact the Athletic Director immediately if replacement supplies are needed.
2. AED's and Locations
 - a. At Middle High School - Located in the cafeteria outside of the gym and outside the nurse's office on the first floor. During the fall and spring seasons, an AED will be left inside the wooden shed, hanging on a hook on the wall. Combo is 2024. PLEASE NOTE AN ID BADGE WILL BE NEEDED TO ACCESS SCHOOL
 - b. At Houston Field Complex
 - I. Portable AED's will be with coaches of highest need/distance from school. However, there will not ALWAYS be a coach with an AED. Unless a coach is KNOWN to have an AED with them, a runner should be sent to the secondary locations listed below (THESE LOCATIONS MAY NOT BE OPEN)
 - II. Lacrosse shed. Hanging from a hook there
 - ii. Slusser Senior Center – Located in Main Hallway near elevators on main floor of building
 - iii. Town Library – Located behind circulation desk.
3. Emergency phone
 - a. Coaches' personal cell phone.
 - b. Player/bystander cell phone.
4. Rescue Inhalers and Epi Pens
 - a. Medical Forms for each athlete are given to coaches, and on those forms parent/guardians are expected to inform of athletes who carry an inhaler and/or carry an Epi-pen. The athlete is responsible for bringing the inhaler/ Epi Pen with them to all practices/games

- b. Only in the event of an emergency and if an inhaler or Epi Pen is not readily accessible may these items be shared between athletes.
- c. Parents/Guardians are welcome to provide backup Inhaler and/or Epi pens to keep as a backup in the med kit.

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5. Catastrophic Injury Equipment

- a. While coaches have some training in catastrophic injury equipment (spine boards/cervical collar/splints/tourniquets etc), they are not trained medical personnel. If these items are available they will only be used by the coach in a life threatening situation. Otherwise coaches will wait for trained medical personnel to arrive at the scene.
- b. Coach is trained to NOT move the victim unless in danger and to wait for trained professionals to arrive.

6. Cooling Equipment for heat exertion victims.

- a. Unfortunately, we are not equipped with the ability to provide cooling equipment for heat exertion victims. Instead, coaches are instructed to do the following:
 - i. Call 911 immediately, while at the same time:
 - ii. Provide shade for the athlete if at all possible
 - iii. Use ice packs, water bottles, or similar to try to cool victim

Medical Emergency Transportation

In an emergency situation, the athlete should be transported by ambulance and not by private vehicle unless an ambulance is not available. Athletes who are transported by ambulance should be supervised by a coach, parent, or school employee. The coach maintains a responsibility to supervise the rest of the team, however, and cannot leave them alone. In such a circumstance, the coach will use his or her best judgement to designate someone to ride with the injured player or to supervise the team. It is imperative that the Emergency Chain of Contact procedure be followed.

SITE SPECIFIC EMERGENCY ACTION PLANS

HOPKINTON MIDDLE 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:

In any serious medical event, and assuming that we do not have a trainer present, 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 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 – 297 Park Ave, Contoocook
 - d) Any additional information
 - e) ***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.
 - 1) If athletic trainer is present he/she will stay with athlete and provide immediate care.
 - 2) 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 and/or remove crowd
- 5) Contact the Athletic Trainer or Athletic Director if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors if possible

- b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) If at all possible, an assistant coach, school personnel, or parent should go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

HOPKINTON MIDDLE HIGH SCHOOL

Emergency Action Plan

Houston Fields – 41 Houston Drive, Contoocook

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:

In any serious medical event, and assuming that we do not have a trainer present, 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 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 – 41 Houston Drive, Contoocook (Fields 1,2,3,4 or XC course – see map)
 - d) Any additional information
 - a. ***STAY ON THE PHONE, BE THE LAST ONE TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
 - ii. 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) Contact the Athletic Trainer or Athletic Director if not present on scene
- 6) 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.
- 7) Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
- 8) If at all possible, an assistant coach, school personnel, or parent should go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

HOPKINTON MIDDLE HIGH SCHOOL

Emergency Action Plan

PARK AVENUE/HOPKINTON FAIRGROUNDS – 513 PARK AVE, CONTOOCOOK

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:

In any serious medical event, and assuming that we do not have a trainer present, EMS should be contacted immediately.

Emergency Procedures:

- 1) Check the scene
 - e) Is it safe for you to help?
 - f) What happened?
 - g) How many victims are there?
 - h) Can bystanders help?
- 2) Instruct coach or bystander to call 911
 - Provide the following information
 - e) Who you are
 - f) General information about the injury or situation
 - g) Where you are – 513 Parke Ave, Contoocook (please see map)
 - h) Any additional information
 - a. ***STAY ON THE PHONE, BE THE LAST ONE TO HANG UP***
- 3) Perform emergency CPR/First Aid
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present he/she will stay with athlete and provide immediate care.
 - ii. 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) Contact the Athletic Trainer or Athletic Director if not present on scene
- 6) 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.

- 7) Assist ATC and/or EMS with care as directed
 - a. Retrieve Necessary Supplies/Equipment
- 8) If at all possible, an assistant coach, school personnel, or parent should go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief

HOPKINTON MIDDLE HIGH SCHOOL VENUE DIRECTIONS

In-Town

Gymnasium Hopkinton/Middle High School – (Basketball) – 297 Park Avenue Contoocook, NH, 03229. Enter main doors at front of school, gymnasium is located directly to your left.

George Park (school fields) – (Soccer, Field Hockey, Baseball, Softball, Track and Field, Cross Country) – 297 Park Avenue, Contoocook, NH, 03229. Located directly next to the Middle/High School.

Houston Fields – (Soccer, Football, Boys and Girls Lacrosse, Cross Country course) – 41 Houston Drive, Contoocook, NH, 03229. In the center of Contoocook bear left past the fire station and take a hard left immediately following it onto Park Avenue. ¼ mile on your right is the entrance to the Hopkinton Town Library, and immediately behind the library are the Houston Field complex. Please see the map for details.

Houston Field 1 (soccer) – Directly behind the library.

Houston Field 2 (soccer and lacrosse) – The field just beyond Houston 1 behind the library.

Houston Field 3 (soccer and lacrosse) – Go past Houston Field 1 and enter the dirt road through a gate on the right side. At the end of the dirt road is Houston Field 3.

Houston Field 4 (lacrosse) – Go past Houston Field 1 and enter the dirt road through a gate on the right side. At the end of the dirt road is Houston Field 3, and Houston Field 4 is just beyond that.

Houston XC Course (cross country) – The course starts at Houston 3 and follows the walking trail around the facility. Emergency location should be provided as to which area (Houston 1/2/3/4 or playground) are closest.

Houston Playground (for location only) - Go past Houston Field 1 and enter the dirt road through a gate on the right side. Playground is immediately on your left.

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Hopkinton Fairgrounds – (Nordic ski)- 513 Park Avenue, Contoocook, NH 03229. From the center of Contoocook take Park Avenue passing the high school on your left. About ¼ mile on the left is the Ross L. Hilton Hall. The entrance to the Nordic ski venue is directly behind that.

Park Avenue Field – (Middle School Baseball) – 517 Park Avenue, Contoocook, NH, 03229. From the center of Contoocook take Park Avenue passing the high school on your left. About ¼ mile on the left is the Ross L. Hilton Hall. Immediately beyond that is a parking lot with access to the Park Avenue field.

Gould Hill – (HS Cross Country Course) – 656 Gould Hill Rd, Contoocook. Course is located at the apple orchard,

Out-of-Town

Country Club of New Hampshire – (Golf) – 187 Kearsarge Vallet Rd, North Sutton, NH 03260. 89N to Exit 10. Turn right on North Road, then right again on North Road. Left on Kearsarge Valley Rd, course is one mile on left.

Lee Clement Arena at New England College – (Ice hockey) – 38 Grove St., Henniker, NH 03242. Exit 5 on 89N to the Henniker/New England College Exit 7. South on Rte 114 through the blinking light continue past Simon Center - New England College sign. Take your first right after the NEC CEI Building (Circle Street), take the second right into the parking lot along the field house. Lee Clement Arena is down the dirt road on the right.

Pats Peak – (Alpine Ski) – 686 Flanders Rd, Henniker, NH 03242. Exit 5 on 89N to the Henniker/New England College Exit 7. South on Rte 114. Go straight through the center of town for approximately 2 miles and look for the Pats Peak sign on your right. Take the right and follow the road to the Pats Peak entrance.

ATHLETIC MAPS

OVERALL FACILITIES



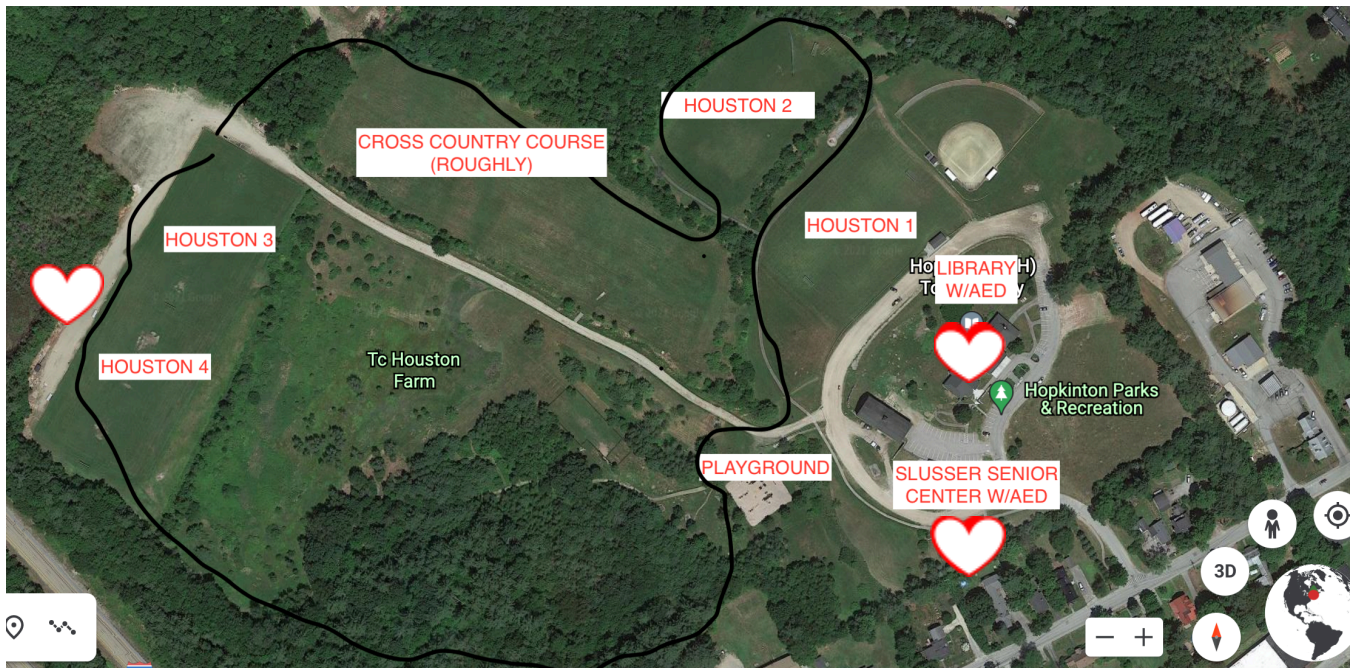
= AED LOCATION BUT MAY NOT BE ACCESSIBLE



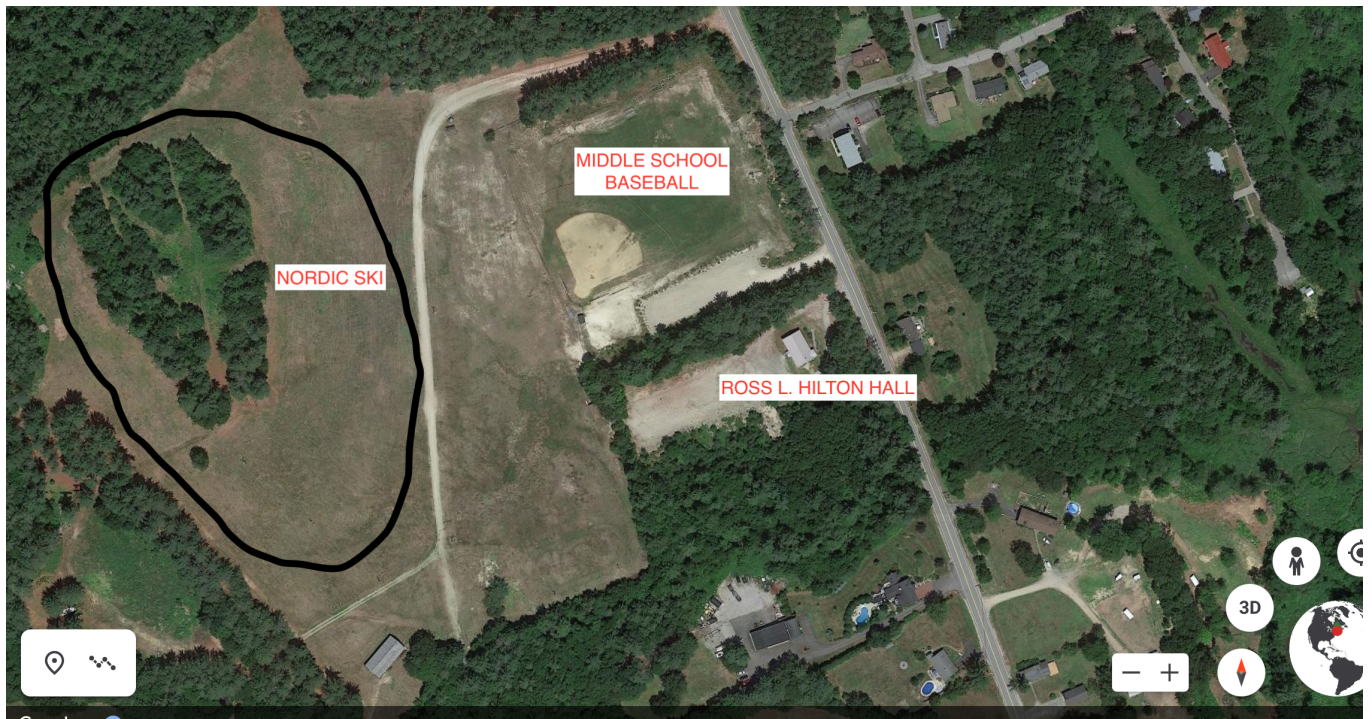
HIGH SCHOOL/GEORGE PARK (BASKETBALL, SOCCER, FIELD HOCKEY, BASEBALL, SOFTBALL, TRACK AND FIELD, CROSS COUNTRY)



HOUSTON FIELDS (SOCCER, LACROSSE, FOOTBALL, CROSS COUNTRY)

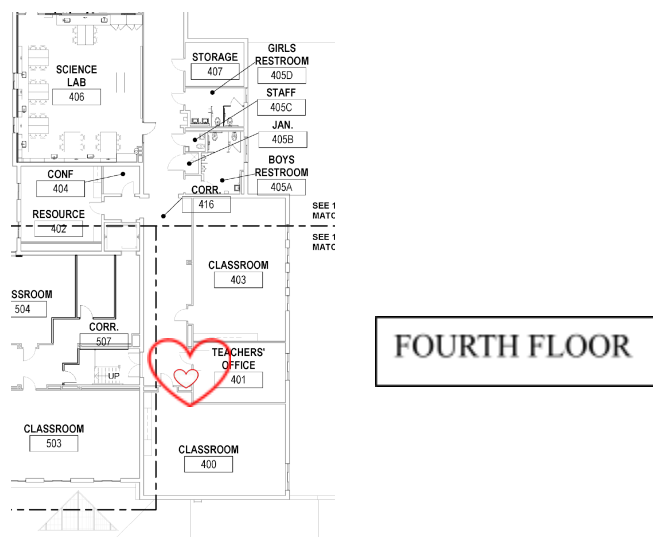


PARK AVE/FAIRGROUNDS (MIDDLE SCHOOL BASEBALL AND NORDIC SKI)



AED LOCATIONS WITHIN SCHOOL – MARKED WITH 





Emergency Action Plan Review

Plan Revision

Following adoption of this plan, it will be reviewed in its entirety by the Athletic Director, a member of the Hopkinton Fire Department, the Superintendent, and School Nurse on a biannual basis. Should permanent venue locations change, this plan will be updated prior to competitions.

Coach and Involved Parties Review

All Hopkinton High School Coaches, the Athletic Director, and the Athletic Trainer will participate in a comprehensive bi-annual review of this plan. This will be in conjunction with the bi-annual CPR/First Aid recertification class provided by the school. Coaches will be expected to review this document and acknowledge review prior to the start of every season they coach. This expectation will be articulated in the pre-season coach checklist. These will be kept, along with updated First Aid/CPR information, in the Athletic Director's Office.

Dan Meserve, CAA
Athletic Director
Revised/Reviewed August,
2025