

Emergency Action Plan For Weston High School Athletics Program



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.

Table of Contents

Introduction	3
Staff Education	4
Chain of Command	4
Emergency Telephone Numbers	5
Emergency Situation Contact Tree	6
Emergency Equipment Locations	7-8
Weston AED Locations	
General Plan of Action	9-12
Environmental Conditions	13-14
Procedures for Various Sport Locations	15-30
Documentation of AED Maintenance	31
Approval and Verification Page	32

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 Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see page #4-5 for emergency communication guidelines for Weston High School

Staff Education

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

Chain of Command

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

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:

CHAIN OF COMMAND
Most medically qualified

**this chain of command would be completed per team in the event that the chain is different per team*

Phone Numbers

Emergencies..... 911

Weston Police (non-emergency) 203-222-2600

Weston H.S. (main office)..... 203-291-1600

Weston H.S Athletic Office (Dawn Egan).... 203-221-6500 (x4845)

(Cell)... 203-451-4964

Mark Berkowitz, Athletic Director 203-221-6520

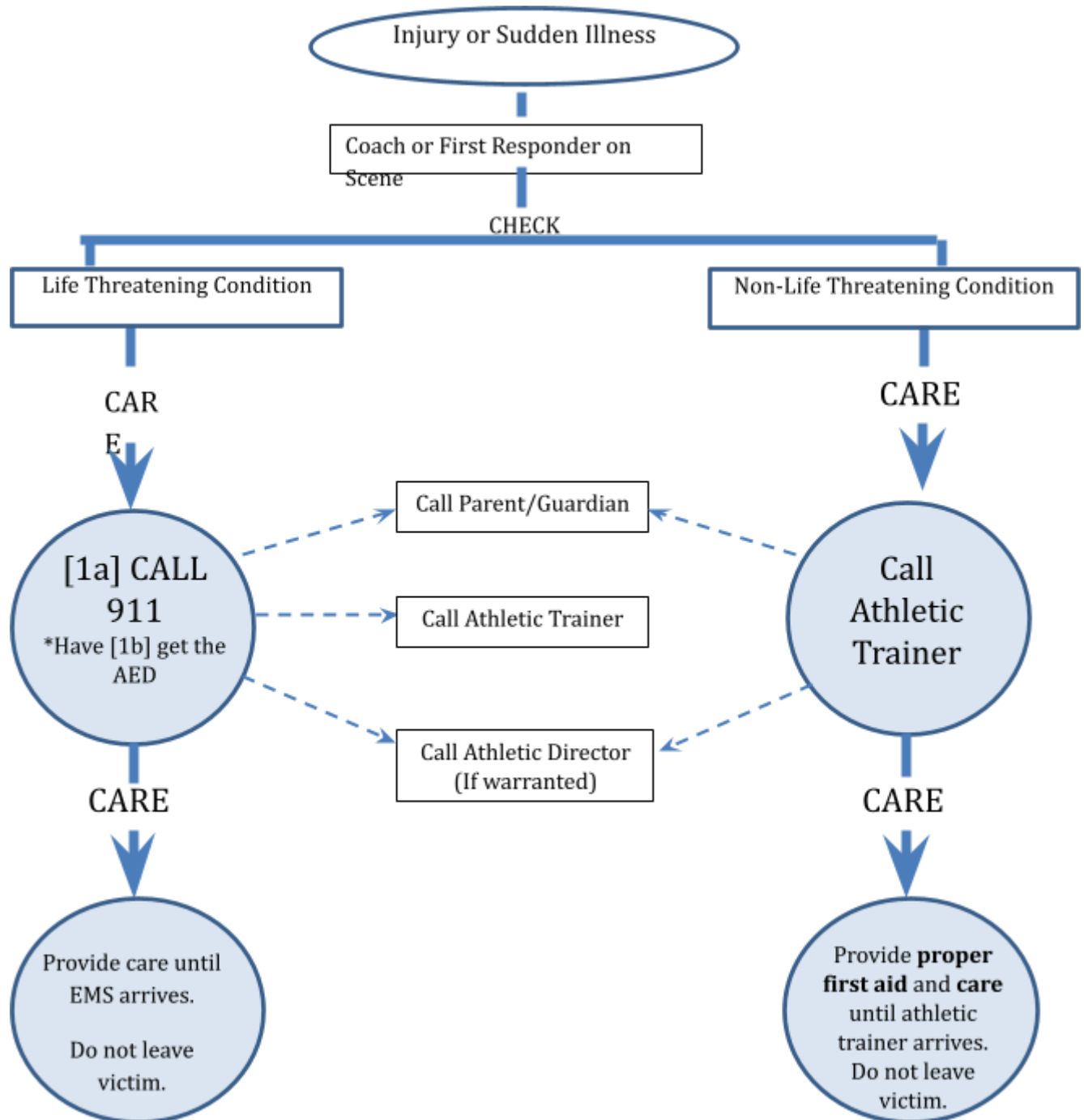
(Cell)... 203-232-3023

Eric Peterson, Athletic Trainer.....203-414-6890

Information to be provided over the phone in case of emergency:

1. Name and phone number you are calling from
2. Exact location of emergency and directions (street names, buildings, landmarks, entry into building, specific areas, etc.)
3. Type of injury or illness
4. Condition of patient(s) and type of aid being provided
5. Number of people injured
6. Other information as requested and be the last one to hang up

Emergency Situation Contact Tree



Emergency Equipment Locations

Emergency Equipment:

- Athletic Training Kit including emergency equipment, Ice, Biohazard/First Aid Kit
- First aid kit located with coach, ice chest located with coach

1. AED

- Weston High School (WHS)
 - Outside of Auditorium
 - Galleria (next to bathrooms across from the main gymnasium)
 - C - Wing Hallway
 - H - Wing Hallway
 - Nurses Office
 - Booster Barn Wall Outside near the Stadium Field
- Weston Middle School (WMS)
 - Outside by playground (near the field between WMS and WHS)
 - Outside Library in main lobby
 - Revson Baseball Field (on concession stand shed)
- Hurlbutt Elementary School
 - In dugout at softball field

2. Nearest Phone

- Athletic Trainer's personal cell phone when covering events
- Coach's personal cell phone
- Wall mounted phone in Athletic Trainer's office
- Wall mounted phone in athletics department

3. Rescue Inhaler

- Athletes are responsible for inhalers and bringing them to each practice/game unless otherwise discussed by parents coaches and athletic trainer
- Coaches should be aware of each athlete with an inhaler
- Coaches may carry an extra inhaler clearly labeled for athletes in the med kit provided by Athletic Trainer
- Athletic Trainer may carry a backup inhaler in the med kit

4. Epi Pen

- Athletes are responsible for bringing Epi pen to practices and games unless otherwise discussed by parents coaches and athletic trainer
- Coaches should be aware of each athlete who carries and has an Epi Pen
- Coaches may be giving a back up Epi Pen (labeled with name) to hold in med kit provided by athletic trainer
- Athletic Trainer may be given a back up Epi Pen to be kept in med kit

5. Splints/Crutches

- With ATC during events
- In ATR

6. Spine boards/Cervical Collar

- Will be provided by EMS upon arrival

7. Bio-hazard Materials

- Red bags-in each med kit and in ATR
- Disposal bin- in ATR and in nurses office

**Emergency Action Plan: Facilities include: Outdoor
(Stadium Field, Lower Turf Field, Revson Baseball Field,
Elementary School Softball Field, Tennis Courts), Indoor
(Main Gym, Old Gym, Weight Room)**

In-Season Athletics:

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

Emergency Communication: WHS certified Athletic Trainer carries portable radio in contact with coaches, athletic office, security (on a different channel) and emergency personnel.

Emergency Equipment: Supplies maintained by certified athletic trainer (Med Kit, Ice chest) must be present at practices and games.

Medical Emergency Transportation

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

Role of First Responders

1. Immediate care of the injured or ill student-athlete
 - a. Evaluate the athlete on the field or bench
 - b. Determine the seriousness of the injury
 - c. **An athlete with any of the following symptoms needs IMMEDIATE medical care (CALL 911)**
 - Deformity of a limb
 - Extreme localized pain
 - Injuries to the spinal column, especially when numbness or tingling is present
 - Altered level of consciousness, including disorientation, dizziness, drowsiness, memory loss, unconsciousness, or seizure. (This may or MAY NOT be related to a head injury)
 - Repeated vomiting or diarrhea
 - Unequal pupil size or fluid leaking from ears or nose (severe concussion symptoms)
 - Severe bleeding
 - Difficulty or irregular breathing. If an athlete has asthma, have him/her use this/her inhaler
 - An eye injury that impairs vision.
 - Chest pain

WHEN IN DOUBT, PLAY IT SAFE AND CALL FOR HELP

- d. **Do not** attempt to load or transport the athlete until medical assistance arrives
2. Activation of emergency medical system (EMS) Call 911
Make sure the person is ready to relay the following information to the 911 dispatcher: (A site-specific script should be kept in the first aid kit)
 - Location the caller is calling from and the telephone number
 - Location of the site where the athlete is injured
 - Directions to the site (which doors or side of the field to enter)
 - General information of the nature to the injury (i.e. head injury, spinal injury, etc.) and care currently being administered
 - **DO NOT HANG UP UNTIL THE DISPATCHER HANGS UP**
 - Return to the accident scene after the call is completed
3. Emergency equipment retrieval

4. Direct EMS to scene

- a. Designate someone (assistant coach, player) to open appropriate gates
- b. Do not move the injured athlete unless their life is threatened by leaving them where they are
- c. Designate individual to “flag down” EMS and direct them to scene
- d. Scene control: limit scene to first aid providers and move bystanders away from area
- e. Designate person to call parents or emergency contact person
- f. Designate a person to help keep team and crowd calm. Avoid alarming or negative statements about the injury

**** ALWAYS STAY CALM**

Do not let an athlete return to play or practice after an injury until he/she has been evaluated and cleared to return by a qualified health care professional (physician, athletic trainer, etc.). Clearance to return to athletic participation should be in writing or through direct verbal contact with the athletic trainer.

***In the event that a certified athletic trainer is not available, the COACH will assume the role of the first responder and initiate EMS.**

Always have THE EMERGENCY MEDICAL FORMS ACCESSIBLE.

Injury Management

- A. If the athletic trainer (AT) is on the field at the time of the injury the AT will evaluate and treat the injury. The coach will contact the athlete's parents.
- B. If the injury is life threatening, the AT will provide first aid while the coach contacts 911 and activates EMS. The coach will also contact the athlete's parents and the athletic director (AD) who will then contact the building principal.
 - 1. The coach will then assist the AT with first aid as needed
 - 2. The AD/Site Manager will serve as crowd control if necessary. They will also ensure that EMS can access the site. If the AD/Site Manager is not present, a coach will perform this function.
- C. If the AT is not at the field the coach will contact the AT and provide first aid as able until the AT arrives.
 - 1. If the AT is not present at the field and the injury is apparently life threatening (i.e. unconscious athlete, seizure, severe respiratory distress, spinal injury) the coach will call 911 and activate EMS while an assistant coach or responsible student summons the AT and AD.
 - 2. In cases of sudden cardiac arrest the coach will activate EMS and initiate CPR including AED if available while an assistant coach or responsible student summons the AT.
- D. If no AT is available, the coach will provide first aid for all injuries as able. In the event of severe or life threatening injuries the coach will activate EMS and provide first aid as able. The coach, or an assistant coach, will contact the AD and the athlete's parents. In the event of sudden cardiac arrest the coach will initiate CPR and will send an assistant coach or a responsible athlete to retrieve the AED if there is not one already at the field.
- E. After an injury the coach, AT, and AD will ensure that the appropriate report is filled out and filed with the school. They will also follow up with the athlete or the athlete's parents to ascertain how the athlete is progressing.

Environmental Conditions

A. Heat Illness

1. In hot weather coaches should arrange practice schedules to allow for gradual heat acclimatization
2. In hot weather, practices should be modified to decrease duration and intensity
3. Cold water will be provided freely during practices and games not just during designated breaks
4. Athletes showing signs and symptoms of heat illness shall be immediately removed from participation
5. If heat stroke is suspected (altered mental status, vomiting, loss of consciousness) Coach should call ATC to begin cold water immersion and activate EMS.

B. Cold Injury

1. Any athlete suspected of Hypothermia or Frostbite should be removed from the cold immediately. They should be escorted indoors by a coach, ATC, or another athlete.
2. Once indoors the ATC will evaluate the cold injury and determine the course of action.

C. Lightning

1. Coaches should be alert to the sound of thunder or the flash of lightning. They should check weather reports before practices and games especially if storms are predicted.

2. In the event that lightning or thunder is seen or heard then all participants shall move to a secure enclosed area. Safe locations include fully enclosed buildings with plumbing and electric and fully enclosed vehicles. (Spectators should be directed towards their vehicles, the visiting team might need to board the bus if possible)

3. If the Athletic Trainer is available he or she will monitor lightning and storms. The Athletic Trainer will then let the teams know when to clear fields and take shelter. The fields and courts should be cleared when lightning is 10 miles away as per NCAA regulations

4. Participation cannot resume until 30 minutes after the last flash of lightning is seen.

5. In the event there is a lightning related injury, EMS shall be activated. If the athlete is conscious and is able to be moved, they shall be moved to a safe location immediately. If they cannot be moved, the coach shall begin administering first aid and summon the ATC if they are not already onsite.

D. Procedures for Various Sport Locations at Weston High School

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

STADIUM FIELD/TRACK:

IN CASE OF EMERGENCY:

1. The ATC, if present, will assess the injury and the need for medical referral.
(One coach should follow ATC onto field to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from field)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel to Weston High School via School Rd.
 - b. Field/track is located between Weston Intermediate School and Weston High School
 - c. Access field/track via lot on the right hand side of WHS.
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the front/side of the school near cafeteria to secure an easy access for the ambulance and ensure gates are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card.
 - b. Contact parents or emergency contacts.
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.
8. The coach needs to ensure there is someone to take the child home from the hospital.

9. ATC and AD shall be notified ASAP.
10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

1. In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.
 - a. When lightning is seen, begin counting the seconds.
 - b. Terminate the count once the thunder is heard.
 - c. If the count is less than 60 seconds, the event will be terminated immediately.
2. Teams will then go into the closest lightning safe building:
 - a. Weston High School
 - b. Buses are also suitable but not preferred
3. It is safe to return to play when 30 minutes has passed since the last sighting of lightning.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.

AED is located on the outside wall of the booster barn closest to the school.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved behind the storage containers between field/track and tennis courts and stand silently.
 - a. They should stay there until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - b. Coach should take attendance.
 - c. No use of personal cell phones.

LOWER TURF FIELD:

IN CASE OF EMERGENCY:

1. The ATC, if present, will assess the injury and the need for medical referral.
(One coach should follow ATC onto field to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from field)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel to Weston High School via School Rd.
 - b. Field is located on your right hand side as you pull up to the high school with the school parking lot on the left
 - c. Access field via rock driveway in the northeast corner of field (corner closest to the school)
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the access gate to secure an easy access for the ambulance and ensure gates are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card.
 - b. Contact parents or emergency contacts.
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.

8. The coach needs to ensure there is someone to take the child home from the hospital.
9. ATC and AD shall be notified ASAP.
10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

1. In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.
 - a. When lightning is seen, begin counting the seconds.
 - b. Terminate the count once the thunder is heard.
 - c. If the count is less than 60 seconds, the event will be terminated immediately.
2. Teams will then go into the closest lightning safe building:
 - a. Weston High School
 - b. Buses are also suitable but not preferred
3. It is safe to return to play when 30 minutes has passed since the last sighting of lightning.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.
2. AED is located on the outside wall of the booster barn closest to the school.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved to Wood Hill Rd. (through woods towards Administration Building) and stand silently in cul-de-sac.
 - a. They should stay there until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - b. Coach should take attendance.
 - c. No use of personal cell phones.

WHS GYMNASIUMS:

IN CASE OF EMERGENCY:

1. The Athletic Trainer (ATC), if present, will assess the injury and the need for medical referral.
(One coach should follow ATC to athlete to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from area)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel to Weston High School via School Rd.
 - b. Enter through the main doors on the right side of school (near cafeteria).
 - c. Access gyms through galleria hallway.
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the doors to secure an easy access for the ambulance and ensure doors are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card
 - b. Contact parents or emergency contacts
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.
8. The coach needs to ensure there is someone to take the child home from the hospital.
9. ATC and AD shall be notified ASAP.

10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF FIRE ALARM:

1. Should fire alarm sound, exit the building immediately through doors leading to the parking lot and stand on other side of driveway, away from the building.
2. Do no re-enter building unless instructed by fire department.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.
2. AED is located inside the high school. It is mounted on the wall on the left hand side in the hall between the athletic office and the library.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved in to locker rooms where they will sit silently in a spot where they can not be viewed through any windows.
 - a. Coach will lock locker room doors.
 - b. The door should not be opened until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - c. Coach should take attendance.
 - d. No use of personals cell phones.

WMS SWIMMING POOL:

IN CASE OF EMERGENCY:

1. The Athletic Trainer (ATC), if present, will assess the injury and the need for medical referral.
(One coach should follow ATC to athlete to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from area)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel to Weston Middle School via School Rd.
 - b. Enter through the front lower doors.
 - c. Access pool area through locker rooms.
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the front lower doors to secure an easy access for the ambulance and ensure doors are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card
 - b. Contact parents or emergency contacts
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.
8. The coach needs to ensure there is someone to take the child home from the hospital.
9. ATC and AD shall be notified ASAP.

10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF FIRE ALARM:

1. Should fire alarm sound, exit the building immediately through doors leading to the parking lot and stand on other side of driveway, away from the building.
2. Do not re-enter building unless instructed by fire department.

IN CASE OF LIGHTNING:

1. In the event that lightning is forecasted, and if lightning detector is not available, the ATC/Coach will do the following:
 - a. If lightning and/or thunder is seen/heard, all athletes will leave the pool and pool deck immediately.
 - b. It is safe to return to the deck and pool when 30 minutes has passed since the last sighting of lightning.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.
2. AED is located in pool area.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved in to locker rooms where they will sit silently in a spot where they can not be viewed through any windows.
 - a. Coach will lock locker room doors.
 - b. The door should not be opened until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - c. Coach should take attendance.
 - d. No use of personal cell phones.

TENNIS COURTS:

IN CASE OF EMERGENCY:

1. The ATC, if present, will assess the injury and the need for medical referral.
(One coach should follow ATC onto field to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from field)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel to Weston Intermediate School via School Rd.
 - b. Tennis courts are located between Weston Intermediate School and Weston High School behind stadium field.
 - c. Access courts via parking lot on the left hand side of WIS.
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the entry way of the parking lot to secure an easy access for the ambulance and ensure gates are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card.
 - b. Contact parents or emergency contacts.
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.
8. The coach needs to ensure there is someone to take the child home from the hospital.

9. ATC and AD shall be notified ASAP.
10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

1. In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.
 - a. When lightning is seen, begin counting the seconds.
 - b. Terminate the count once the thunder is heard.
 - c. If the count is less than 60 seconds, the event will be terminated immediately.
2. Teams will then go into the closest lightning safe building:
 - a. Weston High School
 - b. Weston Intermediate School
 - c. Buses are also suitable but not preferred
3. It is safe to return to play when 30 minutes has passed since the last sighting of lightning.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.
1. AED is located on the outside wall of the booster barn closest to the school.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved behind the storage containers between field/track and tennis courts and stand silently.
 - a. They should stay there until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - b. Coach should take attendance.
 - c. No use of personals cell phones.

REVSON FIELD:

IN CASE OF EMERGENCY:

1. The ATC, if present, will assess the injury and the need for medical referral.
(One coach should follow ATC onto field to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from field)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel past Weston High School and Weston Middle School via School Rd.
 - b. Field is located on your right hand side as you pass middle school with the school also on the right side.
 - c. Access field via entry way off of School Rd. just past WMS back parking lot driveway.
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the access gate to secure an easy access for the ambulance and ensure gates are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card.
 - b. Contact parents or emergency contacts.
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.

8. The coach needs to ensure there is someone to take the child home from the hospital.
9. ATC and AD shall be notified ASAP.
10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

1. In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.
 - a. When lightning is seen, begin counting the seconds.
 - b. Terminate the count once the thunder is heard.
 - c. If the count is less than 60 seconds, the event will be terminated immediately.
2. Teams will then go into the closest lightning safe building:
 - a. Weston Middle School
 - b. Buses are also suitable but not preferred
3. It is safe to return to play when 30 minutes has passed since the last sighting of lightning.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.
2. AED is located inside the middle school in the pool area.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved to northeast corner of Revson (the side furthest from WMS with access to Lords Highway) and stand silently out of sight.
 - a. They should stay there until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - b. Coach should take attendance.
 - c. No use of personals cell phones.

MIDDLE SCHOOL SOFTBALL FIELD:

IN CASE OF EMERGENCY:

1. The ATC, if present, will assess the injury and the need for medical referral.
(One coach should follow ATC onto field to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from field)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel past Weston High School via School Rd.
 - b. Field is located on your right hand side as you pass the high school with the school also on the right side.
 - c. Access field via driveway off of School Rd. just past WHS.
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the driveway entrance to secure an easy access for the ambulance and ensure gates are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card.
 - b. Contact parents or emergency contacts.
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.

8. The coach needs to ensure there is someone to take the child home from the hospital.
9. ATC and AD shall be notified ASAP.
10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

1. In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.
 - a. When lightning is seen, begin counting the seconds.
 - b. Terminate the count once the thunder is heard.
 - c. If the count is less than 60 seconds, the event will be terminated immediately.
2. Teams will then go into the closest lightning safe building:
 - a. Weston Middle School
 - b. Weston High School
 - c. Buses are also suitable but not preferred
3. It is safe to return to play when 30 minutes has passed since the last sighting of lightning.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.
2. AED is located inside the middle school in the pool area, or in the high school mounted on the wall in the hall between the athletic office and the library.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved to Tobacco Rd. (there is a trail through woods behind junior parking lot which is across School Rd. from the softball field) and stand silently in the cul-de-sac.
 - a. They should stay there until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - b. Coach should take attendance.
 - c. No use of personals cell phones.

ELEMENTARY SCHOOL SOFTBALL FIELD:
IN CASE OF EMERGENCY:

1. The ATC, if present, will assess the injury and the need for medical referral.
(One coach should follow ATC onto field to offer any assistance as requested by ATC ie: summoning EMS, help removing athlete from field)
2. If ATC is not immediately present, the coach (as a first responder) will conduct a first aid survey to determine the need for medical referral.
 - To summon an ambulance, designate someone to do one of the following:
 - a. Call Dispatch Emergency Services
 - a. 911
3. Upon emergency contact, the designated person will do the following:
***STAY ON THE LINE AND FOLLOW DIRECTIONS OF DISPATCHER**
 - a. Identity yourself and position (ie: ATC, Coach)
 - b. State your location and details
 - c. State the nature of the medical emergency
 - d. Request assistance and ambulance if needed
 - e. State the number of athletes involved and their current condition
 - f. Give specific directions to emergency scene
4. If directions are needed, they will be given as the following:
 - a. Travel towards Administration Building via School Rd.
 - b. Field is located on your right hand side as you pass Hurlbutt Elementary School's parking lot also on your right.
 - c. Access field via opening in fence on the third base side.
5. Upon waiting for the arrival of the ambulance, send a coach (or player(s) if a coach is not available) to the entry point to secure an easy access for the ambulance and ensure gates are unlocked and opened.
6. While waiting the arrival of the ambulance:
 - a. Locate the athlete's Emergency Information Card.
 - b. Contact parents or emergency contacts.
 - c. Remain with the athlete and remove bystanders.
7. When the ambulance arrives, send an assistant coach with the athlete if no parent or family member is present. If only head coach is present, athlete will travel alone and coach will meet athlete at the hospital after the game if parents can not be reached.
8. The coach needs to ensure there is someone to take the child home from the hospital.

9. ATC and AD shall be notified ASAP.
10. An injury report will be filled out at Weston High School by the coach and the ATC in a timely fashion and turned in to AD.

IN CASE OF LIGHTNING/ SEVERE WEATHER:

1. In the event that lightning is forecasted, the ATC/Coach will use the flash-to-bang theory, if lightning detector is not available.
 - a. When lightning is seen, begin counting the seconds.
 - b. Terminate the count once the thunder is heard.
 - c. If the count is less than 60 seconds, the event will be terminated immediately.
2. Teams will then go into the closest lightning safe building:
 - a. Hurlbutt Elementary School
 - b. Buses are also suitable but not preferred
3. It is safe to return to play when 30 minutes has passed since the last sighting of lightning.

IN CASE OF CARDIAC SITUATION:

1. Emergency protocol should be implemented.
2. AED is located inside Hurlbutt Elementary School across from Main office near library.

IN CASE OF A LOCKDOWN

1. In the event of a lockdown everyone should be quickly and quietly moved to the Weston Fire Station (towards Onion Barn) and stand silently in the parking lot.
 - a. They should stay there until the coach is notified that the lockdown is over through a PA announcement or a phone call.
 - b. Coach should take attendance.
 - c. No use of personals cell phones.

Offsite Facilities

All offsite facilities should follow the emergency action plan for that specific venue.
All coaches should have their med kit and ice chest for offsite events and practices.

At off campus venues the coach will be responsible for handling first aid situations.
Any life threatening emergencies and the coach will activate EMS and follow the protocols for that venue.

Documentation of Emergency Equipment Maintenance AED

Responsible Party for ensuring AED Maintenance:

AEDs should be checked every month

Date	AED #	Status	Notes

Approval and Verification Page:

This document has been read and revised by the [School Name] athletic trainer, team physician and athletic director.

Team Physician: _____

Date: _____

Athletic Trainer: _____

Date: _____

Athletic Director: _____

Date: _____

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

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

Coach Name (print) _____ Sport _____

Signature _____ Date _____