

## **Health and Safety Strategy Procedures:**

This document lays out specific instructions in the event of an injury/incident while using the facilities at any of the Yorktown Central School District locations.

**Group Leader:** Group leader or Coach is the responsible party for facility use, is aware and has accepted the responsibility of leading others. Group Leader/Coach is to ensure the group is not exposed to a foreseeable risk of injury as far as reasonably possible.

**Risk Assessments:** Facilities are used for many purposes. A risk assessment must be made by the **Group Leader/Coach** prior to each Use and should be based on the present groups intended use of such facility. Sport specific risk or Use specific risk is based on groups intended use of the facility. Identify issues that may put users at risk and bring to the immediate attention of the building staff and/or the Building and Fields Manager. Facility use should be suspended until potential issue is reviewed by District facility staff.

## **Accident /Incident Reporting and Procedures:**

- \* Immediate assessment of injured party.
- \* Call 911 and clearly give your name, school and facility use Location (field, gym, classroom number).
- \* Start CPR if appropriate. AED located outside the gym area.
- \* AED is located at turf field at YHS at about the 50 yard line inside the fence system.
- \* If appropriate – designate two students to seek help of another adult within the building.
- \* Scene control – keeps bystanders from the injured party but located within area as to continue supervision.
- \* Designate individuals to open gate, doors, and flag down emergency personnel.
- \* Notify the district's Building and Field Manager of incident immediately at 914-447-6353 Trish Harris – must be contacted as soon as safely possible.
- \* Complete District Incident Forms and return to the Facilities Office.

**Facility Damage:** Any damage to the facility should be reported to the Building and Fields Office at 914-243-8000 x 18904 or at 914-447-6353 or O&M Director at 914-243-8000 x 18910 or at 914-490-7968.

**First Aid Provisions:** Every User of the YCSD facilities must provide their own First Aid kit to be used during their facility use upon the YCSD property.

## **Facility Locations of Emergency Equipment:**

AED - **automated external defibrillator** or **AED** is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient. Directions for use are listed on the machine. Locations of AEDs are listed below.

Yorktown High School 2725 Crompond Road, Yorktown Heights, NY

- *Inside Building* - outside Nurses Office, first floor near lobby;
- *Inside Building* - outside Weight Room (across from gymnasium);
- *Inside Building* - second floor next to elevator;
- *Outdoors* - Turf field/track area, on the fence adjacent to the 50 yd line, inside the fence area.
- *Outdoors* - at Building A - across from the Tennis Courts. center offices.

Mildred Strang Middle School

2701 Crompond Road, Yorktown

- *Inside Building* - outside Nurses Office, first floor near lobby;
- *Inside Building* - outside gym entrance, lower level, in hallway;

Crompond School

2901 Manor Street, Yorktown

- *Inside the Building* - outside of the gym entrance, in main hallway;

Brookside School

2285 Broad Street, Yorktown

- *Inside the Building* - outside gymnasium, first floor near lobby;

Mohansic School

704 Locksley Road, Yorktown

- *Inside the building* - outside gymnasium, first floor near lobby;

One AED is located outside at Yorktown High School Turf field and one at Building A across from the tennis courts.. AEDs are not located outside at Brookside, Crompond, Mohansic, French Hill or MESMS.

The District strongly encourages all Groups using the outdoor facilities to supply their own AEDs during use of facilities (at their own expense). The YCSD strongly encourages Group Leaders and Coaches to be certified in First Aid, CPR and AED (at their own expense).

## **Inclement Weather:**

### **District Thunder and Lightning Practice:**

If thunder is heard and/or lightning is seen, you must clear the fields and outdoor areas and seek shelter in a building or car. No one can resume play on fields until 30 minutes has passed from the last thunder clap or view of lightning.

**Lightning is a dangerous phenomenon. Thunder and Lightning are the same. If you hear thunder, there is lightning. You do not need to see lightning for it to be present. Lightning can be present without thunder.**

Should you find yourself in a field unable to reach shelter, drop all equipment; assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head.