LSM Athletics

Emergency Action Plan

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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. Lewis Mills has developed this emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants.

Activating the Emergency Medical System (EMS)

Call 9-1-1

Providing information:

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

During an emergency, if the athletic trainer is present, he/she will evaluate the injured student. If the condition is life-threatening, the athletic trainer will provide treatment while the coach contacts emergency services. The coach will then assist the athletic trainer as needed.

The coach or a designated staff will contact the Athletic Director, who will then contact the principal. The coach or designated staff will then contact the student's parent/guardian. If the Athletic Director or any athletic staff are present, they will provide support as needed, ensure emergency services have clear access, and will manage/supervise any bystanders or crowds.

If the athletic trainer is not present at the scene, the coach will provide appropriate first aid and contact the trainer. If the injury is potentially life-threatening, the coach will immediately call 911. The coach/assistant staff will continue to provide first aid care and will contact Athletic Director and parents as described above.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Chain of Command During an Emergency

1. A Medical Doctor on the scene
2. The Athletic Trainer
3. The EMT
4. School Nurse
5. Police officer or Firefighter
6. The Coach (current certification in 1st Aid/CPR is a condition of employment)
7. Other school staff and teachers trained in first aid or CPR
8. Other Persons trained in CPR or First Aid

Emergency Equipment

The athletic trainer will provide all teams with fully stocked medical kits that coaches will have with them at all times. If items in the kit are used by the team, the athletic trainer should be informed so that the kit can be restocked.

Emergency medical forms for each athlete will be kept in the medical kit, or can be kept by the coach in an equally accessible location. A copy of the LSM Emergency Action Plan will also be kept in the kit.

Members of the coaching staff should be aware of the location of the nearest AED. The athletic trainer will have her own AED accessible at all times. AED locations on campus are noted in Appendix A for both the LSM and HarBur campuses, along with Stop the Bleed kits. AED locations at other off-site athletic venues are noted in the site-specific action plans in this document.

Contacts and Important Numbers

IN CASE OF EMERGENCY, DIAL 911

School Staff

Jay Pelchar	Director of Athletics	860-673-0423 (x15602) 860-966-8838 (cell)
Christine Weaving	Athletic Trainer	860-673-0423 (x15601) 860-471-9345 (cell)
Chris Rau	Principal	860-673-0423 (x15501) 860-836-3164 (cell)
Jen Otte	Assistant Principal	860-673-0423 (x15508)
Alyssa Marchand	Head Nurse	860-673-0423 (x15509)
Matt Funchion	School Resource Officer	860-673-0423 (x15501)

Other Resources

Burlington Police Department (non-emergencies)	860-673-4856
Bristol/Burlington Health District	860-584-7682

Athletic Practices/Contests Held in
LSM Gymnasium

Lewis Mills High School
26 Lyon Rd, Burlington CT 06013

The Emergency Medical System (911) should be immediately activated for any ***severe injury or illness***. This includes, but is not limited to cardiac arrest, head/neck/spinal injuries, severe bleeding, severe fracture, seizure, and heat stress.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Action Steps when activating EMS:

1. Athletic Trainer or Coach makes the call to 911
    - Caller identifies themselves
    - Provide nature of emergency
    - Provide the condition of athlete(s)
    - Specific location: **Lewis Mills High School, 26 Lyon Rd, Burlington CT**
    - Entrance: "**Gymnasium**" entrance, from the bus circle in front of the school
    - Other information as requested
    - Stay on the line – **caller should be the last person to hang up**
2. Athletic Trainer or Coach provides care to the athlete by administering appropriate CPR/first aid treatment.
3. Athletic Trainer or Coach designates responsible person to meet and direct emergency responders.
4. Contact:
    a. If not already present, Coach contacts Athletic Trainer: **Christine Weaving (ATC) 860-471-9345**
    b. Contact Athletic Director **Jay Pelchar 860-966-8838**
5. Coach or designee accesses the athlete's Emergency Medical form located in the medical kit. Coach provides Emergency medical form to EMS and contacts parent/guardian as indicated on the form.
6. If parent/guardian is not present, Coach or assistant coach will travel with or follow the athlete to the hospital. If coach is alone, he/she will stay with the rest of the team.
7. After the situation has been resolved, the coach submits an accident report to the school nurse's office as directed in the LSM Coaches Handbook.

AED locations

- AED carried by the Athletic Trainer
- Wall-mounted AED cabinet outside the main gym entrance

Athletic Practices/Contests Held in
HarBur Gymnasium

HarBur Middle School
26 Lyon Rd, Burlington CT 06013

The Emergency Medical System (911) should be immediately activated for any ***severe injury or illness***. This includes, but is not limited to cardiac arrest, head/neck/spinal injuries, severe bleeding, severe fracture, seizure, and heat stress.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Action Steps when activating EMS:

1. Athletic Trainer or Coach makes the call to 911
    - Caller identifies themselves
    - Provide nature of emergency
    - Provide the condition of athlete(s)
    - Specific location: **HarBur Middle School, 26 Lyon Rd, Burlington CT**
    - Entrance: "**HarBur Middle School**" main entrance, from the bus circle in front of the school
    - Other information as requested
    - Stay on the line – **caller should be the last person to hang up**
2. Athletic Trainer or Coach provides care to the athlete by administering appropriate CPR/first aid treatment.
3. Athletic Trainer or Coach designates responsible person to meet and direct emergency responders.
4. Contact:
    a. If not already present, Coach contacts Athletic Trainer: **Christine Weaving (ATC) 860-471-9345**
    b. Contact Athletic Director **Jay Pelchar 860-966-8838**
5. Coach or designee accesses the athlete's Emergency Medical form located in the medical kit. Coach provides Emergency medical form to EMS and contacts parent/guardian as indicated on the form.
6. If parent/guardian is not present, Coach or assistant coach will travel with or follow the athlete to the hospital. If coach is alone, he/she will stay with the rest of the team.
7. After the situation has been resolved, the coach submits an accident report to the school nurse's office as directed in the LSM Coaches Handbook.

AED locations

- AED carried by the Athletic Trainer
- Wall-mounted AED cabinet outside the doors at mid-court, at hallway intersection

Athletic Practices/Contests Held in

LSM Upper Fields

Baseball – Softball – Field Hockey

HarBur Middle School
26 Lyon Rd, Burlington CT 06013

The Emergency Medical System (911) should be immediately activated for any ***severe injury or illness***. This includes, but is not limited to cardiac arrest, head/neck/spinal injuries, severe bleeding, severe fracture, seizure, and heat stress.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Action Steps when activating EMS:

1. Athletic Trainer or Coach makes the call to 911
    - Caller identifies themselves
    - Provide nature of emergency
    - Provide the condition of athlete(s)
    - Specific location: **HarBur Middle School, 26 Lyon Rd, Burlington CT**
    - Entrance: "**HarBur Middle School**" main entrance, from the bus circle in front of the school.
    - Other information as requested
    - Stay on the line – **caller should be the last person to hang up**
2. Athletic Trainer or Coach provides care to the athlete by administering appropriate CPR/first aid treatment.
3. Athletic Trainer or Coach designates responsible person to meet and direct emergency responders. Open gate leading to baseball fields; if locked, key can be obtained from the Athletic Trainer, Athletic Director, custodians, administrators, or town EMT's.
4. Contact:
    a. If not already present, Coach contacts Athletic Trainer: **Christine Weaving (ATC) 860-471-9345**
    b. Contact Athletic Director **Jay Pelchar 860-966-8838**
5. Coach or designee accesses the athlete's Emergency Medical form located in the medical kit. Coach provides Emergency medical form to EMS and contacts parent/guardian as indicated on the form.
6. If parent/guardian is not present, Coach or assistant coach will travel with or follow the athlete to the hospital. If coach is alone, he/she will stay with the rest of the team.
7. After the situation has been resolved, the coach submits an accident report to the school nurse's office as directed in the LSM Coaches Handbook.

AED locations

- AED carried by the Athletic Trainer
- Wall-mounted AED cabinet inside HarBur main entrance, to the left as you enter

Lightning/Severe Weather

Actions

1. When the potential for severe weather exists, the Athletic Trainer and Coach will monitor weather forecasts/weather apps to be aware of the potential for lightning. The athletic trainer has the authority to make the call to suspend play/seek shelter. The coach must adhere to the decision of the athletic trainer.
2. When lightning is reported within 6 miles (flash-to-bang of 30 seconds or less), everyone at the event must seek shelter in the nearest designated area.
3. Play may not resume until 30 minutes has passed from the last lightning seen or thunder heard.

Areas of Refuge:

HarBur building – either entrance by cafeteria (for Field Hockey) or main entrance (baseball/softball)
Visiting team may utilize their bus as an alternative
Spectators may utilize their vehicles

Lewis Mills Athletics —— Emergency Action Plan

Athletic Practices/Contests Held in

LSM Lower Fields

Football – Track – Lacrosse - Soccer

HarBur Middle School
26 Lyon Rd, Burlington CT 06013

The Emergency Medical System (911) should be immediately activated for any ***severe injury or illness***. This includes, but is not limited to cardiac arrest, head/neck/spinal injuries, severe bleeding, severe fracture, seizure, and heat stress.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Action Steps when activating EMS:

1. Athletic Trainer or Coach makes the call to 911
    - Caller identifies themselves
    - Provide nature of emergency
    - Provide the condition of athlete(s)
    - Specific location: **Lewis Mills High School, 26 Lyon Rd, Burlington CT**
    - Entrance: through gate by concession shed. Gate can be raised by athletic trainer, athletic director, or custodial/maintenance staff
    - Other information as requested
    - Stay on the line – **caller should be the last person to hang up**
2. Athletic Trainer or Coach provides care to the athlete by administering appropriate CPR/first aid treatment.
3. Athletic Trainer or Coach designates responsible person to meet and direct emergency responders. Open gate leading to maintenance access road; fob to raise gate can be obtained from the Athletic Trainer, Athletic Director, concession workers, custodians, administrators, or town EMT's.
4. Contact:
    a. If not already present, Coach contacts Athletic Trainer: **Christine Weaving (ATC) 860-471-9345**
    b. Contact Athletic Director **Jay Pelchar 860-966-8838**
5. Coach or designee accesses the athlete's Emergency Medical form located in the medical kit. Coach provides Emergency medical form to EMS and contacts parent/guardian as indicated on the form.
6. If parent/guardian is not present, Coach or assistant coach will travel with or follow the athlete to the hospital. If coach is alone, he/she will stay with the rest of the team.
7. After the situation has been resolved, the coach submits an accident report to the school nurse's office as directed in the LSM Coaches Handbook.

AED locations

- AED carried by the Athletic Trainer
- Wall-mounted AED cabinet outside the main gym entrance

Lightning/Severe Weather

Actions

1. When the potential for severe weather exists, the Athletic Trainer and Coach will monitor weather forecasts/weather apps to be aware of the potential for lightning. The athletic trainer has the authority to make the call to suspend play/seek shelter. The coach must adhere to the decision of the athletic trainer.
2. When lightning is reported within 6 miles (flash-to-bang of 30 seconds or less), everyone at the event must seek shelter in the nearest designated area.
3. Play may not resume until 30 minutes has passed from the last lightning seen or thunder heard.

Areas of Refuge:

LSM building – enter through double doors at the back of the building, next to trainer's office and weight room
Visiting team may utilize their bus as an alternative
Spectators may utilize their vehicles

Athletic Practices/Contests Held in

Nassahegan Field

Soccer

Nassahegan Recreation Complex
Punch Brook Rd, Burlington CT 06013

The Emergency Medical System (911) should be immediately activated for any ***severe injury or illness***. This includes, but is not limited to cardiac arrest, head/neck/spinal injuries, severe bleeding, severe fracture, seizure, and heat stress.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Action Steps when activating EMS:

1. Athletic Trainer or Coach makes the call to 911
    - Caller identifies themselves
    - Provide nature of emergency
    - Provide the condition of athlete(s)
    - Specific location: **Nassahegan Recreation Complex, Punch Brook Rd, Burlington**
    - Entrance: through gate by flagpole
    - Other information as requested
    - Stay on the line – **caller should be the last person to hang up**
2. Athletic Trainer or Coach provides care to the athlete by administering appropriate CPR/first aid treatment.
3. Athletic Trainer or Coach designates responsible person to meet and direct emergency responders. Stand at road by the gate near the flagpole.
4. Contact:
    a. If not already present, Coach contacts Athletic Trainer: **Christine Weaving (ATC) 860-471-9345**
    b. Contact Athletic Director **Jay Pelchar 860-966-8838**
5. Coach or designee accesses the athlete's Emergency Medical form located in the medical kit. Coach provides Emergency medical form to EMS and contacts parent/guardian as indicated on the form.
6. If parent/guardian is not present, Coach or assistant coach will travel with or follow the athlete to the hospital. If coach is alone, he/she will stay with the rest of the team.
7. After the situation has been resolved, the coach submits an accident report to the school nurse's office as directed in the LSM Coaches Handbook.

AED locations

- AED carried by the Athletic Trainer
- AED cabinet mounted on telephone pole outside the maintenance garage

Lightning/Severe Weather

Actions

1. When the potential for severe weather exists, the Athletic Trainer and Coach will monitor weather forecasts/weather apps to be aware of the potential for lightning. The athletic trainer has the authority to make the call to suspend play/seek shelter. The coach must adhere to the decision of the athletic trainer.
2. When lightning is reported within 6 miles (flash-to-bang of 30 seconds or less), everyone at the event must seek shelter in the nearest designated area.
3. Play may not resume until 30 minutes has passed from the last lightning seen or thunder heard.

Areas of Refuge:

Maintenance building
All available buses and personal vehicles

Athletic Practices/Contests Held in
Fairview Farm Golf Course

Golf

Fairview Farm Golf Course
300 Hill Rd, Harwinton CT 06013

The Emergency Medical System (911) should be immediately activated for any ***severe injury or illness***. This includes, but is not limited to cardiac arrest, head/neck/spinal injuries, severe bleeding, severe fracture, seizure, and heat stress.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Action Steps when activating EMS:

1. Coach makes the call to 911
    - Caller identifies themselves
    - Provide nature of emergency
    - Provide the condition of athlete(s)
    - Specific location: **Fairview Farm Golf Course, 300 Hill Rd, Harwinton**
    - Entrance: main driveway to the clubhouse
    - Other information as requested
    - Stay on the line – **caller should be the last person to hang up**
2. Coach provides care to the athlete by administering appropriate CPR/first aid treatment.
3. Coach designates responsible person to meet and direct emergency responders.
4. Contact:
    a. If not already present, Coach contacts Athletic Trainer: **Christine Weaving (ATC) 860-471-9345**
    b. Contact Athletic Director **Jay Pelchar 860-966-8838**
5. Coach or designee accesses the athlete's Emergency Medical form located in the medical kit. Coach provides Emergency medical form to EMS and contacts parent/guardian as indicated on the form.
6. If parent/guardian is not present, Coach or assistant coach will travel with or follow the athlete to the hospital. If coach is alone, he/she will stay with the rest of the team.
7. After the situation has been resolved, the coach submits an accident report to the school nurse's office as directed in the LSM Coaches Handbook.

AED locations

- AED in the clubhouse

Lightning/Severe Weather

Actions

1. When the potential for severe weather exists, the Coach will monitor weather forecasts/weather apps to be aware of the potential for lightning. The Fairview staff in the clubhouse can be utilized to help inform the coach of impending weather issues. Either the Coach or the Fairview staff can make the call to suspend play/seek shelter.
2. The course has a horn that sounds when alerting golfers to seek shelter.
3. If available, Coaches and players should utilize carts to expedite getting players off the course.
4. When lightning is reported within 6 miles (flash-to-bang of 30 seconds or less), everyone at the event must seek shelter in the nearest designated area.
5. Play may not resume until 30 minutes has passed from the last lightning seen or thunder heard.

Areas of Refuge:

Clubhouse

Athletic Practices/Contests Held in
Winding Trails

Crew

Winding Trails
50 Winding Trails Drive, Farmington CT 06032

The Emergency Medical System (911) should be immediately activated for any ***severe injury or illness***. This includes, but is not limited to cardiac arrest, head/neck/spinal injuries, severe bleeding, severe fracture, seizure, and heat stress.

If there is uncertainty as to the severity/extent of an injury, play it safe and call 911

Action Steps when activating EMS:

1. Coach makes the call to 911
    - Caller identifies themselves
    - Provide nature of emergency
    - Provide the condition of athlete(s)
    - Specific location: **Winding Trails, 50 Winding Trails Drive, Farmington**
    - Entrance: through main gate, Crew area is ¼ mile further on the left
    - Other information as requested
    - Stay on the line – **caller should be the last person to hang up**
2. Coach provides care to the athlete by administering appropriate CPR/first aid treatment.
3. Coach designates responsible person to meet and direct emergency responders at main gate.
4. Contact:
    a. If not already present, Coach contacts Athletic Trainer: **Christine Weaving (ATC) 860-471-9345**
    b. Contact Athletic Director **Jay Pelchar 860-966-8838**
5. Coach or designee accesses the athlete's Emergency Medical form located in the medical kit. Coach provides Emergency medical form to EMS and contacts parent/guardian as indicated on the form.
6. If parent/guardian is not present, Coach or assistant coach will travel with or follow the athlete to the hospital. If coach is alone, he/she will stay with the rest of the team.
7. After the situation has been resolved, the coach submits an accident report to the school nurse's office as directed in the LSM Coaches Handbook.

AED locations

- In office building staffed until 4pm

Lightning/Severe Weather

Actions

1. When the potential for severe weather exists, the Coach will monitor weather forecasts/weather apps to be aware of the potential for lightning.
2. When lightning is reported within 6 miles (flash-to-bang of 30 seconds or less), everyone at the event must seek shelter in the nearest designated area.
3. Activity may not resume until 30 minutes has passed from the last lightning seen or thunder heard.

Areas of Refuge:

Pavilion

Response Protocols for Specific Emergencies

At no time should a staff member exceed the limits of their training when providing care for an athlete. When emergency responders arrive, they assume the leadership role in the care for the athlete. If the athlete is to be transported to the hospital, a coach should accompany the athlete if a parent is not present to do so. The coach must first ensure the remaining team members are left with proper supervision.

Cardiac Emergency

1. Assessment – signs and symptoms:
    - Sudden Collapse
    - No Pulse: There will be no detectable heartbeat.
    - No Breathing: The person will not be breathing or will be gasping for air.
    - Loss of Consciousness: The person will be unresponsive and unconscious
    - Sometimes, there might be warning signs before cardiac arrest occurs, such as:
    - Chest Discomfort: Pain or pressure in the chest.
    - Shortness of Breath: Difficulty breathing.
    - Weakness: Feeling unusually weak or fatigued.
    - Palpitations: Fast, fluttering, or pounding heartbeat
2. Immediate Action: Call 911 immediately if someone is experiencing a cardiac emergency.
3. CPR: Begin CPR if the person is unresponsive and not breathing.
4. AED: Use an Automated External Defibrillator (AED). Follow the device's instructions.

Respiratory Emergency

1. Assessment: Identify signs of respiratory distress such as difficulty breathing, wheezing, or blue lips.
2. Positioning: Help the person sit in an upright position to ease breathing.
3. Medication: Administer prescribed medications like inhalers for asthma or epinephrine for anaphylaxis.
4. Emergency Services: Call 911 if the person's condition does not improve or worsens

Anaphylaxis

1. Call 911 immediately.
2. Ask if the person has an epinephrine autoinjector (EpiPen) and assist with its use if needed.
3. Have the person lie down and stay still.
4. Loosen tight clothing and cover with a blanket.
5. Monitor breathing and circulation

Spinal Cord Injury

1. Call 911 immediately.
2. Keep the person still: prevent any movement of the head, neck, or back. Use heavy towels or rolled sheets to immobilize the neck.
3. Avoid moving the person: do not attempt to move the person unless absolutely necessary (e.g., to prevent choking or ensure breathing).
4. Provide First Aid: if the person shows no signs of circulation (breathing, coughing, or movement), begin CPR without tilting the head back. Use fingers to gently lift the jaw forward.
5. Keep helmet on: if the person is wearing a helmet, do not remove it.
6. Roll with assistance: if you must roll the person (e.g., due to vomiting or choking), ensure you have at least one other person to help keep the head, neck, and back aligned.

Concussions

1. Immediately remove the athlete from play/practice and seek evaluation from the Athletic Trainer.
2. If no Athletic Trainer is present, observe the athlete for signs and symptoms of a concussion (see below).
3. If any signs/symptoms are reported/observed, the athlete is not to return to play/practice. If unsure, keep the athlete out!
4. If an athlete loses consciousness, call 911 immediately.
5. Notify the athlete's parents/guardians of the possible concussion.
6. Notify the Athletic Trainer about the injury.
7. A specific return to play protocol is required prior to return to unrestricted play.

SIGNS OBSERVED BY COACH:	SIGNS REPORTED BY ATHLETE
Player appears dazed / disoriented	Headache
General confusion	Nausea
Forgetful	Balance problems/dizziness
Player seems overly emotional (laughing, crying)	Double/blurred vision
Player demonstrates balance issues	Sensitivity to light/noise
Loss of consciousness – CALL 911	Feeling very fatigued
Repetitive or delayed speech	Feeling "foggy"
Vomiting	Concentration/memory problems
	Irritability
	Sadness
	Feeling more emotional

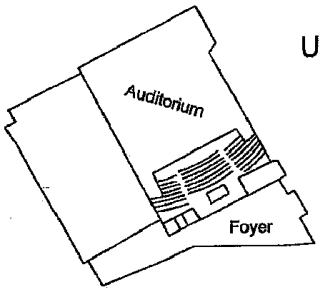
Heat-Related Emergency

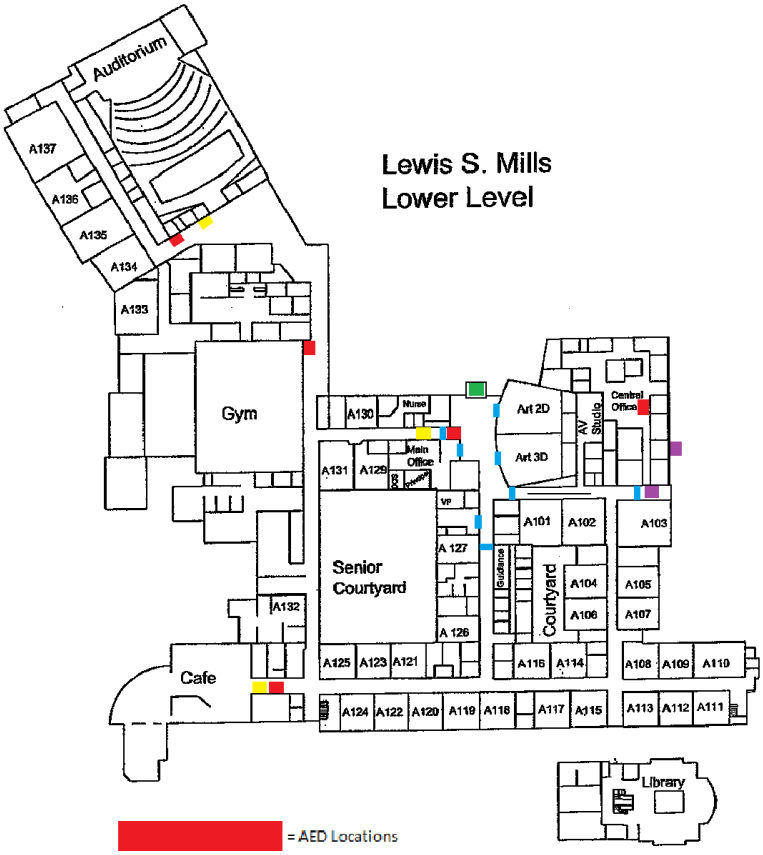
1. Heat Exhaustion:
    - Move the person to a cooler environment.
    - Have them lie down and elevate their legs.
    - Provide cool water or sports drinks.
    - Apply cool compresses or take a cool shower
2. Heat Stroke:
    - Call 911 immediately.
    - Move the person to a cooler environment.
    - Remove excess clothing.
    - Cool the person rapidly using cool water, ice packs, or fans.
    - Monitor body temperature and continue cooling until it drops to 101-102°F

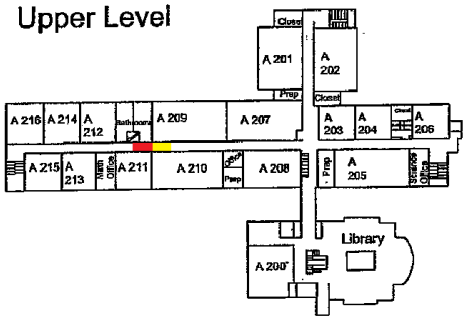
Cold-Related Emergency

1. Hypothermia:
    - Call 911 immediately.
    - Move the person to a warm place.
    - Remove wet clothing and dry the person.
    - Warm the person slowly by wrapping in blankets or using dry clothing.
    - Monitor breathing and circulation
2. Frostbite:
    - Protect the affected area from further exposure.
    - Avoid rubbing or massaging the frostbitten area.
    - Warm the area using body heat or warm water (not hot).
    - Seek medical attention for severe cases

LSM AED and Stop the Bleed kit locations







Created by Phillip Weingart
&Jared Dunbar
Revised 1/28/19 by Greg Martin

HarBur AED and Stop the Bleed kit locations