

# Emergency Action Plan

Rockville High School

Athletics Program



## **Vernon Public Schools Personnel**

Superintendent of Schools: Dr. Joseph Macary

School District Advising Physician: Dr. Ellen Marmer

School District Director of Facilities: Mark Rizzo

High School Principal: Jason Magao

Middle School Principal: David Caruso

Athletic Director: Jeffrey Farrell

School Nurse: Victoria Martucci

Athletic Trainer:

Head Custodian: Jeffrey Bettinger

Date of Latest Review: July 2024

## **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, spectators, coaches, and officials. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

There are a variety of emergency situations that can surface during sports programming. As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Rockville High School has developed this 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 more appropriately and efficiently.

## **Prior To An Emergency**

The following steps will be taken prior to participation in sports for each season:

1. Parents and students will submit the following documents...
  - a. Permission form and waiver (FamilyID) – includes medical history and emergency contact information
  - b. CIAC Sudden Cardiac Arrest Education Form
  - c. CIAC Concussion Education Form
  - d. Heat Illness Form
2. The Athletic Director will assure that all coaches have completed the legal and required training and have obtained all certifying documents from every coach, including volunteer coaches, prior to any of their athlete's participation. (A list of certifications required of Connecticut coaches is in the CIAC Medical Handbook or can be acquired from the CIAC.)
3. The coaches will receive emergency contact information and medical history (relevant to sports). The coaches will keep this information on hand during all instances where they are engaged with their student/athletes. The coach will also keep water, med kit and supplies on hand at all team practices, contests and events.
4. The school district will allocate a budget sufficient to purchase needed athletic medical supplies recommended by the athletic trainer and approved by the athletic director.
5. The school district will designate personnel to make repairs and maintain athletic facilities up to safety standards. The school district will establish a line of communication for making safety repairs in a timely fashion.
6. The athletic trainer will prepare medical kits for every team at every level (varsity, JV and freshmen) and distribute them to coaches. Coaches will keep the medical kit stocked. Coaches will keep medical kits on hand at all instances where they are engaged with their student athletes.
7. The athletic trainer will keep an inventory of medical supplies and inform the athletic director of supplies that should be ordered before any supplies become exhausted.
8. The athletic director and/or athletic trainer will review the Emergency Action Plan with all coaches prior to the start of the first practice of the season. Coaches will receive maps of their playing area delineating emergency equipment and emergency rescue procedures. Coaches will sign a verification form (Appendix C) upon completion of this training.
9. Athletic department staff will be responsible for posting the EAP at their different venues. Posting the EAP may include physically attaching the EAP to a structure (e.g., wall, fence) or it may be in the medical kit.
10. The Athletic Director will coordinate with the athletic trainer in inspecting all emergency equipment (defibrillators, cold water immersion tubs, spine boards etc.) and they will perform regular inspections of such equipment.
11. Coaches will regularly inspect their playing areas and team equipment. Coaches will inform the Athletic Director immediately if playing areas or equipment falls into disrepair.

12. Coaches will meet with their teams prior to the start of the first practice/try-out and go over the “General Guidelines for Students” as well as specific safety precautions for their sport and distribute the cautionary statement relevant to their sport.

13. The Athletic Director will follow the process in the CIAC Medical Handbook for “Medical Monthly To Do List” or revise the list to suit the specific situation in our school. The importance of a schedule of safety procedures is to have a systematic process for assuring that safety precautions are in place.

14. The Athletic Director will send maps to police, fire and EMT service at the start of each school year.

## **General Guidelines for Students**

All Coaches should meet with their teams prior to the first day of try-outs/practice and review safety guidelines specific to the sport. The coach should distribute the cautionary statement for their sport and go over it with their students and parents. Also, coaches should go over the following general procedures:

1. Do not start practicing or playing until the coach is present
2. No gum or food during practice.
3. No horseplay of any kind, at any time (bus, locker room etc.).
4. Wear proper clothing and footwear.
5. Dress appropriately for the weather.
6. Tie hair back or wear a cap, keep your hair out of your eyes.
7. Follow all directions from the instructor/coach. The coach will specify safety techniques for the sport. Athletes are expected to follow safety techniques.
8. Drink water frequently. You are always allowed to get water during breaks. Drink water during the day prior to practices/contests. If your facility does not have a water fountain nearby, bring water from home.
9. Keep off equipment unless instructed to go on.
10. Tell the coach if something is wrong. If you feel dizzy, light headed, faint, have chest pains, are over heated or don't feel well for any reason: tell your coach.
11. In the case of an emergency notify your coach immediately.
12. If you think someone else is in distress, ask them if they are OK and tell your coach.
13. Follow the coaches' instructions during emergency situations.

## **Emergency Equipment Locations**

### ***Emergency Equipment:***

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit, portable defibrillator will be carried continuously by the athletic trainer.
1. AED
    - a. Portable AED with the athletic trainer for all covered events
    - b. Additional AED located in “Red Square” outside of Athletic Director’s office. (See appendix B for map)
    - c. There are 2 outdoor AEDs at RHS. One is located on the VoAg side of the school just outside of the track area. Another is located near the tennis courts and upper baseball field.
    - d. VCMS has an indoor AED located between the gymnasium and cafeteria kitchen. There is also an outdoor AED located on the lower field.
  2. Nearest phone
    - a. Athletic Trainer’s personal cell phone when covering events
    - b. Coaches’ personal cell phones
    - c. A phone is located in the athletic director’s secretary office; Dial 9 then the number
    - d. Phones are located in each of the coaches/PE offices; Dial 9 then the number
    - e. Phone is located in the ATC office; Dial 9 then the number
  3. Ice Machines
    - a. Ice Machine is located down the hall from the athletic trainer’s room, in the boys athletic hallway.
    - b. The culinary classroom in red hall also has an ice machine.
  4. Cold-water immersion tub

- a. At RHS a cold-water immersion tub is located near the main stadium field in a storage shed. The athletic trainer is responsible for bringing the cold-water immersion tub on warm days to a location that is quickly accessed during an emergency.
- b. At VCMS a cold-water immersion tub is located in the boys locker room shower. Coaches are responsible to bring it out to the field and fill with water on warm days.

#### 5. Rescue Inhaler

- a. Coaches are responsible to ensure that each student requiring an inhaler has that inhaler in his/her possession each day at practice or competition. The student athlete is responsible for bringing the inhaler with them to all practices/games
- b. Inhaler must be left with a coach (labeled with the student's name) during practices and games (not left in personal bag)
- c. The athletic trainer may be given a backup inhaler by the parent or child to keep as a backup in the med kit.
- d. The student and parent are responsible for bringing the inhaler and replacing it before the expiration date.

#### 6. EpiPen

- a. Athletic trainer will carry an EpiPen at all times.
- b. The student and parent are responsible for bringing a personal EpiPen when needed and replacing it before the expiration date.

#### 7. Splints

- a. Splints are kept with the athletic trainer or in the athletic trainer's room.

#### 8. Spine boards/Cervical Collar

- a. Will be provided by EMS upon arrival

#### 9. Bio-hazard Materials

- a. Red bags – in each med kit and in the athletic trainer room.
- b. Disposal Bin – in the athletic trainer room

### **Definition Of An Athletic Emergency**

Emergency situations may arise at any time during athletic events. An athletic emergency is any case where the following may occur:

1. An unforeseen combination of circumstances and the resulting state that calls for immediate action. The student athlete's life is in jeopardy or the athlete risks permanent impairment.
2. A student athlete is injured or develops a condition during participation and they are removed from or cannot enter participation based on that condition.
3. Any individual at the scene who is injured or develops a condition that is life threatening, impairs their ability to function, or could lead to more serious medical development.
4. An environmental, mechanical or physical circumstance that threatens the safety or causes injury or a physical condition.
5. Instances where medical or health care is provided to an ill or injured person on a sudden, immediate, or unexpected basis.

## Rehearsal Strategy

The athletic trainer and the athletic director will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season.

Coaches at Rockville High School will be educated on the EAP prior to their season of coaching. The meeting will be a requirement for all coaches, of all levels, of every sport.

The meeting will be directed by the athletic director and/or athletic trainer. All coaches will be provided the opportunity to ask any and all questions. The athletic trainer will be responsible for ensuring a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance, see Appendix C. The documentation of attendance will be stored with the athletic trainer.

## Staff Education

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)

a. Each head coach will provide their signature to confirm they have read the documents and asked any potential questions (Appendix C)

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.

## Emergency Telephone Numbers

This list is distributed prior to the start of each season.

Off Campus Contacts	Phone number
Police Department	860-872-9126
Fire & Ambulance (Non-Emergency)	860-871-7468
In case of an Emergency	9-1-1
Medical Center: Rockville General Hospital	860-872-0501

On Campus Contacts	Phone Numbers
Athletic Trainers Room	860-870-6050 ext. XXX
Athletic Trainer's Cell Phone:	
Athletic Director: Jeff Farrell	XXX-XXX-XXXX
Rockville Main Office	860-870-6050
Nurse's Office	860-870-6050 ext. 4035
Principal: Jason Magao	XXX-XXX-XXXX
Assistant Principal: Erin Houlihan	XXX-XXX-XXXX
Assistant Principal: Dan Pichette	XXX-XXX-XXXX

## During An Emergency

### Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, and emergency action 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.].

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

## **Chain of Command During an Emergency**

1. Any Medical Doctor on the scene
2. The Athletic Trainer
3. The EMT
4. School Nurse
5. Police officer or Firefighter
6. School administration
7. Lifeguards (When appropriate)
8. The Coach
9. Custodial Staff
10. Other school staff and teachers trained in first aid or CPR
11. Other Persons trained in CPR or First Aid
12. Other bystanders (spectators, students, officials, bus drivers)

## **General Plan of Action During An Emergency**

1. The most medically qualified person, as identified in the “Chain of Command” will lead.
2. Check the scene for safety. Establish if it is safe to help. If it is, begin immediate care.
3. Is the athlete breathing? Conscious? Pulse? Any loss of consciousness? Spine injury? Dislocation, open fracture, displaced closed fracture? Is there any uncertainty?
4. Activate 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.
5. If you need help, ask someone to call 911 – LOOK THE PERSON DIRECTLY IN EYES and make sure they make the call! Tell them to come back and inform you that the call has been placed.
6. Perform emergency CPR/First Aid if needed.
7. If severe bleeding – instruct a nearby individual to assist with bleeding control.
8. Instruct coach, student or bystander to get the AED if needed.
9. Instruct a nearby individual to meet ambulance to direct to appropriate site. For example, send a reliable student out of the building to wait outside the entrance for the ambulance and direct the EMT where to go when they arrive.
10. Instruct a coach or officials to stop the practices or contest.
11. Get someone to open doors and/or gates to the facility.
12. Instruct coach or bystander to control crowd.
13. Contact the Athletic Trainer if they are not on the scene.
14. Contact parents.
15. Contact Athletic Director.
16. Contact Principal/Vice Principal (if not able to contact Athletic Director).
17. Only release an injured student to the EMT or their parents. Once a student is being transported, the coach should stay with the team until they are dismissed to go home and they all have left. If there is a second coach at the scene, they can stay with the team and, if the parents are not available, the coach may accompany the athlete to the hospital – either in an ambulance or follow by car. A student athlete should never travel to the hospital unaccompanied by a parent or school staff member.
18. Document the event according to the protocol outlined in this Emergency Action Plan.

## **Activating Emergency Medical Services**

Call 9-1-1

Provide information

- Name, address, telephone number of caller
- Nature of the emergency (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 (i.e. “use the south entrance to the school off Loveland Hill Rd.”)
- Other information requested by the dispatcher
- DO NOT HANG UP FIRST

## **Emergency Communication**

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

## **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. In these situations call 911 immediately and have the person transported.

## **IN CASE OF CARDIAC SITUATION:**

- (1) Emergency protocol should be implemented. For further details reference the annual cardiac arrest refresher form.
- (2) AED is located inside the school in the hallway outside of the athletic director’s office. RHS also has 2 outdoor AEDs. VCMS has an indoor and an outdoor AED. Athletic trainer also carries an AED

## **IN CASE OF A LOCKDOWN/ACTIVE SHOOTER**

- 1) In the event of a lockdown everyone should be quickly and quietly move to the locker rooms. Lock the doors and stay silent.
  - a) Coach or athletic personnel should call 9-1-1 immediately.
  - b) Teams should stay in the locker rooms 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.

## **IN CASE OF FIRE ALARM:**

- 1) Should fire alarm sound, exit the building immediately through the nearest safe exit and go to the staff parking lot near the varsity softball field.
- 2) Do no re-enter building unless instructed by fire department.

## **HEAT STRESS AND ATHLETIC PARTICIPATION**

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. This can lead to heat-related illnesses. Heatstroke deaths are fully preventable in high school sports if the proper precautions are taken.

During hot weather conditions the athlete is subject to the following:

**HEAT CRAMPS** – HEAT CRAMPS ARE A MILD HEAT ILLNESS THAT CAN BE EASILY TREATED. These intense muscle spasms usually develop after an athlete has been exercising for a while and has lost large amounts of fluid and salt from sweating.

**HEAT SYNCOPE** – Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat.

**HEAT EXHAUSTION** – Heat exhaustion is a moderate heat illness that occurs when a child continues to be physically active even after he or she starts suffering from ill effects of the heat, like dehydration. The child’s body struggles to keep up with the demands, leading to heat exhaustion.

**HEAT STROKE** – Heat stroke is a severe heat illness that occurs when an athlete’s body creates more heat than it can release, due to the strain of exercising in the heat. This results in a rapid increase in core body temperature, which can lead to permanent disability or even death if left untreated. An acute medical emergency related to thermo-regulatory failure, associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without



being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. The following practices and precautions are recommended:

1. Each athlete should have a physical exam with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State high school association's recommendations should be followed.

2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **PHYSICAL CONDITION** of their athletes and set practice schedules accordingly.

3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **GRADUAL ACCLIMATIZATION TO HOT WEATHER**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7 to 10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.

4. The old idea that water should be withheld from athletes during workouts has **NO SCIENTIFIC FOUNDATION**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum ten minute water break be scheduled for every twenty minutes of heavy exercise in the heat. Athletes should rest in a shaded area during the break. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES**. Check and be sure athletes are drinking the water.

5. Replacement by thirst alone is inadequate. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index: (ACSM's Guidelines for the Team Physician, 1991)

Below 65 .....	Unlimited activity	73-82 .....	High risk
65-73 .....	Moderate risk	82-plus .....	Very high risk

There is also a weather guide for activities that last 30 minutes or more (Fox and Mathews, 1981) which involves knowing the relative humidity and air temperature.

<u>Air Temp</u>	<u>Danger Zone</u>	<u>Critical Zone</u>	
70F	80% RH	100% RH	RH = Relative Humidity
75F	70% RH	100% RH	
80F	50% RH	80% RH	
85F	40% RH	68% RH	
90F	30% RH	55% RH	
95F	20% RH	40% RH	
100F	10% RH	30% RH	

One other method of measuring the relative humidity is the use of a sling psychrometric, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly. Recommendations are as follows:

Under 60F	Safe but always observe athletes
61 - 65F	Observe players carefully
66 - 70F	Caution
71 - 75F	Shorter practice sessions and more frequent water and rest breaks
75 plus F	Danger level and extreme caution

6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **Never use rubberized clothing.**

7. Athletes should weight each day before and after practice and **WEIGHT CHARTS CHECKED**. Generally a three percent weight loss through sweating is safe and over a three percent weight loss is in the danger zone. Over a three percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. **Do not allow athletes to return to practice until they have adequately replaced their weight from fluid loss.**

8. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.

9. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit, but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.

10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

11. Parents' and Coaches' Guide to Dehydration and Other Heat Illnesses in Children

<http://www.nata.org/consumer/docs/parentandcoachesguide.pdf>

**HEAT STROKE – THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL. ACTIVATE YOUR EMERGENCY ACTION PLAN BY CALLING – 911.**

A rectal temperature not oral, aural, or temporal is diagnostic of heatstroke. Other methods of temperature have given false core body temperatures and caused delay in care. If you are unable to obtain a rectal temperature it is safer to cool the athlete then delay. Immediately cool the athlete while waiting for transfer to a hospital. Remove equipment and immerse body in ice cold water and keep cooling athlete.

Despite the many ways athletes can be cooled, immersion therapy has the best cooling rates. Ice water immersion should be your choice of cooling. A plastic kiddie pool or large plastic tub filled with water and with ice on stand-by should be available at all practices and games. Continue cooling efforts until EMS arrives. Recommendation is to continue cooling the athlete until core temperature is <100 degrees Fahrenheit.

**HEAT EXHAUSTION – CONTACT LICENSED HEALTH CARE PROVIDER.** Cool body as you would for heat stroke while waiting for medical personnel. Activate your emergency action plan.

**SUMMARY** – The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans. Athletes that appear to have heat stroke or heat exhaustion should be cooled by ice water immersion.

### **Cool First, Transport Later**

In the case of heat related illness, the revised protocol is to cool the athlete first, then transport the individual later. Move the person to a shaded area when possible. Use the cold-water immersion tub filled with ice water to cool the athlete. If a cold-water immersion tub is not available use ice, water, wet towel or whatever is available to cool the athlete. When the EMT arrives they should make sure that the individual's temperature has returned to normal prior to transporting them to the hospital.

### **Procedures**

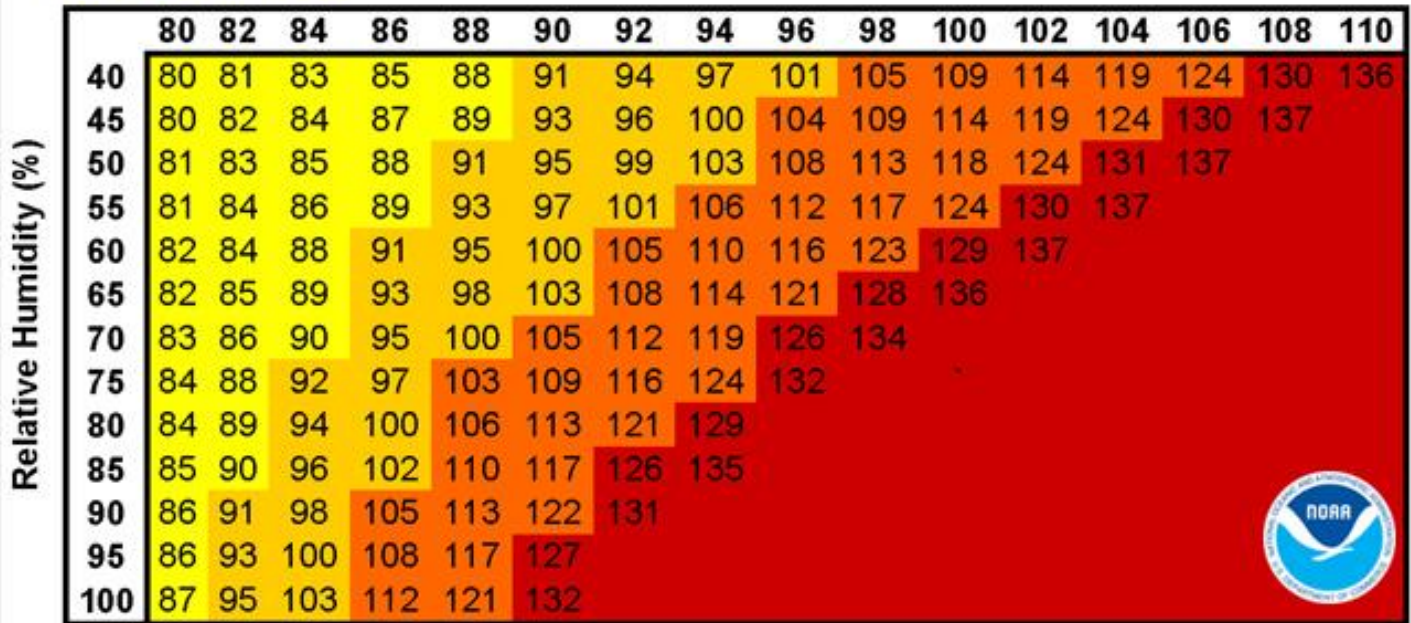
1. Pre-Participation History and Physical Exam: a thorough medical history will be gathered (history of heat illness, sickle cell trait/disease, etc.) Individuals with risk factors will be identified and counseled (see figure below).
  - a. Prior to season, the Athletic Trainer will meet with School Nurse to determine individuals with pre-existing conditions that place the individual at risk of exertional heat illness. Coaches will be notified of individuals at higher risk for heat illnesses.

<b>Risk Factors for Heat Illness</b>	
<i><b>Intrinsic</b></i>	<i><b>Strategies to Minimize Risk</b></i>
High intensity exercise	Gradually phase in exercise and conditioning
Fever or illness	Monitor and remove at risk athletes as necessary
Dehydration	Educate coaches/athletes on proper hydration Provide adequate access to water
Overweight/obesity	Gradually phase in exercise and conditioning
Lack of heat acclimatization	Follow heat acclimatization program
Medications (antihistamines, diuretics, ADHD drugs)	Monitor and remove at risk athletes as necessary
Skin disorder (sunburn or malaria rubra)	Monitor athletes closely
Predisposing medical conditions	Monitor and remove at risk athletes as necessary
<i><b>Extrinsic</b></i>	<i><b>Strategies to Minimize Risk</b></i>
High ambient temperature, solar radiation or humidity	Avoid exercise in hotter parts of the day
Heavy gear or equipment	Gradually introduce equipment
Poor practice design	Educate coaches regarding strategies to minimize risk

2. Environmental Monitoring and Activity Modification/Cancellation
  - a. Environmental monitoring will occur by the Athletic Trainer prior to practices and games using a WBGT device any time the weather is > 70°F. Practice recommendations will be given to all coaches at this time.
    - a. Environmental monitoring will be recorded using the Daily Temperature and Humidity Log located in the Athletic Training Room.
  - b. Modifications will be made in accordance with the best practice guidelines for our region (**Category 2**).

# NWS Heat Index

# Temperature (°F)



### Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
- Extreme Caution
- Danger
- Extreme Danger

**Table 3**  
Regional heat safety activity guidelines based on the Georgia High School Association policy. Values are wet-bulb globe temperatures (°C).

Cat 3	Cat 2	Cat 1	Activity guidelines
<27.8	<26.5	<24.5	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
27.9–30.5	26.6–29.2	24.6–27.2	Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
30.6–32.2	29.3–30.9	27.3–28.9	Maximum practice time is 2 h. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
32.3–33.3	31.0–32.0	29.0–30.0	Maximum practice time is 1 h. <u>For Football</u> : no protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥33.4	≥32.1	≥30.1	No outdoor workouts. Delay practice until a cooler WBGT level is reached.

## **IN CASE OF LIGHTNING/ SEVERE WEATHER:**

Rockville High School follows the NFHS and CIAC guidelines for lightning/sever weather.

### **LIGHTNING POLICY**

Rockville High School follows the NFHS and CIAC guidelines for lightning/sever weather.

1. Procedures for severe weather should be a part of the athletic department's Emergency Action Plan.
2. Prior to severe weather:
  - a. Establish a means of monitoring weather including reliable weather forecast resources\* for your area.
  - b. Create a communication system for when dangerous weather approaches for all personnel and facilities. Establish a chain of command for making decisions for postponements and cancelations. When the fields must be cleared due to thunder or lightning an air horn will sound 3 times. AD will contact coaches via phone if needed.
  - c. Train coaches, athletic trainers, game personnel and other staff on procedures and practices to follow during a storm.
  - d. Establish appropriate safe areas\*\* for all facilities/venues.
3. During severe weather:
  - a. When thunder is heard or lightning is reported within six miles of the outdoor event, everyone should be moved to a designated safe area.\*\*
  - b. If someone is struck by lightning, enact first aid and CPR including calling 911.
4. Following severe weather:
  - a. Activities should not be restarted until 30 minutes after the last rumble of thunder or lightning flash.

#### **\*WEATHER RESOURCES:**

Phone apps may lack accuracy and may have a delay of several minutes until accurate weather is displayed.

National Weather Service for Hartford: 860 247-1212

National Weather Service for Bridgeport: 732 235-1212

**\*\* SAFE AREAS:** For each venue, identify substantial, fully enclosed buildings with wiring and plumbing, such as a school, field house, library, home, or similar habitable (eg, where people live and work) building to serve as a safe place from lightning.

Once inside a safe place, people should stay away from plumbing, showers, electrical equipment and corded phones. If an appropriate safe place is not available, a hard-top vehicle with the windows closed and buses are safer than open areas. If no safe place can be found, people should seek out the next best option. While there is no absolutely safe place outdoors when lightning is in the area, the risk of being struck may be slightly lessened by seeking out low areas such as valleys, which are slightly less dangerous than higher elevations. In a large group of trees, spreading out with 50 feet or more between individuals will reduce the likelihood of multiple casualties caused by a single lightning strike. (source: NFHS, <https://www.nfhs.org/articles/guidelines-for-developing-lightning-safety-policies/> )

**\*\* UNSAFE AREAS:** Unsafe locations include most places termed shelters, such as picnic, park, sun, bus, and rain nonmetal shelters and storage sheds. Locations with open areas, such as tents, dugouts, refreshment stands, gazebos, screened porches, press boxes, and open garages are not safe from a lightning. Tall objects (eg, trees, poles and towers, and elevated areas) are potential lightning targets and should be avoided. Large bodies of water, including swimming pools, are unsafe areas. Injuries have been reported to people inside a building who were using plumbing or wiring or were near enough to the structure to receive a side flash from lightning. Close proximity to showers, sinks, locker rooms, indoor pools, appliances, and electronics can be unsafe. (Source NATA)

## **Non-Medical Emergencies**

For the non-medical emergencies (fire or fire alarm, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions. Coaches should prepare for these situations with their teams and have a plan in place. Plans should include scenarios when they are at other schools and locations.

### **After An Emergency:**

1. If it is not possible to contact the nurse's office or an administrator during the emergency, the coach shall notify the nurse, the Athletic Director and a main office administrator as soon after the incident as possible.
2. The coach will contact the parents/guardians of the student involved to explain the circumstances.
3. In the event that the parents/guardians cannot be contacted, the coach should continually call, in a reasonably timely manner, until contact is made. Messages left on answering machines should only suggest the parent/guardian call the coach, athletic trainer or athletic director. No specifics regarding the illness or injury should be explained to an answering machine.

## **Documentation**

1. The Athletic Trainer (or other provider) and the coach must complete documentation immediately following activation of the EAP. Both an injury report (Appendix A) and insurance form must be filled out. Submit both forms to the athletics office within 24 hours.
2. The athletic trainer should make a notation of the injury and keep it for their records.
3. The school nurse should note the injury and include it with the student's medical file.

## **Debriefing**

A team comprising of the Athletic Trainer, AD and coaches must discuss serious injuries (injuries that require the victim to go to the hospital) within 2 school days. This team must evaluate the effectiveness of the EAP. A specific timeline for changes to EAP should be made for promptness.

## **Return to play protocol**

1. If an athlete gets injured while participating in a sport at Rockville High School, they must be medically cleared to return to activity.
  - a. Medical clearance can come from the athletic trainer, the athlete's primary care physician, or the team physician at Rockville High School (Dr. Ellen Marmer) or her designee.
2. If the injured athlete is referred to a physician by the athletic trainer, the athlete must bring back a copy of the paperwork from the physician stating what the nature of the injury is and when they can return to play.
  - a. Return to play dates given by any emergency department will not be accepted as a return to play date.
    - i. The emergency department handles emergency situations and is not trained nor is specialized to handle orthopedic injuries.
    - ii. The emergency department will also instruct the athlete to follow-up with their primary care physician so medical clearance can be given.
3. If the athletic trainer feels the return-to-play date from the athlete's primary care physician is not appropriate he/she will consult with Rockville High School's team physician (Dr. Marmer) or her designee. If the physician feels the athlete is not ready to return to activity based on the date given by the primary care physician, the athlete will not return to play until Dr. Marmer clears the athlete.
4. Concussion injuries have their own return to play protocols. Refer to the annual concussion document for further information.
5. The coach will not tell an athlete when they will return to play. The coach's role is not medical in nature. If asked by the athlete, the coach will instruct the athlete to check in with the athletic trainer to get a proper estimate.

## **Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Rockville High School helps to ensure that athletes will have the best care provided when an emergency situation does arise.

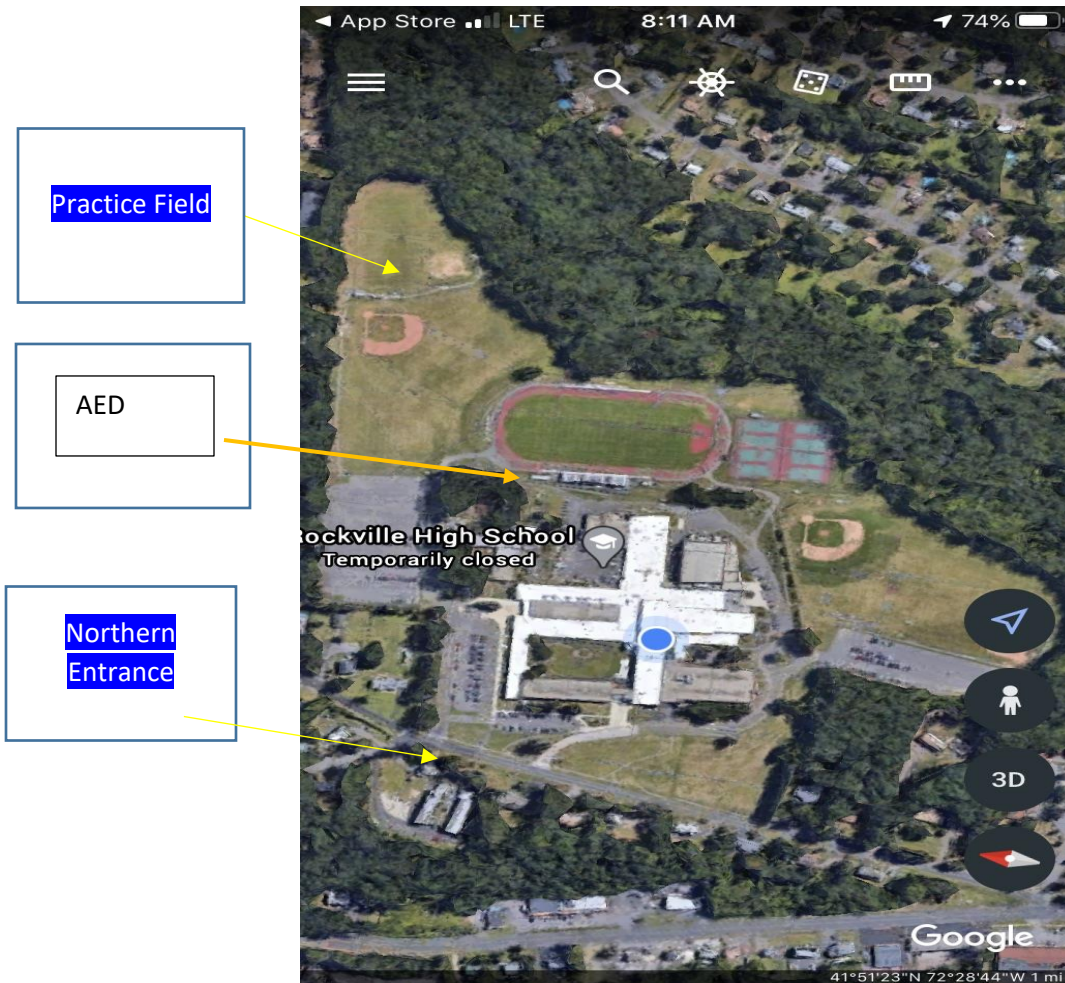
# Football/Lacrosse/Softball Practice Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Football practice field is located in northeast corner of school grounds. Fields can be accessed by entering Entrance 2 and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through.



**AED:** An AED is located outside the track area next to the bleachers. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED.

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the largest storage facility near the field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The best entrance for EMT service or Ambulance is to go to the northern entrance and go to the back of the student parking lot. Instruct someone nearby to wait at back gate and another bystander to wait to the entrance of the school driveway to point the way to the rear entrance to the field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.



## Football/Lacrosse/Soccer- Turf Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Football/lacrosse/soccer game field is located directly behind in the school building, inside the track. Field can be accessed by entering Entrance 2 and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through. Ambulance can access the game field to the right of that entrance.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED.

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The best entrance for EMT service or Ambulance is to go to the northern entrance and go to the back of the student parking lot. Instruct someone nearby to wait at back gate and another bystander to wait to the entrance of the school driveway to point the way to the rear entrance to the field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

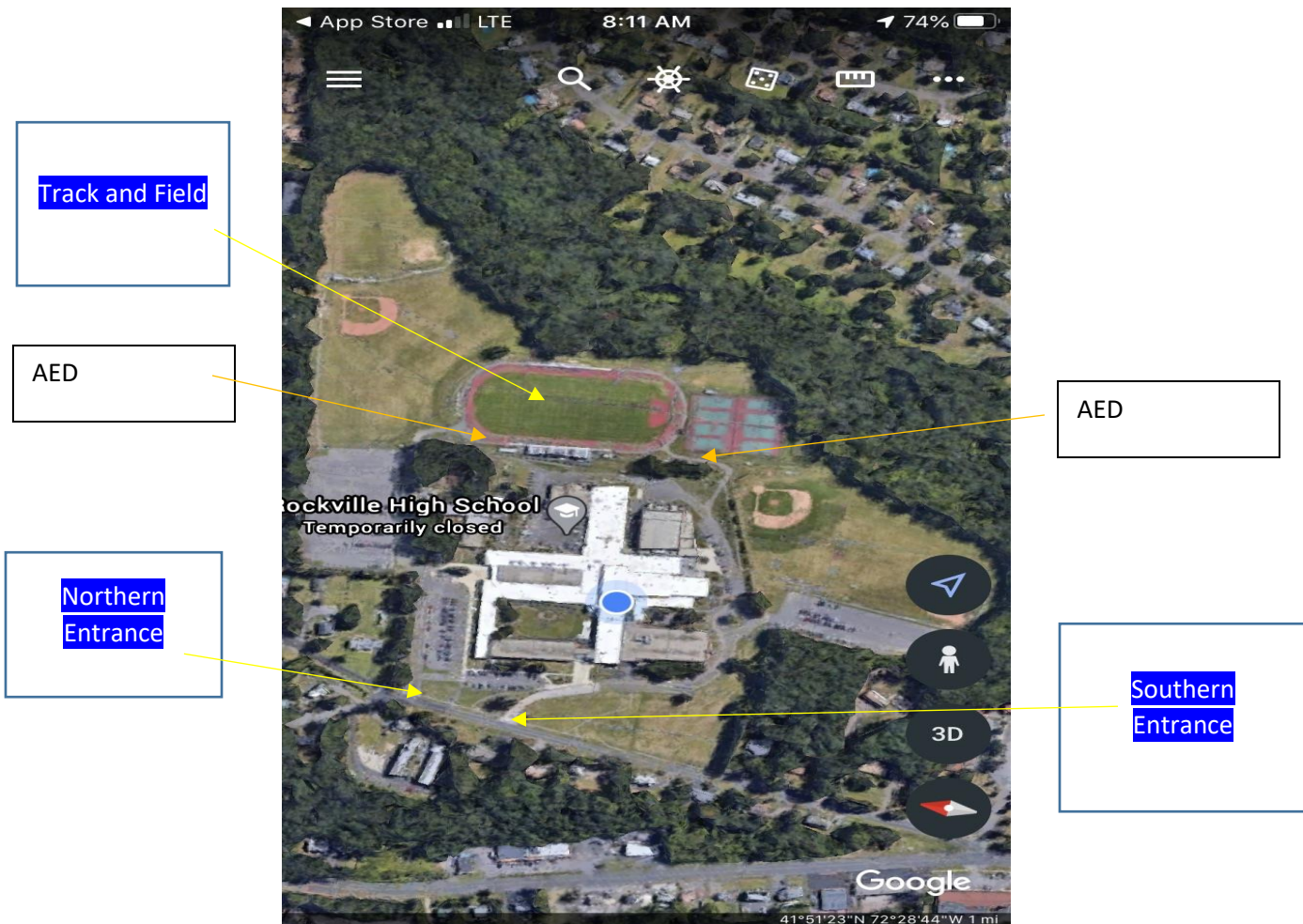
# Track and Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

The track is located directly behind in the school building. Track can be accessed by entering Entrance 2 and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through. Ambulance can access the track to the right of that entrance. If the injury takes place on the south end of the track, the ambulance can enter through entrance 1 and drive through the roundabout and up the ramp near the tennis courts.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED.

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The track is located directly behind in the school building. Track can be accessed by entering Entrance 2 and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through. Ambulance can access the track to the right of that entrance. If the injury takes place on the south end of the

track, the ambulance can enter through entrance 1 and drive through the roundabout and up the ramp near the tennis courts.

Instruct someone nearby to wait at gate and another bystander to wait to the entrance of the school driveway to point the way to the rear entrance to the field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the “Chain of Command” will lead. The athletic trainer will take the lead over all VPS staff.

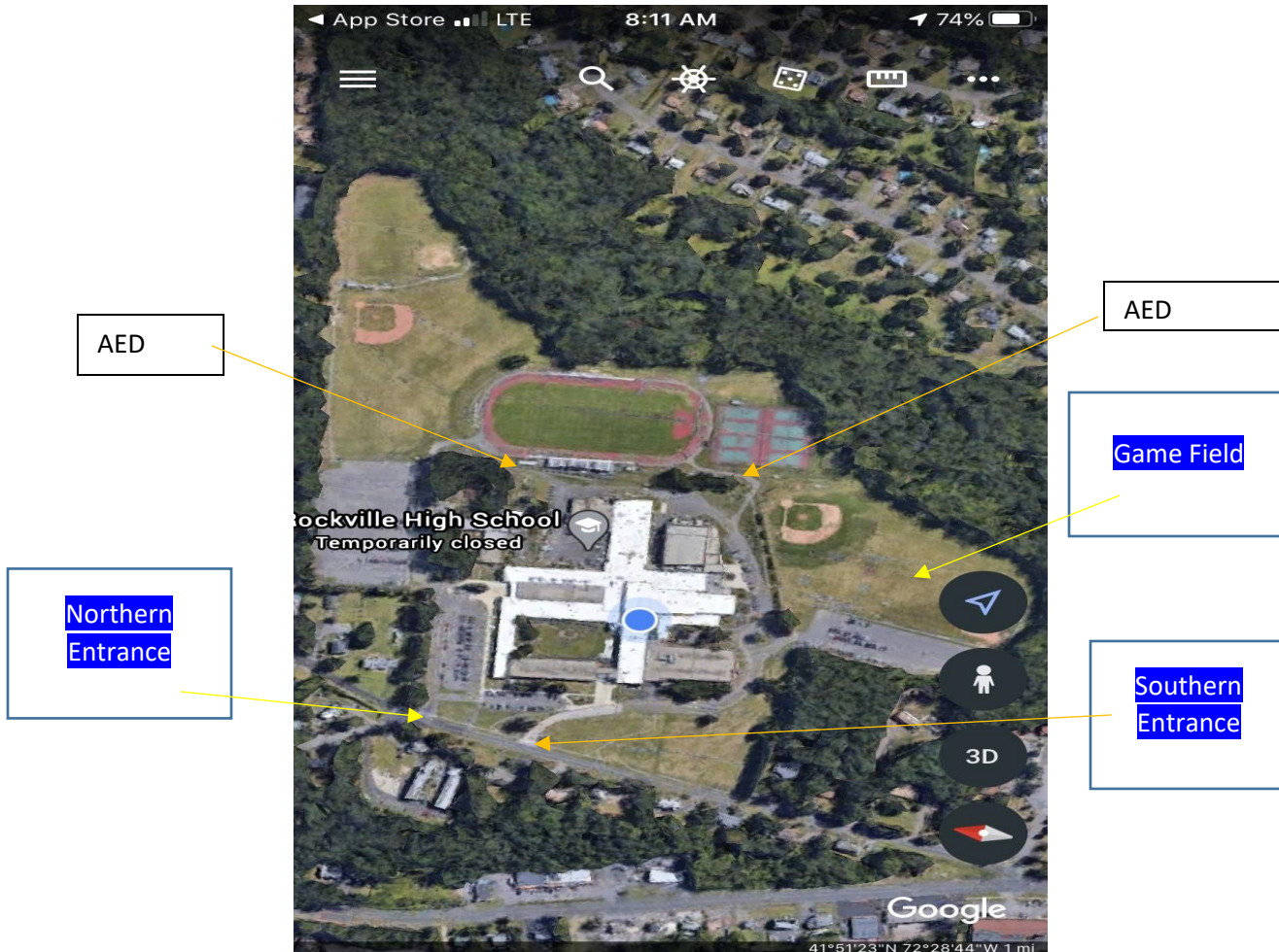
## Varsity Soccer (Upper) Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Entering entrance 1 and continuing around to the back of the school can access the varsity soccer field. After going straight through the roundabout continue to the back of the parking lot. Ambulance should be directed up the ramp near the tennis courts. The varsity soccer field is on the right.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed by the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** Entering entrance 1 and continuing around to the back of the school can access the varsity soccer field. After going straight through the roundabout continue to the back of the parking lot. Ambulance should be directed up the ramp near the tennis courts. The varsity soccer field is on the right.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

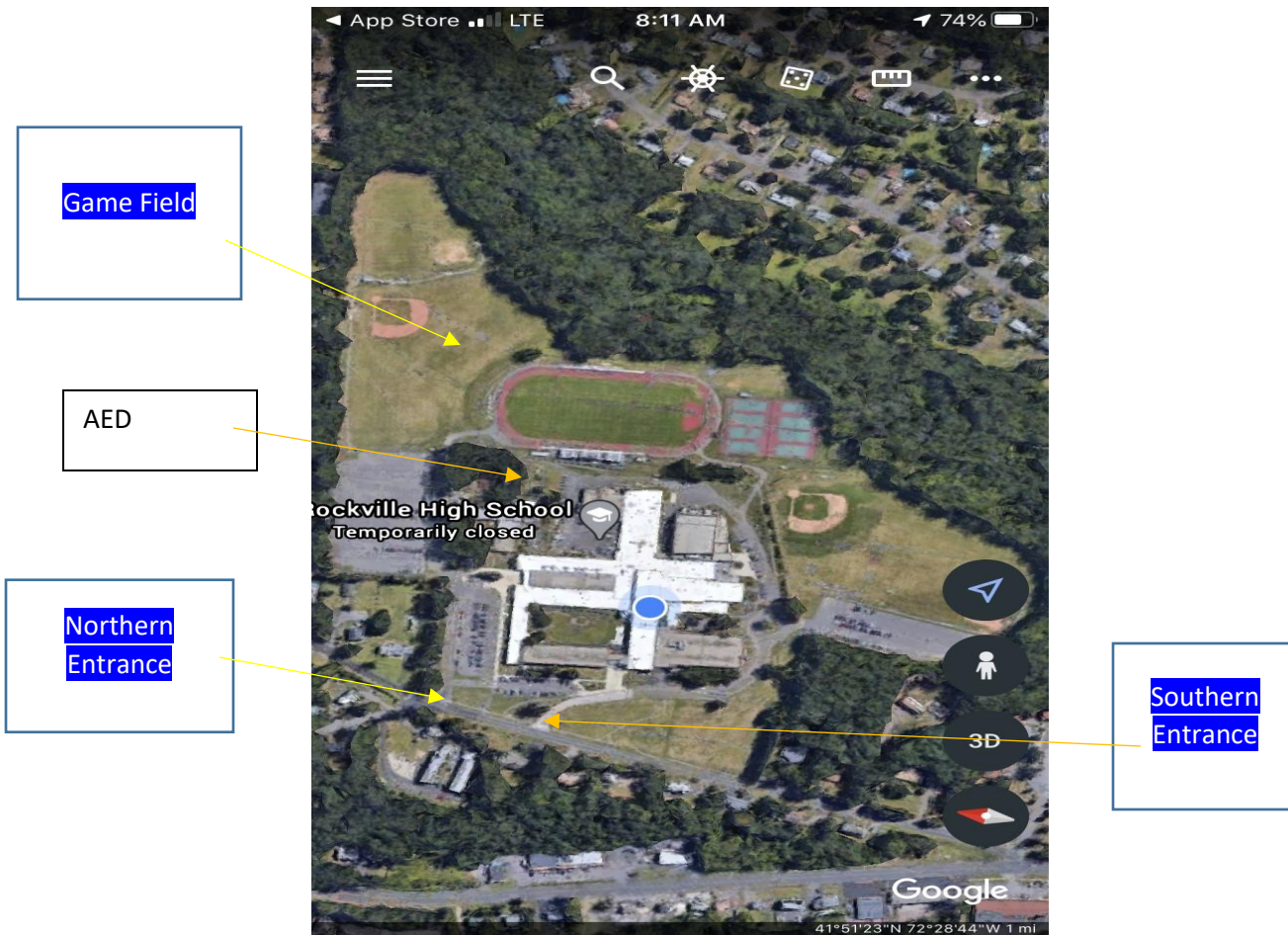
## JV Soccer (Lower)Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

The JV soccer field is located on the northeast of school grounds near the JV baseball field. Field can be accessed by the northern entrance and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The JV soccer field is located on the northeast of school grounds near the JV baseball field. Field can be accessed by entering the northern entrance and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through.

Send a bystander to stand at the northern entrance and another bystander to open the gate and direct the ambulance to the field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

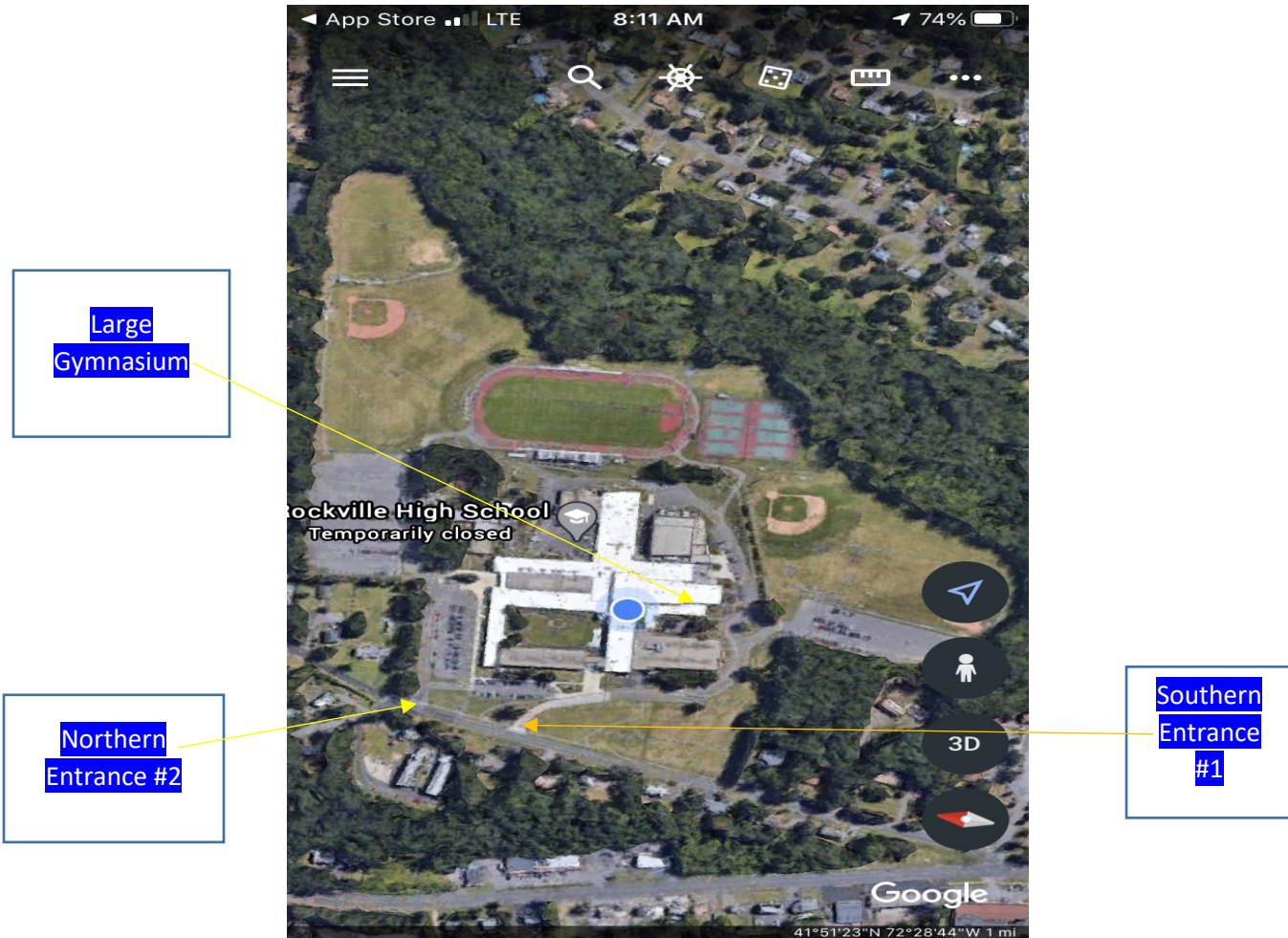
# Large Gymnasium (Cheer, Basketball, Volleyball, Wrestling) Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Enter the school grounds via Entrance 1. Continue around to the side of the school and enter the roundabout. Enter the courtyard and enter double doors on the right side of courtyard (indicated below) and go straight ahead to the gymnasium.



**AED:** An AED is on the wall in the hallway outside the athletic director’s office. Athletic trainer also has a portable AED.

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer’s room.

**EMT Entrance:** The best entrance for EMT service or Ambulance is to go to the southern entrance and go to the roundabout. Instruct someone nearby to wait at the roundabout and another bystander to wait to the entrance of the school driveway to point the way to the gymnasium entrance.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the “Chain of Command” will lead. The athletic trainer will take the lead over all VPS staff.

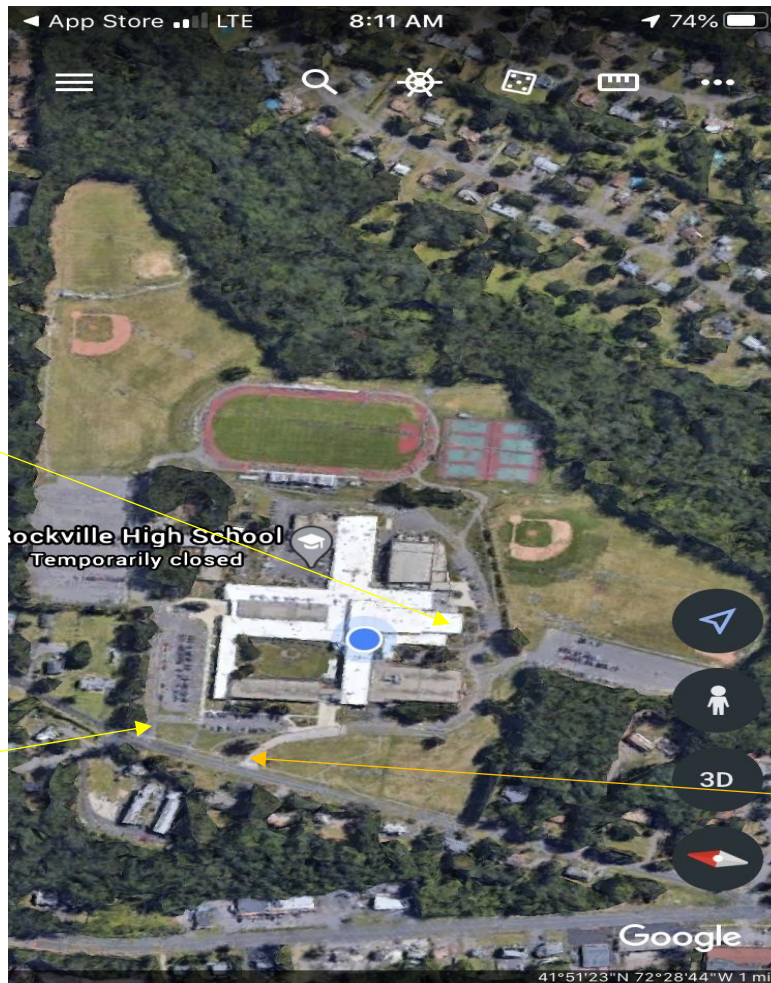
## Small gymnasium (cheer, freshmen basketball, freshmen volleyball) games and practice Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Entering entrance 1 and continuing around to the roundabout is the best access to the small gym. There is direct access to the small gym via a double set of doors leading directly into the gym.



**AED:** An AED is on the wall in the hallway outside the athletic director's office. Athletic trainer also has a portable AED.

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** Entering entrance 1 and continuing around to the roundabout is the best access to the small gym. There is direct access to the small gym via a double set of doors leading directly into the gym.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

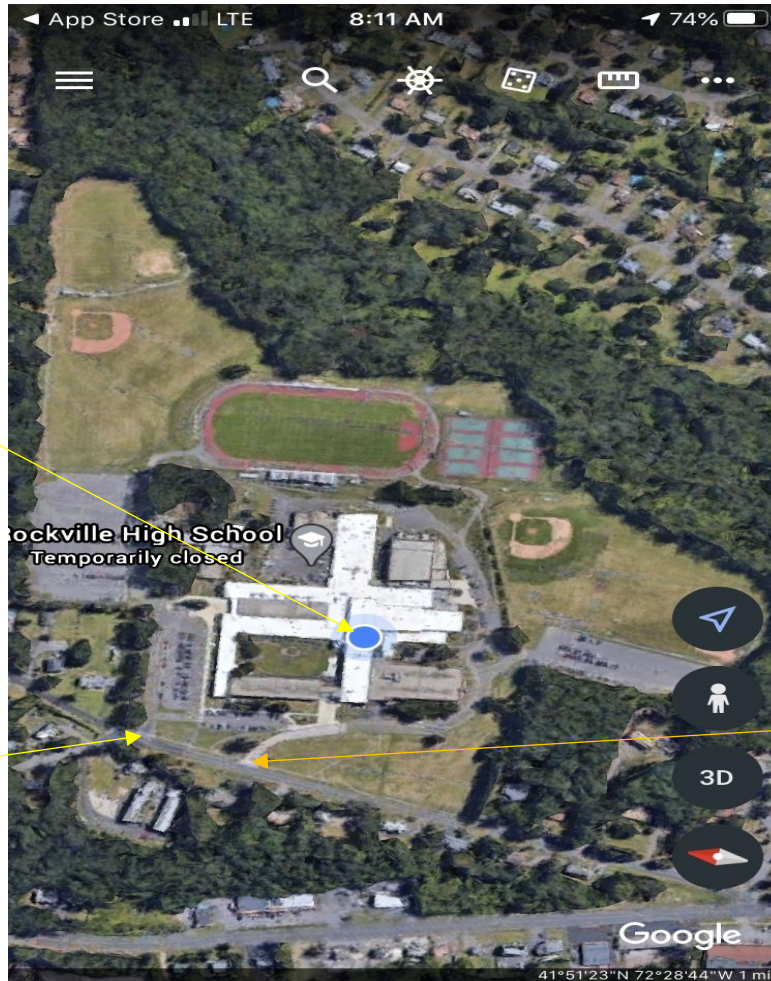
# Wrestling Practice Room Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Enter the school grounds via Entrance 1 can access the wrestling room. Continue around to the side of the school and enter the roundabout. Enter the school through the athletic hallway entrance near the rock. Continue down the hallway past the athletic training room and the gym. Take a left at the weight room. Wrestling room is on the right.



**AED:** An AED is on the wall in the hallway outside the athletic director's office. Athletic trainer also has a portable AED.

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The best entrance for EMT service or Ambulance is to go to the southern entrance and go to the roundabout. Instruct someone nearby to wait at the roundabout and another bystander to wait to the entrance of the school driveway to point the way to the gymnasium entrance.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.



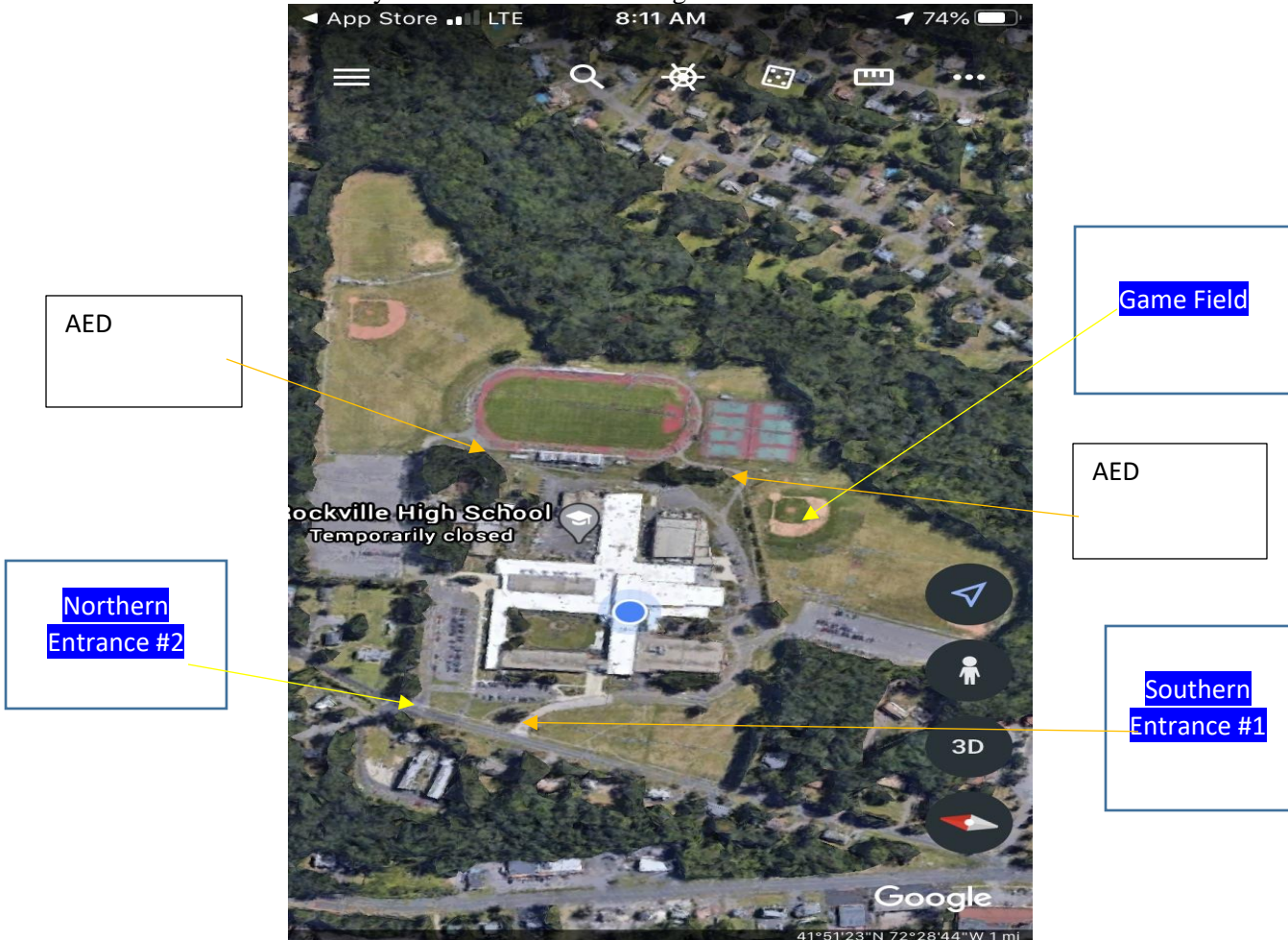
## Varsity Baseball (Upper) Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Entering entrance 1 and continuing around to the back of the school can access the varsity baseball field. After going straight through the roundabout continue to the back of the parking lot. Ambulance should be directed up the ramp near the tennis courts. The varsity baseball field is on the right.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** Entering entrance 1 and continuing around to the back of the school can access the varsity baseball field. After going straight through the roundabout continue to the back of the parking lot. Ambulance should be directed up the ramp near the tennis courts. The varsity baseball field is on the right. Send one bystander to entrance 1 to direct the ambulance. Send another bystander to unlock to gate and direct the ambulance up the ramp and to the field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

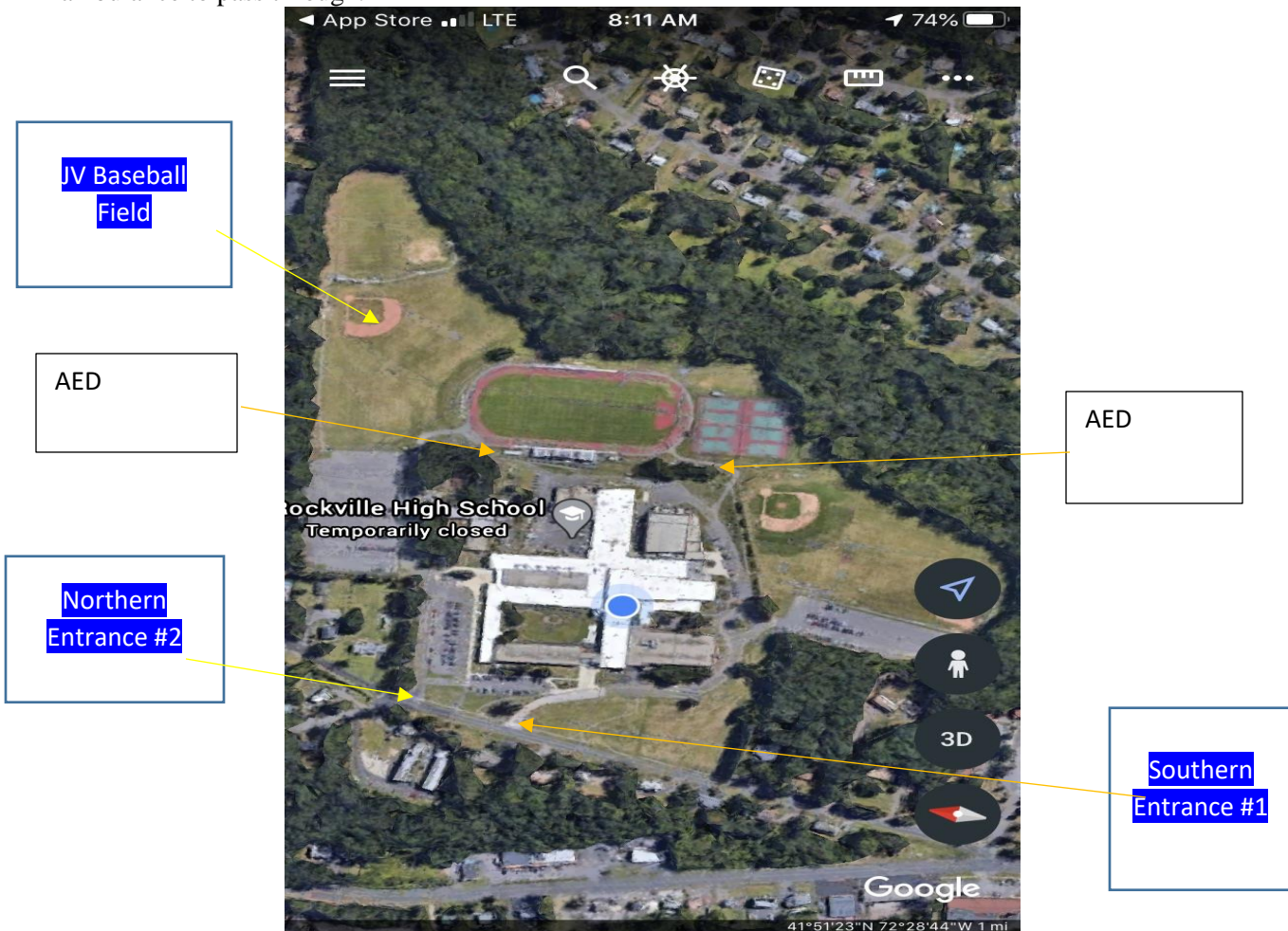
## JV Baseball Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

The JV baseball field is located on the northeast of school grounds near the practice football field. Fields can be accessed by entering Entrance 2 and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The best entrance for EMT service or Ambulance is to go to the northern entrance and go to the back of the student parking lot. Instruct someone nearby to wait at back gate and another bystander to wait to the entrance of the school driveway to point the way to the rear entrance to the field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

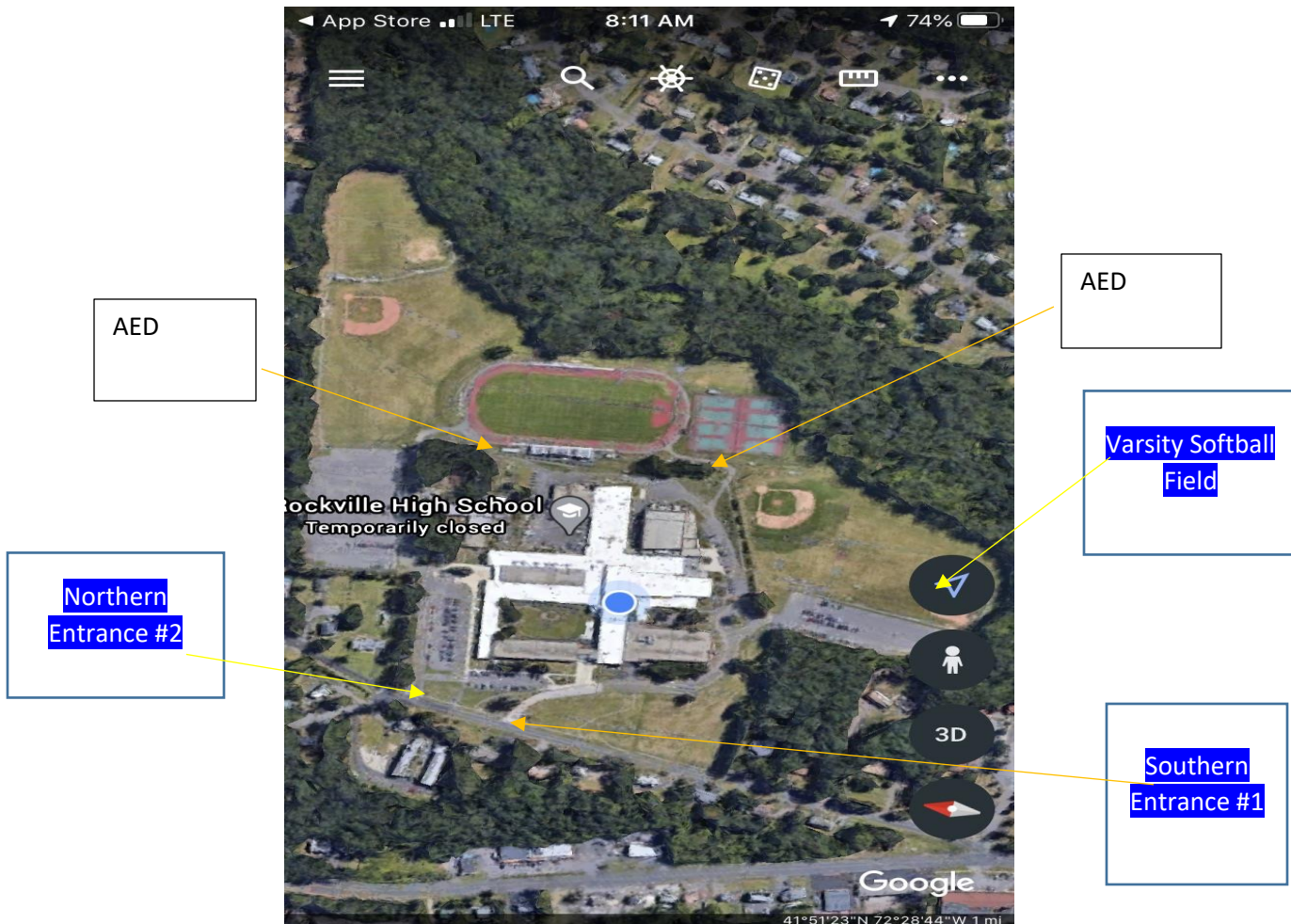
## Varsity Softball (Upper) Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Entering entrance 1 and continuing around to the back of the school can access the varsity softball field. At the roundabout take a right into the large parking lot. The field is on the left. If the ambulance should need to get onto the field they should be directed up the ramp near the tennis courts and through the gate.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** Entering entrance 1 and continuing around to the back of the school can access the varsity softball field. At the roundabout take a right into the large parking lot. The field is on the left. If the ambulance should need to get onto the field they should be directed up the ramp near the tennis courts and through the gate. Send one person to the main entrance to the school and another person by the roundabout to direct the ambulance.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

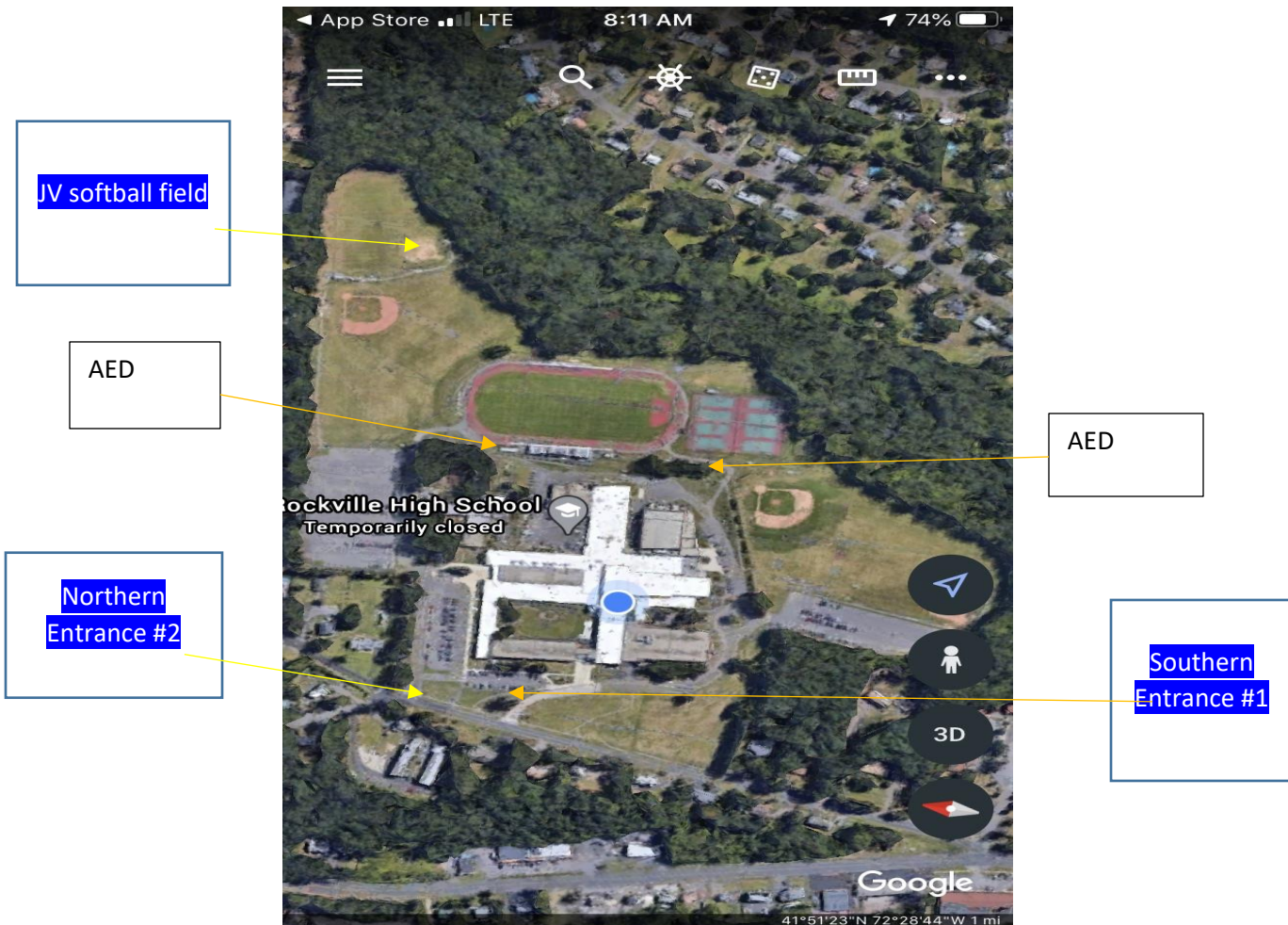
## JV Softball (Lower)Field Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

The JV softball field is located on the northeast of school grounds near the practice football field. Fields can be accessed by entering Entrance 2 and proceeding to the back of the student parking lot. The fence has a doublewide gate allowing an ambulance to pass through.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The best entrance for EMT service or Ambulance is to go to the northern entrance and go to the back of the student parking lot. Instruct someone nearby to wait at back gate and another bystander to wait to the entrance of the school driveway to point the way to the rear entrance to the field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

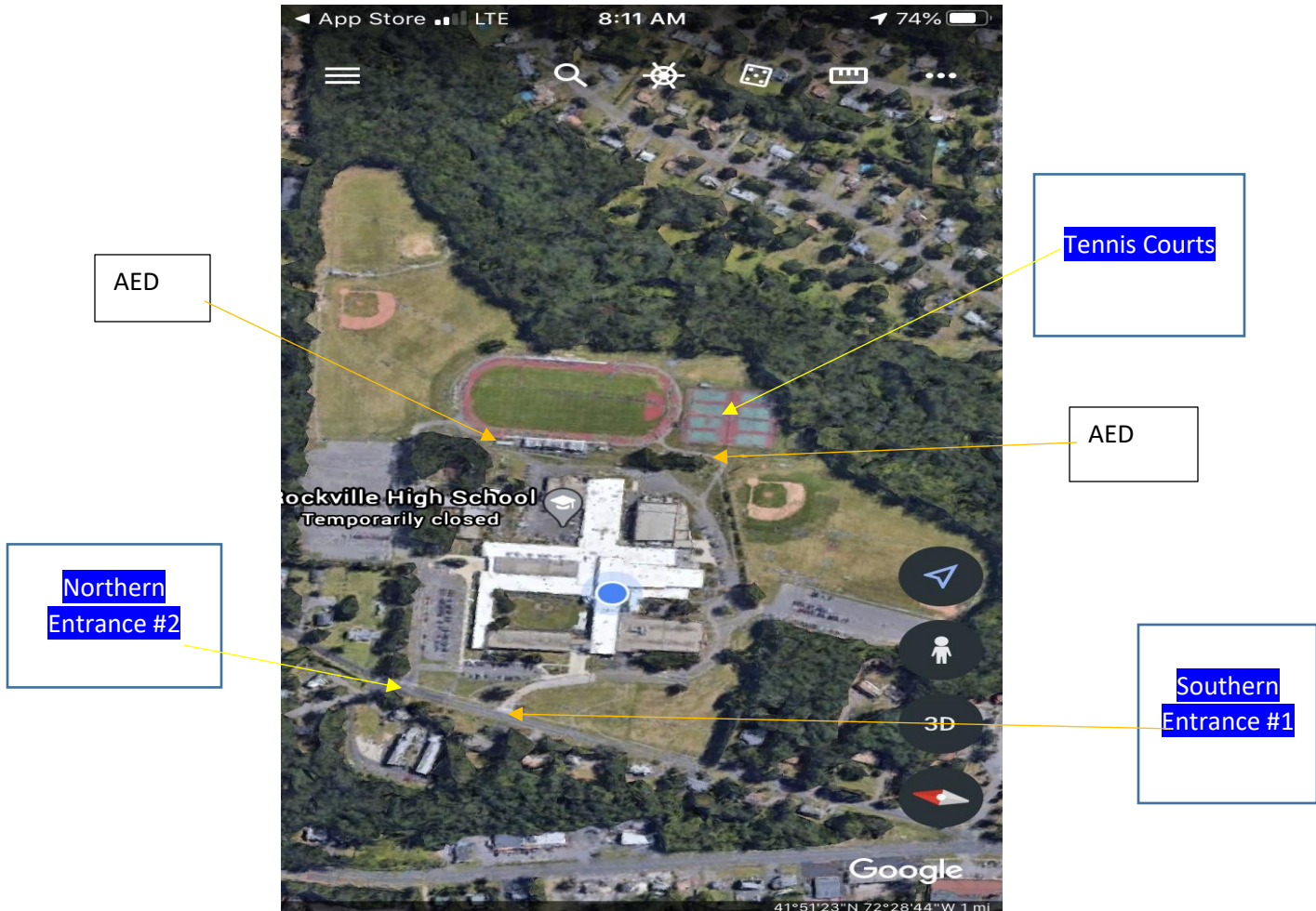
## Tennis Courts Emergency Action Plan

**Address:** 70 Loveland Hill Rd. Vernon, CT 06066

**Venue Directions:** Rockville High School is located on Loveland Hill Rd. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Southern most entrance
2. Student parking lot (Entrance 2): Northern most entrance (entrance closer to intersection of Loveland Hill Rd and Old Towne Rd.)

Entering entrance 1 and continuing around to the back of the school can access the tennis courts. After going straight through the roundabout continue to the back of the parking lot. Ambulance should be directed up the ramp near the tennis courts. The tennis courts are straight ahead.



**AED:** An AED is located outside the track area next to the bleachers. There is another outdoor AED near the tennis courts. There is also an AED located in the Agricultural building. Athletic trainer also has a portable AED

**Ice:** The nearest ice machine is in the ice storage room, located in boys locker room hallway.

**Cold Water Immersion Tub:** The nearest Cold Water Immersion Tub is located in the large storage shed near the turf field.

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

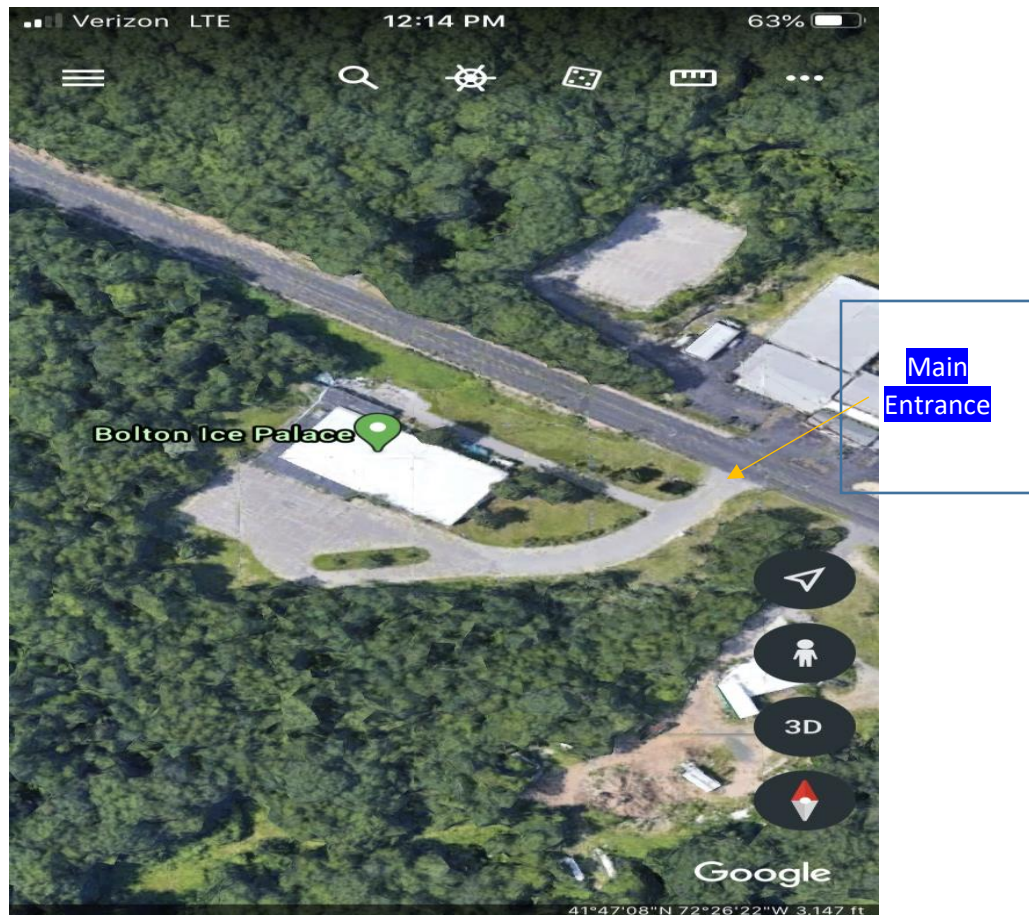
**EMT Entrance:** Entering entrance 1 and continuing around to the back of the school can access the tennis courts. After going straight through the roundabout continue to the back of the parking lot. Ambulance should be directed up the ramp near the tennis courts. Send one bystander to entrance 1 to direct the ambulance to the tennis courts. Send another bystander to unlock the gate and direct the ambulance up the ramp to the courts.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

## Ice Hockey Game and Practice Emergency Action Plan

**Address:** 145 Hop River Rd. Bolton, CT 06043

**Venue Directions:** Bolton Ice Palace is located along Highway 6 in Bolton, CT. It is located on the south side of the road across the street from Munson's Chocolates. Main entrance is at the intersection with the traffic light. Main entrance to the building is located at the far end of the parking lot.



**AED:** Athletic trainer has a portable AED.

**Cold Water Immersion Tub:**

**Water:** Available at the rink

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering. There are also medical supplies in the athletic trainer's room.

**EMT Entrance:** The best entrance for EMT service or Ambulance is to go to the main rink entrance. Instruct someone nearby to wait at the main entrance to the building and another person to wait on the grass near the entrance to the parking lot.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.

## **Golf Course Emergency Action Plan**

1. It is important to be in contact with the golf course manager/pro to collaborate on an emergency plan.
2. **Address:** 199 Bread and Milk St, Coventry, CT 06238
3. **Phone:** 860-742-9705
4. Locations of AED- In the clubhouse
5. Locations of Water-
6. Entrance for Ambulance- Main entrance for course- 199 Bread and Milk St. Coventry, CT
7. Plan for how players, who are out of sight of the coaches should act in an emergency
8. Stop play
9. Don't leave a victim
10. Call 911

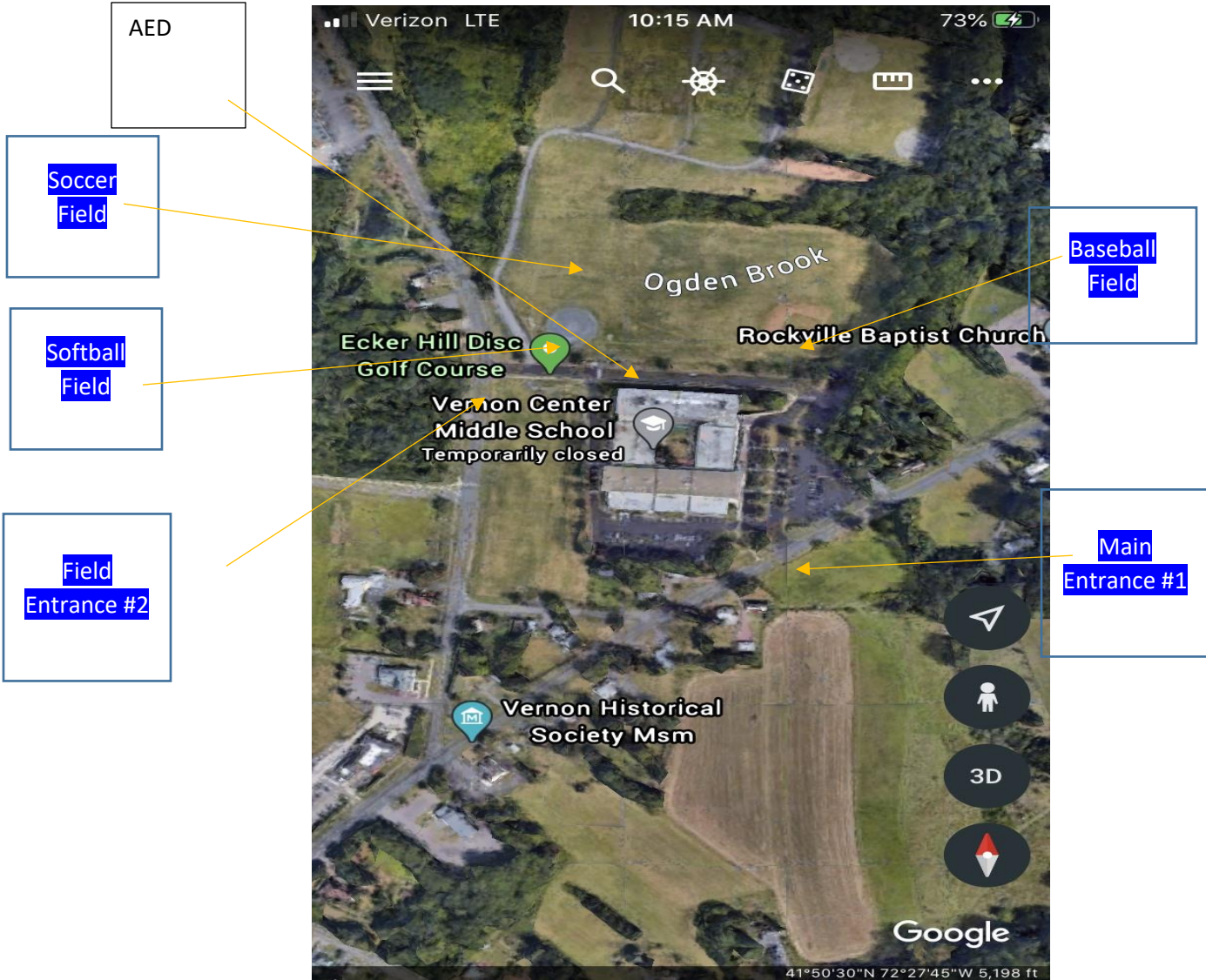
# VCMS Soccer/Baseball/Softball/ Cross Country Emergency Action plan

**Address:** 777 Hartford Turnpike. Vernon, CT 06066

**Venue Directions:** Vernon Center Middle School is located on Hartford Turnpike. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Hartford Turnpike
2. Field entrance (Entrance 2): Back entrance off route 527

The best entrance to access the field is entrance 2 off route 527. Fields are on the left after pulling into the entrance.



**AED:** There is an AED located outside of the gymnasium near the cafeteria. There is an outdoor AED located on the concession stand near the softball field.

**Ice:** The nearest ice machine is in the cafeteria

**Cold Water Immersion Tub:**

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering.

**EMT Entrance:** Entering entrance 2 and continuing to the appropriate field. There is also a road that leads to upper softball fields and disc golf course if necessary. Send one bystander to entrance 2 to direct the ambulance to the appropriate field.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the "Chain of Command" will lead. The athletic trainer will take the lead over all VPS staff.



## VCMS Basketball/Gym Emergency Action plan

**Address:** 777 Hartford Turnpike, Vernon, CT 06066

**Venue Directions:** Vernon Center Middle School is located on Hartford Turnpike. There are two entrances that allow access onto school grounds:

1. Main Entrance (Entrance 1): Hartford Turnpike
2. Field entrance (Entrance 2): Back entrance off route 527

The best entrance to access the gym is through the back of the school near the smaller field. This entrance can be reached through entrance 1 and 2 depending what is easier for the ambulance.



**AED:** There is an AED located outside of the gymnasium near the cafeteria. There is an outdoor AED located on the concession stand near the softball field.

**Ice:** The nearest ice machine is in the cafeteria

**Cold Water Immersion Tub:**

**Water:** Water fountains are in the gym. Showers and sinks are in the locker rooms.

**Medical Kit:** All coaches should keep their medical kit with them for all team practices, contests, events or any other gathering.

**EMT Entrance:** The best entrance to access the gym is through the back of the school near the smaller field. This entrance can be reached through entrance 1 and 2 depending what is easier for the ambulance. Send one bystander to each entrance to direct the ambulance to the back entrance. Send one bystander to the rear gymnasium entrance.

**Medical Emergency Personnel:** In the case of a medical emergency the most medically qualified person, as identified in the “Chain of Command” will lead. The athletic trainer will take the lead over all VPS staff.

**Appendix A – School Accident Report**



**VERNON PUBLIC SCHOOLS**

**STUDENT/NON-EMPLOYEE  
INJURY REPORTING FORM**

Today's Date: \_\_\_\_\_

<b>Date of Incident:</b>		<b>Time of Incident:</b>	
<b>Incident Address:</b>			
<b>Incident Reporter Name:</b>		<b>Phone:</b>	
<b>Claimant Name:</b>		<b>DOB:</b>	
<b>Home Address:</b>		<b>Home Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>	
<b>If Minor, Parent Name:</b>		<b>Parent Phone:</b>	
<b>Parent address (if different from above):</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>	
<b>Was parent notified:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Time:</b>	<b>By Whom?</b>	
<b>If Student, School Name:</b>	<b>Teacher:</b>	<b>Grade:</b>	
<b>If student, did accident occur while student was supervised?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, include name of supervisor(s):</b>			
<b>Specific location at address where incident took place:</b>			
<b>Witness to the incident?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Name(s) of witness:</b>		
<b>(If yes, complete witness statement)</b>			
<b>Treated by Nurse/Employer:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Refused Medical Attention:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Other Medical Provider:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Name/Address:</b>		
<b>Describe the bodily injury sustained including specific affected body parts (i.e. left/right, inner/outer, etc.):</b>			

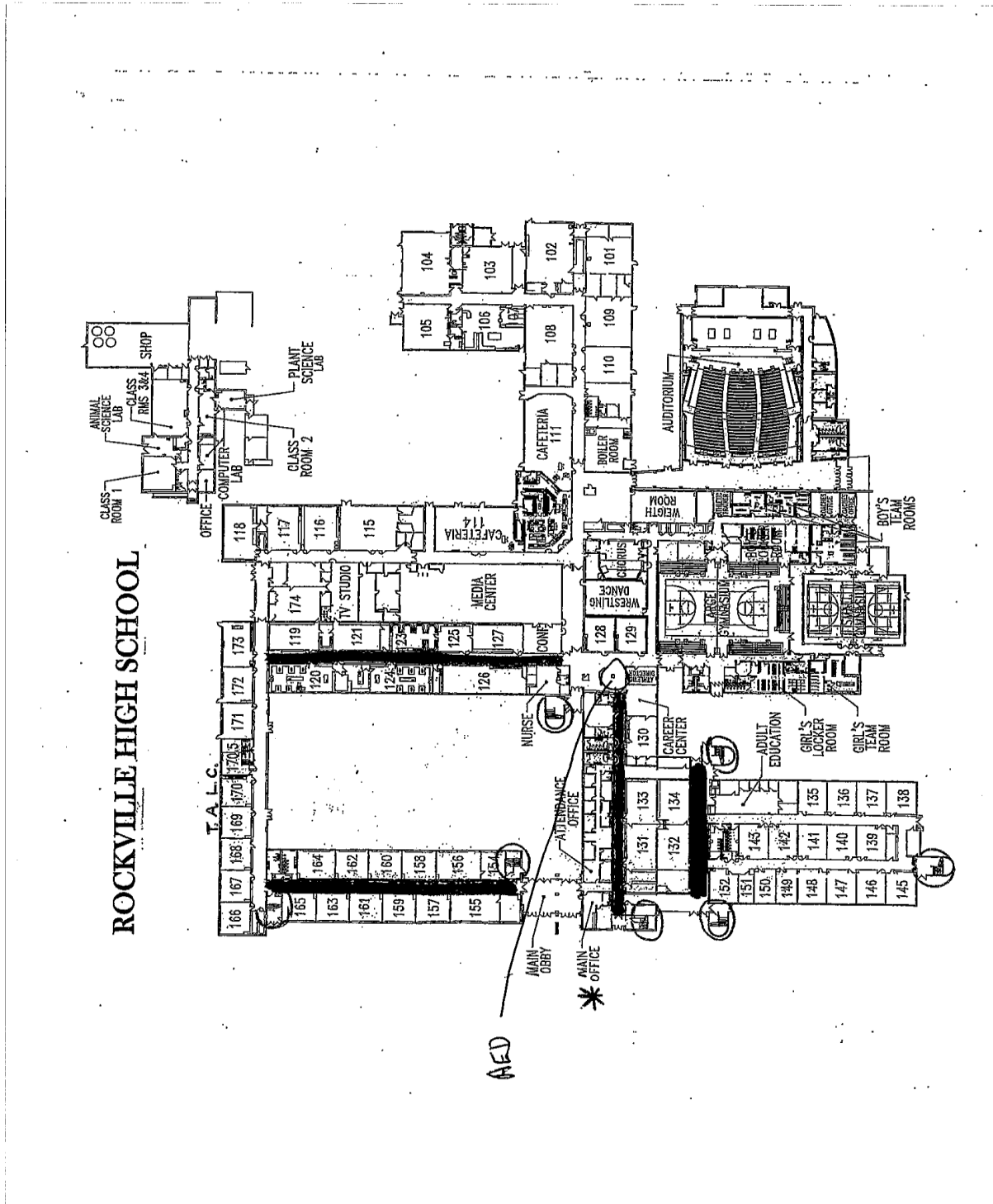
<b>Describe how the incident occurred including events leading up to the incident (what you saw or heard):</b>	
<b>On-site treatment:</b>	
<b>Do you have a pre-existing injury to the affected area? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe previous injury including date.</b>	
<b>*Claimant's Signature:</b>	<b>Date:</b>
<b>Nurse's Signature:</b>	<b>Date:</b>

**ALL INJURIES SHOULD BE REPORTED WITHIN 24 HOURS OF ACCIDENT.**  
Please fax to Central Office at 860-870-3765 or email to: [safety@vernon-ct.gov](mailto:safety@vernon-ct.gov).

\*NOTE: Claimant's signature is for non-employees only. Students are not required to sign this document.

# Appendix B – AED Map Location

## Rockville High School AED Location



## Appendix C – Coach Verification Form

### Rockville High School Coaches Emergency Action Plan Verification Form

I \_\_\_\_\_ (print coach name) have read and understand the Emergency Action Plan for Rockville High School 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 all certifications up to date according to the State of Connecticut and CIAC regulations and that it is my responsibility to ensure a lapse does not occur.

Coach Name (print) \_\_\_\_\_

Coach's Signature \_\_\_\_\_

Sport \_\_\_\_\_

Medical Timeout 2024-2025  
Rockville High School Stadium



Hello,

Welcome to Rockville High School! This document outlines the important policies and procedures necessary for an emergency event at our stadium. Please take the time to familiarize yourself with this quick overview so that we are prepared in the event of an emergency. We are looking forward to hosting your team!

Thank you,

Jeff Farrell, Athletic Director

Vernon Public Schools

<b>Off Campus Contacts</b>	<b>Phone number</b>
Police Department	860-872-9126
Fire & Ambulance (Non-Emergency)	860-871-7468
In case of an Emergency	9-1-1
Medical Center: Rockville General Hospital	860-872-0501

<b>On Campus Contacts</b>	<b>Phone Numbers</b>
Athletic Trainers Room	860-870-6050 ext. 4041
Athletic Trainer's Cell Phone: Kory Lazur	XXX-XXX-XXXX
Athletic Director: Jeff Farrell	XXX-XXX-XXXX
Rockville Main Office	860-870-6050
Nurse's Office	860-870-6050 ext. 4035
Principal: Jason Magao	XXX-XXX-XXXX
Assistant Principal: Erin Houlihan	XXX-XXX-XXXX
Assistant Principal: Dan Pichette	XXX-XXX-XXXX

Rockville High School Address:

70 Loveland Hill Rd. Vernon, CT 06066



# Rockville High School Emergency Action Plan: Stadium

## Activate the EAP:

- Loss of Consciousness
- Possible Spine Injury (call if ANY red flags)
- Major Dislocation, Open Fracture, Displaced Closed Fracture
- Late-stage Heat Exhaustion or Heat Stroke
- Difficulty or absent breathing or pulse
- Uncertainty of medical emergency (“When in doubt, call”)

## Emergency Personnel:

This Emergency Action Plan applies to all athletic competitions located at the Rockville High School Stadium. The Head Athletic Trainer will be present for each home game and can be reached at 860-917-7950. During Football games, the Athletic Trainer and Team Physician (Dr.Marmer) will be present. All coaching and administrative staff are trained in administration of First Aid/CPR/AED and are familiar with the Emergency Action Plan for the stadium. Police and Ambulance presence will be at each home varsity football game and will call out to medic if necessary. The team physician will be the only person who will call the medics onto the playing field. In case of emergency, activate the EAP and our home staff will assist as needed.

## Emergency Equipment:

- SAM Splints
- Blood Pressure Cuff
- Pulse Oximeter
- Screwdriver/Equipment Removal Tools
- CPR Masks
- Portable AED
- Tourniquet



Practice football/lacrosse /softball fields

JV baseball/soccer fields

Track throwing area

AED

Vehicle Entrance to School/Stadium

Southern School Entrance

Athletic Training Room

Stadium track & field

Tennis Courts

Varsity baseball

Varsity softball

AED

Rockville High School 2024-25  
Emergency Action Plan: Stadium



