Components of the Emergency Plan

There are three basic components of this plan:

1. Emergency personnel
2. Emergency communication
3. Emergency equipment

Emergency Plan Personnel

With athletic association practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The type and degree of sports medicine coverage may vary widely based on such factors as sport, activity, season, practice site, competition and staffing issues. The first responder in some instances may be a coach or other institutional personnel. The team orthopedic surgeon is only present at home football games.

Certification in Cardiopulmonary Resuscitation (CPR), use of the Automated External Defibulator (AED), and a yearly review of the Emergency Action Plan is required for all Western Connecticut State University personnel associated with practices, competitions, skill instruction, and strength and conditioning. In addition, athletic personnel involved in non-traditional sport season activities must secure the proper equipment (i.e. medical bag, AED, and in some cases a two way radio) needed to put in place the emergency plan.

The emergency team is the first step in the development of the emergency plan. Western’s team will primarily be made up of certified athletic trainers, student athletic trainers, physician, coaches, students, institutional personnel, and possibly even bystanders. The roles of these individuals will vary depending on level of expertise, number of members of the team, and the athletic venue itself. Because the emergency team itself can vary greatly, it is important that all athletic personnel understand how to implement each component of the emergency plan. There are four basic roles within the emergency team.

1. Immediate care of the athlete – Acute care in an emergency situation should be provided by the most qualified individual on the scene. Team members should provide care only to the extent of their training.
2. Emergency equipment retrieval – This may be performed by anyone on the team who is familiar with the type and location of the specific equipment needed.
3. Activation of the emergency medical system - EMS activation may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done by someone on the emergency team as soon as the situation is deemed an emergency or a life-threatening event. However, the person who is chosen for this duty should be calm under pressure and can communicate well over the phone. This person should also be familiar with the location and address of the facility where the emergency situation has occurred.
4. Direction of EMS to scene - One member of the emergency team should be responsible for meeting emergency medical personnel as they arrive at the site of the contest. Depending on ease of access, this person should have keys to any doors that may slow the arrival of medical personnel.
Injury Care

Record as much information regarding the patient and his/her condition as you can and be prepared to provide this information to EMS personnel. Make sure that the person activating EMS understands their role and can clearly provide directions to where the injured athlete is located. Send someone to the closet street entrance as noted in the four basic roles of the emergency plan.

After the patient has been evacuated, make certain that an Athletic Department staff person is aware of the situation. If a staff member is not on the scene, call in the order listed:

Athletic Trainer           Mark Allen  (W) 7-9016 (H) 775-6594 (C) 203-482-2295
Athletic Trainer           Patrick Hull (W) 7-9032 (H) 426-4323
Athletic Trainer           Pete Algarin (W) 7-9063 (C) 860-918-0106
Athletic Trainer           Lindsey Davis (W) 7-9016 © 973-800-9979
Athletic Director          Scott Ames   (W) 7-9014 (H) 270-3371 (C) 203-470-5269

Make arrangements for someone (staff, parent, coach, or teammate) to go to the hospital and assist with later needs. Have someone notify the parents in the event of a serious injury and make sure that the hospital has all the information it needs. This can be accomplished with the assistance of the Athletic Training Staff, Student Life Department, Public Safety or the coaching staff.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition and checked on a regular basis. The emergency equipment available should be appropriate for the level of training for the emergency medical providers.

Equipment is located in the training rooms or in the locked storage cabinets. The O’Neill storage cabinet is located across from the athletic training room in locker room C # 003. The WAC storage cabinet/taping table is located across from the visitors’ locker room. Keys have been distributed to all Head Coaches. It is the responsibility of the head coach to sign out this equipment if a staff ATC is not providing coverage for team activities (i.e. non-traditional practice or off-campus).

Activating the EMS System

Communication is the key to quick delivery of emergency care in athletic trauma situations. When emergency medical transportation is not available on the site, direct communication with the emergency medical system at the time of injury or illness is necessary. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

Ambulance Request – Telephone (ex. O’Neill/WAC Athletic Training Room)
When ambulance transport is deemed necessary, dial 911. Because campus police is connected to 911, they will respond in addition to the ambulance service. Make sure that you perform the following while on the telephone.

Identify yourself along with your address and telephone number.
Request ambulance
Condition of athlete(s)
First aid treatment initiated
Specific directions as needed
Always wait for dispatcher to disconnect first
Note: Make sure that someone is assigned to lookout for the ambulance and direct it to the proper area. If you are involved in patient care and must stay, instruct someone else to complete the calls. Cell phone usage will follow the same guidelines.

**Ambulance Request - Cellular Phone** (ex. Evening practice, Non-traditional practice)
In situations where only one athletic trainer (or no athletic trainer during the non-traditional season) is available, the emergency team leader may have a cellular phone. Follow appropriate guidelines established when using the telephone to activate EMS.

**Ambulance Request - Emergency fixed Phone** (ex. Westside practice fields)
In situations where a cell or fixed telephone is not available, Western Connecticut State University has emergency phones placed around the campus. Familiarize yourself with the location of these phones in case of an emergency. Using this phone will connect you to the Western Connecticut State University Police Department dispatcher. Follow guidelines established when using the telephone to activate EMS.

**Transportation**

Emphasis is placed at having an ambulance on site at high risk sporting events. Western Connecticut State University coordinates on site ambulance for competition in Football. Ambulances may be coordinated on site for other special events/sports, such as major tournaments or Conference/NCAA regional or championship events. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue.

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. Emergency team members should provide care only within the scope of their training. When you are not sure about the condition of the athlete, always activate EMS. In emergency situations the athlete should be transported by ambulance. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Make sure that the activity area remains supervised should the emergency care provider leave the site in transporting the athlete.

**Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. It is prudent to invest athletic department ownership in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and AED training. Through development and implementation of the emergency plan, Western Connecticut State University is striving to ensure that the athlete will have the best care provided when an emergency situation arise.
Emergency Plan Venue

Location: W.C.S.U. O’Neill Athletic Center

Facility Usage: Teams using the O’Neill Center facilities include Basketball, Volleyball, Softball, Baseball, Lacrosse, Swimming, and Football.

Emergency Personnel: Certified Athletic Trainer (ATC), Graduate Assistant Athletic Trainer (GA), Student Athletic Trainer (SAT), Coach, Team Representative, and Athletic Administration. Medical coverage varies depending on sport (ex. ATC not on pool deck during practice), and season (traditional versus non-traditional), staffing, and site. The athletic training facility is located on the ground floor of the O’Neill Athletic Center next to the Equipment Room.

Emergency Communication: 
- Fixed telephone located in the Athletic Training Room
- Fixed telephone located in the Equipment Room
- Campus Emergency telephone located on the pool deck
- Fixed telephones located on the third floor of O’Neill Center
- Campus Emergency telephone located outside main entrance

Emergency equipment: 
- All supplies (trauma bag, splint kit, oxygen, AED) are located in the athletic Training Room. A locked storage container located across from the training room is equipped with an AED and medical bag. An additional AED unit is located in the main lobby of the O’Neill Athletic Center.

Roles of first Responder: 
- Immediate care of the injured or ill student athlete
- Emergency equipment retrieval
- Activation of EMS (dial “9” for outside line and than “911”
- Direction of EMS to scene (designate person to direct EMS to scene)

Venue Directions: From I-84, take exit 4 and turn right onto Lake Ave. Stay straight to the light in front of Super Stop and Shop. Turn right onto University Blvd and go to the top of hill. Immediately after practice fields turn right. O’Neill athletic Center is straight ahead on left (white/blue building)

For injuries in field house: Direct ambulance to look for gate 4
For injuries in Training Room: Direct ambulance to look for gate 6
For injuries on swim deck: Direct ambulance to faculty parking lot in back of the building. Pool doors are next to the faculty entrance.
Location: W.C.S.U West-side Athletic Fields (and Tennis Courts)

Facility Usage: Football, Softball, Baseball, Soccer, Tennis, Field Hockey, Lacrosse

Emergency Personnel: ATC, GA, SAT, Coach, Team Representative, and Athletic Administration. Medical coverage varies depending on sport, staffing, season, and site. During the fall, baseball, softball, and lacrosse may get a radio during practice. Athletic training staff is on the WAC field and in the O’Neill Training Facility.

Emergency Communication: Two way radio system between field and training rooms Fixed telephone in athletic training rooms Cellular phone Campus emergency phones (check your location for phone)

Emergency Equipment: Medical kits are at each practice site. The athletic training golf carts are located outside the WAC and O’Neill training rooms or on one of the playing fields. Each cart is equipped with a trauma bag, splints, oxygen and an AED pack.

Roles of the first Responder: Immediate care of the injured or ill student athlete Emergency equipment retrieval Activation of EMS Direction of EMS to scene (designate person to direct EMS to scene)

Venue Directions: From I-84, Take exit 4 and turn right onto Lake Ave. Stay straight to the light in front of Super Stop and Shop. At light, turn right onto University Blvd.

Football / Soccer grass fields Following University Blvd. take the first right into the parking area. Look for playing fields immediately to the left and past the parking area on the right.

Baseball field Following University Blvd, take the first right into the parking area. At the end of the parking area is a dirt road that will lead to the baseball field.

Softball Field Following University Blvd, take the second right and go past the side of the O’Neill Center which will lead to the back parking lot. Just beyond the parking lot is the Softball field. A small road can take a vehicle onto the field.

Tennis Courts Follow University Blvd to the top of the hill. Continue straight until you see the tennis courts on the right hand side just beyond the O’Neill Center. Turn right into the parking lot and the Tennis Courts will be on your left.
Location:

Westside Athletic Complex (WAC)

Facility Usage: Soccer, Football, Lacrosse, Field Hockey

Emergency Personnel: ATC, GA, SAT, Team Rep, and Athletic Administration. Similar to the O’Neill Center, medical coverage at the WAC will depend on the sport, staffing, season, and site.

Emergency Communication: Two way radio system between field and WAC training room
Fixed telephone in WAC training room
Fixed telephone in athletic offices on first floor of WAC
Cellular phone
Campus emergency phone

Emergency Equipment: Medical kits are available for all practices. The athletic training golf cart will also be available from this site. An AED is located in the front lobby of the building. Campus Police will be activated if the unit is removed from the wall case.

Role of first aid responder: Immediate care of the injured or ill student athlete.
Emergency equipment retrieval
Activation of EMS (dial “9” for outside and than 911)
Direction of EMS to scene (designate person to direct EMS to scene).

Venue Directions: From I-84, take exit 4 and turn right onto Lake Ave. Continue straight on Lake Ave. (1/2mi.) until you reach the traffic light that has Stop and Shop on the left and the WCSU entrance sign on the right. At the WCSU sign, turn right onto University Blvd and follow it up the hill. Take the second right and look for the WAC on the right hand side.

Location: W.C.S.U. Midtown Campus - Bill Williams Gymnasium

Facility Usage: Teams using the Bill Williams Gym are Soccer, Basketball, Lacrosse, Softball, and Baseball.

Emergency Personnel: ATC, GA, SAT, Coach, Team Rep, and Athletic Administration. Medical coverage varies depending on sport, staffing, season, and site Emergency Communication:
Fixed telephone in athletic training room.
Fixed telephone in the HPX office
Cell Phone
Campus Emergency Phone (Higgins)

Emergency Equipment: All supplies (trauma bag, splints, oxygen, and braces) are located in the Bill Williams Athletic Training Room. An AED is located in the hallway leading to the weight room.

Roles of first aid responder: Immediate care of the injured or ill student athlete.
Emergency equipment retrieval.
Activation of EMS (dial “9” for outside line and than 911).
Direction of EMS to scene (designate person to direct EMS to scene).

Venue Directions: From Main St, turn onto Garamella Blvd (which turns into Osborne St). The sixth St. on the right is 7th Ave. Bill Williams Gym is on the corner of 7th Ave and Osborne St. Direct EMS to enter from the Osborne St. entrance.
**Town of Danbury P.A.L. Gymnasium**

**Facility Usage:** Teams using the P.A.L. gym are Woman’s Basketball.

**Emergency Personnel:** ATC, GA, SAT, Coach, Team Rep, and Athletic Administration. Medical coverage varies depending on sport, staffing and season. Fall preseason basketball practice at the PAL may not have medical coverage.

**Emergency Communication:**
- Fixed pay telephone in the lobby just outside of the gym.
- Fixed telephone in the office of Director Bob Guerra.
- Cell Phone

**Emergency Equipment:** Basic medical kit is available both with and without medical coverage. The P.A.L. also has a first aid kit hanging on the wall inside the gym, and there is ice in the freezer in the storage room off of the gym.

**Roles of first aid responder:**
- Immediate care of the injured or ill student athlete.
- Emergency equipment retrieval.
- Activation of EMS (pay phone dial 911, office phone push button for line one or two and dial 911)
- Direction of EMS to scene (designate person to direct EMS to scene)

**Venue Directions:**
- **I-84 East:** Exit 5. At the stop sign at end of ramp, go straight onto downs St. At light at bottom of hill, go straight onto North St. at 4th light, go right onto Hayestown Ave. Next light go left onto Hayestown Rd. PAL is 1 mile down on right.

- **I-84 West:** Exit 6. At light at end of ramp, go right onto North St. At next light, go right onto Hayestown Ave. At next light go left onto Hayestown Rd. PAL is 1 mile down on the right.
Location:

**Immaculate High School (Danbury)**

**Facility Usage:** Men’s Basketball Team. Women’s Soccer Team

**Emergency Personnel:** ATC, GA, SAT, team rep, Coach, and Athletic Administration. Medical coverage depends on sport, staffing, and season.

**Emergency Communication:** Fixed telephone in office adjacent to gym.
Cell Phone

**Emergency Equipment:** Basic medical kit will be made available for off campus practice. If team accompanied by medical staff, athletic trainer will bring personnel kit.

**Role of first aid responder:** Immediate care of injured or ill student athlete.
Emergency equipment retrieval
Activation of EMS (dial 911)
Direction of EMS to scene (designate person to direct EMS to scene).

**Venue Directions:** From Main St. in downtown Danbury, follow towards Rogers Park and turn right onto South St. Take your next left onto Mountainville Rd. Follow Mountainville until the road forks. Stay to the right of the fork, which now turns into Southern Blvd. Look for school one mile down on the right hand side. Gym is in the front of building.

Location:

**Beaver Brook Tennis Center (Danbury)**

**Facility Usage:** Men’s and Women’s Tennis Team

**Emergency Personnel:** ATC, GA, SAT, Coach, Team Rep, and Athletic Administration. Medical coverage depends on sport, staffing, and season.

**Emergency Communication:**
Fixed telephone at front desk behind counter.
Cell Phone

**Emergency Equipment:** Basic medical kits are available for all practices off campus.

**Role of first aid responder:** Immediate care of the injured or ill student athlete.
Emergency equipment retrieval
Activation of EMS (dial 911)
Direction of EMS to scene (designate person to direct EMS to scene)

**Venue Directions:** 84 E to exit 7 (Brookfield/New Milford) Federal road exit. End of ramp right. Second light take a left onto Federal Rd. At second light take a right onto Old Stars Plain Rd. Beaver Brook is up on the right. #134
Location:

Hardscrabble Tennis Club (Brewster, NY) 914-669-9500

Facility Usage: Men’s and Women’s Tennis Team

Emergency Personnel: ATC, GA, SAT, Coach, Team Rep, and Athletic Administration. Medical coverage depends on sport, staffing, and season.

Emergency Communication: Fixed telephone at front desk behind counter. Cell Phone

Emergency Equipment: Basic medical kits are available for all practices off campus. AED on premises. Management and staff also on premises to assist.

Role of first aid responder: Immediate care of the injured or ill student athlete. Emergency equipment retrieval Activation of EMS (dial 911) Direction of EMS to scene (designate person to direct EMS to scene) Note: Management and staff are always on duty to assist with emergency contact and AED retrieval.

Venue Directions: I-84 to NY – 121 Exit toward US – 6/US – 202/North Salem/Brewster. Turn left onto NY-121/Peach Lake Rd. Turn right onto Cobb Rd. Turn left onto Starr Ridge Rd. Turn right onto Starr Lea Rd. Take First right onto N Salem Rd/County Hwy-55. Take first left onto Fields Ln. Take second right onto Sutton Pl. 22 Sutton is on the right. Note: Local EMS may not require these specific directions but make sure you provide adequate information and the club’s location.
Danbury Sports Dome


Emergency Personnel: ATC, GA, SAT, Coach, Team Rep, and Athletic Administration. Medical coverage varies depending on sport, staffing and season. Fall preseason basketball practice at the PAL may not have medical coverage.

Emergency Communication:  
Fixed telephone at the front desk.  
Cell Phone

Emergency Equipment: Basic medical kit is available both with and without medical coverage. If the training room is open you can ask for ice. Note: The do not have an AED on the premises. If you are training without a staff ATC, follow procedures set-up for this type of situation. There are two locations on the Westside Campus where coaches can sign-out an AED and emergency medical kit.

Roles of first aid responder:  
Immediate care of the injured or ill student athlete.  
Emergency equipment retrieval.  
Activation of EMS (pay phone dial 911, office phone push button for line one or two and dial 911)  
Direction of EMS to scene (designate person to direct EMS to scene)

Venue Directions:  
From the Mid-Town Campus go East on White St towards 8th St.  
Turn right onto Triangle St. Take a slight left onto Lee Mac Ave.  
Turn left onto Shelter Rock Rd. Number 22 is on the right.

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