Emergency Action Plan
CREC High Schools Athletics
2021-2022

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Athletic Trainers for CREC High Schools

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.
Personnel Involved in Development

We would like to thank the Korey Stringer Institute at the University of Connecticut. The current policies and procedures manual were influenced by the templates available on the KSI website at www.ksi.uconn.edu. Without the guidance of their emergency action plan development, this document would not have been possible. We would like the thank the following for their help in developing the CREC EAP:

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Contact Information for Sports Medicine Staff

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Civic Leadership High School

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EMERGENCY ACTION PLAN FOR ATHLETICS

Overview

Introduction
Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities personnel must be prepared. Athletic organizations have a duty to develop an emergency action plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately and efficiently.

Components of an Emergency Action Plan
1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map

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, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review and rehearsal is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school
nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All coaches are required to have CPR, First Aid, AED, and concussion management training certifications.**

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

The four basic roles within the emergency team are:

1. **Establish scene safety and immediate care of the athlete:**
   a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).

2. **Activation of Emergency Medical Services:**
   a. 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.

3. **Equipment Retrieval:**
   a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.

4. **Direction of EMS to the scene:**
   a. One of the members of the team should be in charge of meeting the emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

**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.

Steps to calling EMS:
1. Dial 911 when asked by the AT or other immediate emergency responder.
2. Give the dispatcher the following information:
   a. Address
   b. Nature of emergency (heart attack, heat stroke, etc)
   c. Number of athletes injured
   d. Condition of athletes
e. What treatment has been provided (application of AED, rectal temperature, etc)
f. Directions to the venue

3. Whatever you do, **DO NOT HANG UP UNTIL EMS ARRIVES ON SITE.**

**Medical Emergency Transportation**
A situation should be considered an immediate medical emergency when there is loss of consciousness (LOC); impairment of airway, breathing, or circulation (ABCs); or any neurovascular compromise.

**Non-Medical Emergencies**
For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the specific school emergency action plan and follow instructions.

**Post EAP Activation Procedures:**

*Documentation*
Documentation must be done by the Athletic Trainer (AT), Athletic Director (AD) and coach immediately following activation of the EAP. Both an injury report and accident report form must be filled out.

*Debriefing*
A team comprising of the AT, AD, coaches, nurse and one or two other school district employees not involved with the situation must have a meeting, virtual or in person, to discuss the event within 48 hours. This team must evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to EAP should be made for promptness.

**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 CREC Schools helps ensure that the athlete will have the best care provided when an emergency situation occurs.
Staff Education
1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP)
   a. Each coach will provide their signature to confirm they have read the documents and asked any potential questions
   b. The AT will keep the original signed documents
2. A copy of the EAP will be available in a **BINDER** and stored with the AT’s equipment
3. Virtual copies will be available on the school district website

Emergency Situation Contact Tree
*Figure 1. Overall chain of command at CREC Schools*

Chain of Command in Absence of AT
The AT should always act as primary care-givers at the site of the injury or accident when present. In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

*Figure 2. Chain of Command in Absence of Athletic Trainer*
EAP Rehearsal Strategy
The athletic trainer will be responsible for reviewing the EAP annually and sharing with the school nurse, coaches, and administration. Coaches at all CREC Schools will be educated on the EAP prior to the start of their sport season. The AT will coordinate this with each coach. All Coaches and Athletic Directors/Coordinators will be provided with an updated copy of the EAP. Each coach and AD/C must sign the verification page that they have read and understand the purpose of the Emergency Action Plan.
Civic Leadership High School

School Information
Civic Leadership High School
1617 King St., Enfield, CT 06082

Contact Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Athletic Trainer</td>
<td>Aleksis Monsees, MS, LAT, ATC</td>
<td>860-253-0274 ext. 7804</td>
<td><a href="mailto:aleksis.monsees@uconn.edu">aleksis.monsees@uconn.edu</a> (Preferred)</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Jon Winer</td>
<td>860-509-3611 ext. 3611</td>
<td><a href="mailto:jowiner@crec.org">jowiner@crec.org</a></td>
</tr>
<tr>
<td>Athletic Faculty Manager</td>
<td>Val Lishnak</td>
<td>860-253-0274 ext. 7820</td>
<td><a href="mailto:vlishnak@crec.org">vlishnak@crec.org</a></td>
</tr>
<tr>
<td>Principal</td>
<td>Jeff Larson</td>
<td>860-253-0274 ext. 7801</td>
<td><a href="mailto:jlarson@crec.org">jlarson@crec.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Donna Hartman, RN</td>
<td>860-253-0274 ext. 7803</td>
<td><a href="mailto:dhartman@crec.org">dhartman@crec.org</a></td>
</tr>
</tbody>
</table>
# Emergency Telephone Numbers for CLHS

This list is only to be used in case of an emergency.

<table>
<thead>
<tr>
<th>Off Campus Contacts</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Enfield Police Department Non-Emergency</td>
<td>860-763-6400</td>
</tr>
<tr>
<td>Enfield Fire Department Non-Emergency</td>
<td>860-745-1878</td>
</tr>
<tr>
<td>CREC Schools Hospital</td>
<td>860-456-9116</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>860-763-7527</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On Campus Offices</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Training Room</td>
<td>860-253-0274 ext. 7804</td>
</tr>
<tr>
<td>School Nurse</td>
<td>860-253-0274 ext. 7803</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>860-509-3611 ext. 3611</td>
</tr>
<tr>
<td>Athletic Faculty Manager</td>
<td>860-253-0274 ext 7820</td>
</tr>
<tr>
<td>Main Office</td>
<td>860-253-0274 ext. 7811</td>
</tr>
<tr>
<td>School Counselor Office</td>
<td>860-253-0274 ext. 7806</td>
</tr>
</tbody>
</table>
Emergency Equipment for CLHS

1. AEDs
   a. AED #1 is adjacent to the clinic
   b. AED #2 is in the gymnasium
   c. AED #3 is on the second floor.
   d. AED #4 is on the third floor
   e. AED #5 is kept in the Athletic Coordinator’s office for off campus athletics
   f. AED #6 is kept in the Athletic Trainer’s office to be taken outdoors for athletic events and practices. Generally kept with the AT and will travel with AT.

2. Cold Water Immersion Tub
   a. Set-up prior to games/practices on days where WBGT is above 76.3, located in the football storage closet

3. Cell phones and office phones

4. Splints
   a. AT Sideline Medical Bag

5. Bleeding Controls
   a. Located in the AT Clinic and in Sideline Medical Bag

6. General Emergency Equipment (Scissors, Trauma Shears, BP Cuff, Pulse Ox, CPR Mask, Electric Screwdriver)
   a. AT Sideline Medical Bag or AT’s Sling Kit
General Plan of Action

1. Most medically qualified person will lead (if AT is not present, person with CPR/AED certification will lead)
2. Contact the Athletic Trainer of the CREC School you are at if they are present at the school but not on scene.
   a. If not on scene, update the AT via phone call, text message, or email of incident.
3. Check the scene – is it safe to help?
4. Is the athlete breathing? Conscious? Pulse?
   a. If NO, designate someone to call 911.
   b. Instruct individual to meet ambulance to direct to appropriate site
5. Perform emergency CPR/First Aid
6. Instruct coach or bystander to get AED
7. Instruct coach or bystander to control crowd
8. Contact parents
9. Contact Athletic Director
10. Assist with care as necessary
11. Assistant/volunteer coach must accompany athlete to hospital – either in ambulance or follow by car
12. Document and debrief the event with the Athletic Director.
Violent Threats at CLHS

Any suspicious person(s), packages, and/or community threat affecting the high school should be immediately reported to the Enfield Police Department. Do not take it upon yourself to subdue the individual(s). Call 9-1-1 IMMEDIATELY.

Active Shooter/Lockdown
1. Immediately lock doors and windows. Turn off lights. Draw shades on doors and windows. Take proactive steps in securing the doors. Conduct an advanced lockdown by barricading the doors. Incorporate ALICE training if possible.
2. If outside, do not go into the building. Guide students to pre-designated outdoor safe area and take attendance.
3. Disregard fire alarm unless you specifically see smoke or fire.
4. Once the doors are locked, no entry is allowed.
5. Keep students quiet, silence all electronics, and take attendance. Keep students and staff out of plain view from windows and doors.
6. Do not call main office. Stay off the walkie talkies.
7. If extreme life-threatening danger is perceived as imminent to yourself or students, be prepared to exit the room in any means or be prepared to defend yourself or your students. You may evacuate through a window or other means after barricading the room if necessary.
8. Call or text 911 if appropriate and when it is safe to do so. Provide as many details as possible of the incident to include who, what, where, and how. Provide essential details of the incident.
9. Call CREC at 860-509-3777 when it is safe to do so.

Evacuation
1. Give explicit directions to students on evacuation procedures.
2. If BOMB THREAT, DO NOT use cellphones – stay off portable radios.
3. Immediately guide all students out of the building to the pre-designated fire exit.
4. Count students as they exit. Stay in a group. Do not go to lockers or bathrooms.
5. Exit the building and guide students to a pre-designated safe area.
6. Take attendance and report any missing students immediately.
7. Remain in safe area until notified.
8. Call or text 911 if necessary.
9. Call CREC at 860-509-3777 when it is safe to do so.
Civic Leadership Turf Field & Track  
Football, Soccer, Track, Softball

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for **MOST after school home events and practices.** A physician is on site during varsity football games. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- **If no AT present,** Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.

- **Head Coach**
  - **Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present) - DO NOT HANG UP.**
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete

- **Assistant Coaches/Athletic Training Students/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.

- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Turf Field and Track (CLHS)

GPS Coordinates: 41 43.33N/72 12.90W
Physical Address: 1617 King St, Enfield CT 06082

Directions: Enter school driveway; turn left around to the side of school.
• Drive around the perimeter of the parking lot to drive to the side of the turf field.
Main Gymnasium (CLHS)  
Volleyball, Basketball

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for Most after school home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- Certified Athletic Trainer (AT)
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- Head Coach
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- Assistant Coaches/Athletic Training Students/Student-Athletes
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- Administration/School Security
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Main Gymnasium (CLHS)

GPS Coordinates: 41 43.33N/72 12.90W
Physical Address: 1617 King St, Enfield CT 06082

Directions: Enter school driveway; turn right around to the side of school.
- Drive around the perimeter of the parking lot to drive to the gated back road, which will lead to the side of the gymnasium.
**East Windsor Park**
Off Campus – Soccer Practices

**Activate the EAP:**
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

**Emergency Personnel:** Certified athletic trainer (AT) is at CLHS for *MOST after school home events and practices, but will generally NOT be at off campus practices*. All team coaches are trained in CPR, first aid, and AED.

**Emergency Communication:**
- If AT is present on campus, contact them FIRST.
- *If no AT present*, cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

**Emergency Equipment:** AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

**Role of First Responders:**
- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
  - **Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.**
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Athletic Training Students/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: East Windsor Park

GPS Coordinates: 41.91053735979895, -72.53750939446375

Physical Address: 27 Reservoir Ave, Broad Brook CT 06016

Enter at main entrance to East Windsor Park and follow the road back.
Abbe Road Soccer Complex
Off Campus – Soccer Games

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school for home events and practices. A physician is on site during varsity football games. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- Certified Athletic Trainer (AT)
  - Immediate evaluation and care of injured student-athlete.
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- Head Coach
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  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- Assistant Coaches/Athletic Training Students/Student-Athletes
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- Administration/School Security
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Abbe Rd Soccer Complex

GPS Coordinates: 41.877155, -72.603957

Physical Address: 28 Abbe Rd, East Windsor, CT

Directions: Turn into the park. Follow back to gravel lot. Soccer field is the one furthest south.
Academy of Aerospace & Engineering

School Information
Academy of Aerospace & Engineering
1101 Kennedy Road
Windsor, CT 06095

Contact Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Athletic Trainer</td>
<td>Cecilia Kaufman</td>
<td>860-243-0857</td>
<td><a href="mailto:cecilia.kaufman@uconn.edu">cecilia.kaufman@uconn.edu</a></td>
</tr>
<tr>
<td></td>
<td>LAT, ATC</td>
<td></td>
<td>(preferred)</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Jonathan Winer</td>
<td>860-509-3611 ext. 3611</td>
<td><a href="mailto:jowiner@crec.org">jowiner@crec.org</a></td>
</tr>
<tr>
<td>Athletic Faculty Manager</td>
<td>Chris Campbell</td>
<td>860-243-0857 ext. 7418</td>
<td><a href="mailto:ccampbell@crec.org">ccampbell@crec.org</a></td>
</tr>
<tr>
<td>Principal</td>
<td>Adam Johnson</td>
<td>860-243-0857 ext. 7337</td>
<td><a href="mailto:adjohnson@crec.org">adjohnson@crec.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Nina Lavoie</td>
<td>860-243-0857 ext. 7391</td>
<td><a href="mailto:nlavoie@crec.org">nlavoie@crec.org</a></td>
</tr>
</tbody>
</table>
Emergency Telephone Numbers for Aerospace

This list is only to be used in case of an emergency.

<table>
<thead>
<tr>
<th>Off Campus Contacts</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency- Fire &amp; Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Non-Emergency- Police department</td>
<td>860-688-5273</td>
</tr>
<tr>
<td>Hartford Hospital</td>
<td>860-456-9116</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>860-763-7527</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On Campus Offices</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nurse</td>
<td>860-243-0857</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>860-509-3611</td>
</tr>
<tr>
<td>Main Office</td>
<td>860-243-0857</td>
</tr>
<tr>
<td>Administrative Office</td>
<td>860-243-0857</td>
</tr>
<tr>
<td>School Counselor Office</td>
<td>860-243-0857</td>
</tr>
</tbody>
</table>
Emergency Equipment for Aerospace

1. AEDs
   a. AED #1 - Located in the cafeteria
   b. AED #2 - Located on first floor near the elevator
   c. AED #3 - Located on second floor near the elevator
   d. AED #4 - Located on third floor near the elevator
   e. AED #5 - Located in the Athletic Trainer’s office (within the nurse’s office), kept on the AT during games
   f. AED #6 - Located in the external athletics closet
2. Cold Water Immersion Tub
   a. Set-up prior to games/practices on days where WBGT is above 76.3, Located outside the gymnasium doors
3. Cell Phones and Office Phones
4. Splints
   a. AT Sideline Medical Bag
5. General Emergency Equipment: Blood Pressure Cuff, Stethoscope, Pulse Oximeter, Scissors, and CPR Mask
   a. Located in AT Sideline Medical Bag
6. Epi-Pen
   a. Located in nurse’s office
   b. AT has one emergency Epi-Pen located in AT Medical Sideline Bag
General Plan of Action

1. Most medically qualified person will lead (if AT is not present, person with CPR/AED certification will lead)

2. Contact the Athletic Trainer of the CREC School you are at if they are present at the school but not on scene.
   a. If not on scene, update the AT via phone call, text message, or email of incident.

3. Check the scene – is it safe to help?

4. Is the athlete breathing? Conscious? Pulse?
   a. If NO, designate someone to call 911.
   b. Instruct individual to meet ambulance to direct to appropriate site

5. Perform emergency CPR/First Aid

6. Instruct coach or bystander to get AED

7. Instruct coach or bystander to control crowd

8. Contact parents

9. Contact Athletic Director

10. Assist with care as necessary

11. Assistant/volunteer coach must accompany athlete to hospital – either in ambulance or follow by car

12. Document and debrief the event with the Athletic Director.
Violent Threats at Aerospace

Any suspicious person(s), packages, and/or community threat affecting the high school should be immediately reported to the Enfield Police Department. Do not take it upon yourself to subdue the individual(s). Call 9-1-1 IMMEDIATELY.

Active Shooter/Lockdown
1. Immediately lock doors and windows. Turn off lights. Draw shades on doors and windows. Take proactive steps in securing the doors. Conduct an advanced lockdown by barricading the doors. Incorporate ALICE training if possible.
2. If outside, do not go into the building. Guide students to pre-designated outdoor safe area and take attendance.
3. Disregard fire alarm unless you specifically see smoke or fire.
4. Once the doors are locked, no entry is allowed.
5. Keep students quiet, silence all electronics, and take attendance. Keep students and staff out of plain view from windows and doors.
6. Do not call main office. Stay off the walkie talkies.
7. If extreme life-threatening danger is perceived as imminent to yourself or students, be prepared to exit the room in any means or be prepared to defend yourself or your students. You may evacuate through a window or other means after barricading the room if necessary.
8. Call or text 911 if appropriate and when it is safe to do so. Provide as many details as possible of the incident to include who, what, where, and how. Provide essential details of the incident.
9. Call CREC at 860-509-3777 when it is safe to do so.

Evacuation
1. Give explicit directions to students on evacuation procedures.
2. If BOMB THREAT, DO NOT use cellphones – stay off portable radios.
3. Immediately guide all students out of the building to the pre-designated fire exit.
4. Count students as they exit. Stay in a group. Do not go to lockers or bathrooms.
5. Exit the building and guide students to a pre-designated safe area.
6. Take attendance and report any missing students immediately.
7. Remain in safe area until notified.
8. Call or text 911 if necessary.
9. Call CREC at 860-509-3777 when it is safe to do so.
Main Gymnasium (AAE)
Volleyball, Basketball

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- Certified Athletic Trainer (AT)
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- Head Coach
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- Assistant Coaches/Athletic Training Students/Student-Athletes
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- Administration/School Security
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Main Gymnasium (AAE)

GPS Coordinates: 41.89557332913738, -72.65325566472929
Physical Address: 1101 Kennedy Road Windsor, CT 06095

Directions: Enter school driveway from Kennedy Rd; turn right around to the side of school.
- Drive around the perimeter of the parking lot to drive to the back doors of the gymnasium.
- Entrance is normally locked on River St
Activate the EAP:

- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for *MOST after school home events and practices*. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:

- If AT is present on campus, contact them FIRST.
- *If no AT present*, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:

- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
  - *Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.*
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Athletic Training Students/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Soccer Field (AAE)

GPS Coordinates: 41.89557332913738, -72.65325566472929

Physical Address: 1101 Kennedy Road Windsor, CT 06095

Directions: Enter school driveway from Kennedy Rd; turn right around to the side of school.
- Drive around the perimeter of the parking lot to drive to the back doors of the gymnasium, onto the basketball court
- Entrance is normally **locked** on River St.
- Access to the soccer field can also be found at the left corner of the field near High Path Rd. Enter school driveway from Kennedy Rd, turn left, drive to the end of the parking lot, and enter from the bottom right of the field near the trees.
Bloomfield High School- Baseball Field
AAE Baseball

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- Certified Athletic Trainer (AT)
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- Head Coach
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- Assistant Coaches/Athletic Training Students/Student-Athletes
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- Administration/School Security
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Baseball Field (Bloomfield HS)

GPS Coordinates: 41.82750357399157, -72.72594883818853
Physical Address: 5 Huckleberry Ln, Bloomfield, CT 06002

Directions: Enter school driveway from Park Ave; turn right at the first driveway.
- Drive past the softball field and soccer fields to get to the baseball field on the right side.
Metropolitan Learning Center

School Information
Metropolitan Learning Center
1551 Blue Hills Ave
Bloomfield, CT 06002

Contact Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Numbers</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Athletic Trainer</td>
<td>Cecilia Kaufman, LAT, ATC</td>
<td>860-242-7834</td>
<td><a href="mailto:cecilia.kaufman@uconn.edu">cecilia.kaufman@uconn.edu</a> (preferred)</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Jonathan Winer</td>
<td>860-509-3611 ext. 3611</td>
<td><a href="mailto:jowiner@crec.org">jowiner@crec.org</a></td>
</tr>
<tr>
<td>Athletic Faculty Manager</td>
<td>Jonathan Winer</td>
<td>860-509-3611 ext. 3611</td>
<td><a href="mailto:jowiner@crec.org">jowiner@crec.org</a></td>
</tr>
<tr>
<td>Principal</td>
<td>Yesenia Hernandez</td>
<td>860-242-7834 ext. 3671</td>
<td><a href="mailto:yhernandez@crec.org">yhernandez@crec.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Michelle Moss</td>
<td>860-242-7834 ext.2306</td>
<td><a href="mailto:mmoss@crec.org">mmoss@crec.org</a></td>
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</tbody>
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Emergency Telephone Numbers for MLC
This list is only to be used in case of an emergency.

<table>
<thead>
<tr>
<th>Off Campus Contacts</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency- Fire and Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Non-Emergency- Police department</td>
<td>860-242-5501</td>
</tr>
<tr>
<td>Non-Emergency- Blue Hills Fire Department</td>
<td>860-243-8949</td>
</tr>
<tr>
<td>Hartford Hospital</td>
<td>860-545-5000</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>860-763-7527</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
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<tr>
<td>Athletic Director</td>
<td>860-509-3611</td>
</tr>
<tr>
<td>Main Office</td>
<td>860-242-7834</td>
</tr>
<tr>
<td>Administrative Office</td>
<td>860-242-7834</td>
</tr>
<tr>
<td>School Counselor Office</td>
<td>860-242-7834</td>
</tr>
</tbody>
</table>
Emergency Equipment for MLC

1. AEDs
   a. AED #1 is located next to AT Sideline Medical bag on game days, and it stored in the athletic storage closet near the gymnasium.
   b. AED #2 is located in athletic storage closet near the gymnasium.
   c. AED # 3 is located in the nurse’s office
   d. AED # 4 is located near the cafeteria on the first floor

2. Cold Water Immersion Tub
   a. Set-up prior to games/practices on days where WBGT is above 76.3, located in the equipment sheds near the soccer equipment.

3. Cell Phones, Office Phones, and Walkie-Talkies
   a. Walkie-Talkies located on Athletic Trainer and Faculty Manager when multiple teams are participating in home games

4. Splints
   a. AT Sideline Medical Bag

5. General Emergency Equipment: Blood Pressure Cuff, Stethoscope, Pulse Oximeter, Scissors, and CPR Mask
   a. Located in AT Sideline Medical Bag

6. Epi-Pen
   a. Located in nurse’s office
   b. AT has one emergency Epi-Pen located in AT Medical Sideline Bag
General Plan of Action
1. Most medically qualified person will lead (if AT is not present, person with CPR/AED certification will lead)
2. Contact the Athletic Trainer of the CREC School you are at if they are present at the school but not on scene.
   a. If not on scene, update the AT via phone call, text message, or email of incident.
3. Check the scene – is it safe to help?
4. Is the athlete breathing? Conscious? Pulse?
   a. If NO, designate someone to call 911.
   b. Instruct individual to meet ambulance to direct to appropriate site
5. Perform emergency CPR/First Aid
6. Instruct coach or bystander to get AED
7. Instruct coach or bystander to control crowd
8. Contact parents
9. Contact Athletic Director
10. Assist with care as necessary
11. Assistant/volunteer coach must accompany athlete to hospital – either in ambulance or follow by car
12. Document and debrief the event with the Athletic Director
Violent Threats at MLC

Any suspicious person(s), packages, and/or community threat affecting the high school should be immediately reported to the Enfield Police Department. Do not take it upon yourself to subdue the individual(s). Call 9-1-1 IMMEDIATELY.

Active Shooter/Lockdown

1. Immediately lock doors and windows. Turn off lights. Draw shades on doors and windows. Take proactive steps in securing the doors. Conduct an advanced lockdown by barricading the doors. Incorporate ALICE training if possible.
2. If outside, do not go into the building. Guide students to pre-designated outdoor safe area and take attendance.
3. Disregard fire alarm unless you specifically see smoke or fire.
4. Once the doors are locked, no entry is allowed.
5. Keep students quiet, silence all electronics, and take attendance. Keep students and staff out of plain view from windows and doors.
6. Do not call main office. Stay off the walkie talkies.
7. If extreme life-threatening danger is perceived as imminent to yourself or students, be prepared to exit the room in any means or be prepared to defend yourself or your students. You may evacuate through a window or other means after barricading the room if necessary.
8. Call or text 911 if appropriate and when it is safe to do so. Provide as many details as possible of the incident to include who, what, where, and how. Provide essential details of the incident.
9. Call CREC at 860-509-3777 when it is safe to do so.

Evacuation

1. Give explicit directions to students on evacuation procedures.
2. If BOMB THREAT, DO NOT use cellphones – stay off portable radios.
3. Immediately guide all students out of the building to the pre-designated fire exit.
4. Count students as they exit. Stay in a group. Do not go to lockers or bathrooms.
5. Exit the building and guide students to a pre-designated safe area.
6. Take attendance and report any missing students immediately.
7. Remain in safe area until notified.
8. Call or text 911 if necessary.
9. Call CREC at 860-509-3777 when it is safe to do so.
Main Gymnasium (MLC)  
Volleyball, B/G Basketball

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Athletic Training Students/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Main Gymnasium (MLC)

**GPS Coordinates:** 41.871122145011924, -72.72655620862348

**Physical Address:** 1551 Blue Hills Ave Bloomfield, CT 06002

**Directions:** Enter school driveway from Woodland Ave; and make a slight left at the building
- Access to the main gymnasium doors can be found here
- Gymnasium doors are the first set of doors to the right as you pull in to the left where the driveway splits into a “Y”
Soccer Field/Softball Field (MLC)

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for *MOST after school home events and practices*. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- *If no AT present*, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
  - *Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.*
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Athletic Training Students/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Soccer Field/Softball Field (MLC)

GPS Coordinates: 41.871122145011924, -72.72655620862348

Physical Address: 1551 Blue Hills Ave Bloomfield, CT 06002

Directions: Enter school driveway from Woodland Ave; and make a slight left at the building

- Access to both the soccer field and gymnasium doors can be found here
- There are two soccer fields next to each other
- The softball field is located in the back house right of the soccer fields, closest to W Newberry Rd
Weaver High School- Track
MLC Track and Field

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- Certified Athletic Trainer (AT)
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- Head Coach
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- Assistant Coaches/Athletic Training Students/Student-Athletes
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- Administration/School Security
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Track (Weaver HS)

GPS Coordinates: 41.80068901554385, -72.70695557739433

Physical Address: 415 Granby St, Hartford, CT 06112

Directions: Enter track and field area from Tower Ave (Off of Granby St); and make a slight left at the parking lot

- Access to both the turf field and the track can be found here
Hartford High School - Track
MLC Track and Field

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Athletic Training Students/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Track (Hartford HS)

GPS Coordinates: 41.76471131105741, -72.70053645655884
Physical Address: 55 Forest St, Hartford, CT 06105

Directions: Enter track and field area from Forest St; and make a slight left at the parking lot
- Access to both the field and the track can be found here
Martin Park – Baseball Field
MLC/Civic Baseball

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or CREC Schools personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete.
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Athletic Training Students/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation.
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
VENUE DIRECTIONS: Martin Park

GPS Coordinates: 41.774024, -72.624080

Physical Address: 307 Burnside Ave, East Hartford, CT 06108

Directions: Enter Martin Park from Burnside Ave
- Follow the main entrance road as it curves to the left
- The baseball field is located on the left side
- The field is downhill, but there is a wheelchair access sidewalk available
# Academy of Science and Innovation

## School Information

Academy of Science and Innovation  
600 Slater Rd, New Britain, CT 06053

## Contact Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Trainer</td>
<td>Marcus Olson, LAT, ATC</td>
<td>860-223-0726</td>
<td><a href="mailto:marcus.olson@uconn.edu">marcus.olson@uconn.edu</a></td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Jonathan Winer</td>
<td>860-509-3611 ext. 3611</td>
<td><a href="mailto:jowiner@cres.org">jowiner@cres.org</a></td>
</tr>
<tr>
<td>Athletic Faculty Manager</td>
<td>Kate Scalia</td>
<td>860-223-0726</td>
<td><a href="mailto:kscala@crec.org">kscala@crec.org</a></td>
</tr>
<tr>
<td>Principal</td>
<td>Karen Mooney</td>
<td>860-223-0726 ext. 7646</td>
<td><a href="mailto:kmooney@crec.org">kmooney@crec.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Amy Anderson Sandra Schnieder (PRN)</td>
<td>860-223-0726 ext. 7603</td>
<td><a href="mailto:amyanderson@crec.org">amyanderson@crec.org</a></td>
</tr>
</tbody>
</table>
Emergency Telephone Numbers for Innovation
This list is only to be used in case of an emergency.

<table>
<thead>
<tr>
<th>Off Campus Contacts</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Emergency- New Britain Fire Department</td>
<td>860-826-3000</td>
</tr>
<tr>
<td>Non-Emergency- Police department</td>
<td>860-826-3000</td>
</tr>
<tr>
<td>Fire and Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Hospital of Central Connecticut</td>
<td>860-224-5671</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>860-763-7527</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On Campus Offices</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nurse</td>
<td>860-223-0726</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>860-509-3611</td>
</tr>
<tr>
<td>Main Office</td>
<td>860-223-0726</td>
</tr>
<tr>
<td>Administrative Office</td>
<td>860-223-0726</td>
</tr>
<tr>
<td>School Counselor Office</td>
<td>860-223-0726</td>
</tr>
</tbody>
</table>
Emergency Equipment for Innovation

1. AEDs
   a. AED #1 is in the Nurses’ office
   b. AED #2 & #3 in athletic training office.
   c. AED #4 Located in the first floor Main Administration Office
   d. AED #5 Located in the Main Gymnasium
   e. AED #6 Located in the 2nd floor faculty room
   f. AED #7 Located in the 3rd floor faculty room

2. Cold Water Immersion Tub
   a. Set-up prior to games/practices on days where WBGT is at 76.3 or above,
      Located in the storage container during the summer, stored in the
      gymnasium during the school year.

3. Cell Phones and Office Phones

4. Splints
   a. Located in the AT Office
   b. AT Sideline Medical Bag

5. Bleeding Control
   a. Located in the Nurses’ Office/AT Office and in Sideline Kit

   Oximeter, Scissors, and CPR Mask
   a. Located in AT Sideline Kit.
**General Plan of Action**

1. Most medically qualified person will lead (if AT is not present, person with CPR/AED certification will lead)
2. Contact the Athletic Trainer of the CREC School you are at if they are present at the school but not on scene.
   a. If not on scene, update the AT via phone call, text message, or email of incident.
3. Check the scene – is it safe to help?
4. Is the athlete breathing? Conscious? Pulse?
   a. If NO, designate someone to call 911.
   b. Instruct individual to meet ambulance to direct to appropriate site
5. Perform emergency CPR/First Aid
6. Instruct coach or bystander to get AED
7. Instruct coach or bystander to control crowd
8. Contact parents
9. Contact Athletic Director
10. Assist with care as necessary
11. Assistant/volunteer coach must accompany athlete to hospital – either in ambulance or follow by car
12. Document and debrief the event with the Athletic Director
Violent Threats at Innovation

Any suspicious person(s), packages, and/or community threat affecting the high school should be immediately reported to the Enfield Police Department. Do not take it upon yourself to subdue the individual(s). Call 9-1-1 IMMEDIATELY.

Active Shooter/Lockdown

1. Immediately lock doors and windows. Turn off lights. Draw shades on doors and windows. Take proactive steps in securing the doors. Conduct an advanced lockdown by barricading the doors. Incorporate ALICE training if possible.
2. If outside, do not go into the building. Guide students to pre-designated outdoor safe area and take attendance.
3. Disregard fire alarm unless you specifically see smoke or fire.
4. Once the doors are locked, no entry is allowed.
5. Keep students quiet, silence all electronics, and take attendance. Keep students and staff out of plain view from windows and doors.
6. Do not call main office. Stay off the walkie talkies.
7. If extreme life-threatening danger is perceived as imminent to yourself or students, be prepared to exit the room in any means or be prepared to defend yourself or your students. You may evacuate through a window or other means after barricading the room if necessary.
8. Call or text 911 if appropriate and when it is safe to do so. Provide as many details as possible of the incident to include who, what, where, and how. Provide essential details of the incident.
9. Call CREC at 860-509-3777 when it is safe to do so.

Evacuation

1. Give explicit directions to students on evacuation procedures.
2. If BOMB THREAT, DO NOT use cellphones – stay off portable radios.
3. Immediately guide all students out of the building to the pre-designated fire exit.
4. Count students as they exit. Stay in a group. Do not go to lockers or bathrooms.
5. Exit the building and guide students to a pre-designated safe area.
6. Take attendance and report any missing students immediately.
7. Remain in safe area until notified.
8. Call or text 911 if necessary.
9. Call CREC at 860-509-3777 when it is safe to do so.
Main Gymnasium (ASI)
Volleyball, Basketball

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school for home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or Innovation High School personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Managers/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Main Gymnasium (ASI)

GPS Coordinates: 41.684364, -72.810854
Physical Address: 600 Slater Rd. New Britian, CT, 06053

X= Exits/Arrival Point

Directions: Turn on Alton Brooks Way. Drive past Polamer Precision. Turn Left into the bus loop (Third Left), after the solar panels then drive to the main entrance. Someone will be waiting at the gym entrance by the main entrance.
Soccer Field (ASI)

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school for home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or Innovation High School Administrator personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:

- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
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  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation
- **Administration/School Security**
  - ”Note- Administration/School Security is only present during official games/contests/competitions”
  - Crowd Control
VENUE DIRECTIONS: Innovation Soccer Field

GPS Coordinates: 41.684069, -72.813304
Physical Address: 600 Slater Rd, New Britian, CT, 06053

X= Arrival Point

Directions: Turn on Alton Brooks Way. Drive past Polamer Precision. Turn Left into the bus loop (Third Left) After the solar panels THEN turn right into the driveway onto the blacktop near the field.
Softball Field (Osgood Park)

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency ("When in doubt, Call")

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school for home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or Innovation High School personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:

- **Certified Athletic Trainer (AT)**
  - Immediate evaluation and care of injured student-athlete
  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.
- **Head Coach**
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  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete
- **Assistant Coaches/Managers/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Softball Field (Osgood Park)

GPS Coordinates: 41.682389, -72.807464
Physical Address: Dead-end on Pershing Ave. Corner of Elam/Pershing Ave.

Directions: Drive down Slater Rd or Osgood Ave then turn onto Elam St. And drive until the only stop sign appears at the corner of Elam St./Pershing Ave for the dead end.
Innovation Baseball Field (Walnut Hill Park)

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency (“When in doubt, Call”)

Emergency Personnel: Certified athletic trainer (AT) is on site for *MOST after school for home events and practices*. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
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- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:
- **Certified Athletic Trainer (AT)**
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  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation
- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Innovation Baseball Field (Walnut Hill Park)

**GPS Coordinates:** 41.660965, -72.793536

**Physical Address:** 184 W Main St, New Britain, CT 06052

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**X= Arrival Point**

**Directions:**
- **Entrance Point #1:** From Hart St. And turn left or right into Walnut Hill Park D Rd. Continue onto the One-way until arrived in between both baseball fields.
- **Entrance Point #2:** From Lexington Rd. And turn right onto Walnut Hill Park D Rd. Continue onto the one-way until arrived in between both baseball fields.
- **Entrance Point #3:** From Main St. And turn onto Walnut Hill Rd. and continue onto Walnut Hill Park D Rd. Follow the one-way until arrival is in between both baseball fields.
Innovation Softball Field (Chesley Park)

Activate the EAP:
- ANY loss of consciousness
- Potential spine injury
- Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing, difficulty or absent pulse
- Uncertainty of medical emergency ("When in doubt, Call")

Emergency Personnel: Certified athletic trainer (AT) is on site for MOST after school for home events and practices. All team coaches are trained in CPR, first aid, and AED.

Emergency Communication:
- If AT is present on campus, contact them FIRST.
- If no AT present, Cell phone of Coach and/or Innovation High School personnel.
- 911 from cell phone or landlines within the school: (provide name, address, telephone number, number of athletes injured, condition of athlete, provided treatment, & specific directions)

Emergency Equipment: AED and Medical Kit. If AT not present, the Coach will have a travel medical kit.

Role of First Responders:

- **Certified Athletic Trainer (AT)**
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  - Assign tasks of EAP to other coaches, student-athletes, and/or school personnel.

- **Head Coach**
  - Call 911. Give address, location, directions, status of the injured, and treatment as reported by the AT (if present)- DO NOT HANG UP.
  - Provide appropriate emergency care within scope of training until arrival of EMS or AT
  - Contact the parent(s) of the injured athlete

- **Assistant Coaches-Managers/Student-Athletes**
  - Get emergency equipment and give it to the AT (if AT is present)
  - Direct EMS to scene
  - Open gates leading into stadium, or “flag down” EMS and direct them to the emergency.
  - If necessary, accompany the injured athlete to hospital with pertinent medical documentation

- **Administration/School Security**
  - *Note- Administration/School Security is only present during official games/contests/competitions*
  - Crowd Control
VENUE DIRECTIONS: Innovation Softball Field (Chesley Park)

GPS Coordinates: 41.66792823379942, -72.75608547845391

Physical Address: 95 Wildwood St, New Britain, CT 06051

X= Arrival Point

Directions: Arrival Point is on Wildwood St. Turn on the corner of Wildwood/Belden. Gate to the field on the Wildwood St. entrance.
Athletic Personnel Statement of Acknowledgement
CREC Schools Emergency Action Plan 2021-22

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

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

Athletic Faculty Manager Name (print): ______________________________________

Signature: ________________________________________________________________

Date: __________________________
Athletic Personnel Statement of Acknowledgement

CREC Schools Emergency Action Plan 2021-22

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

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

Sport(s): _____________________________________________________________

Coach Name (print): ________________________________________________

Signature: _________________________________________________________

Date: ____________________
Athletic Personnel Statement of Acknowledgement
CREC Schools Emergency Action Plan 2021-22

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

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

Athletic Director Name (print): ________________________________

Signature: ________________________________________________

Date: ____________________
Athletic Personnel Statement of Acknowledgement

CREC Schools Emergency Action Plan 2021-22

I _________________________________________________________(print name)
have read and understand the Emergency Action Plan for CREC Schools 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.

EMS Personnel (print): __________________________________________

Signature(s): __________________________________________________

Date: ____________________
Athletic Personnel Statement of Acknowledgement
CREC Schools Emergency Action Plan 2021-22

I _________________________________________________________(print name) have read and understand the Emergency Action Plan for CREC Schools 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.

Team Physician(print): ______________________________

Physician (print): ______________________________

Physician (print): ______________________________

Signature: __________________________________________

Signature: __________________________________________

Signature: __________________________________________

Signature: __________________________________________

Date: ____________________