

St. Francis Xavier Athletic Program

COACHES' HANDBOOK

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Emergency Contact:

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Welcome to the SFX Athletics Program!

Our hope and expectation is that coaching youth sports at SFX will be a treasured and rewarding experience. You are the most important person in our organization. You determine the kind of experience our athletes will have with sports. The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athletes. Coaches assume the role of teacher, mentor and minister to the young people in their charge. A coach's attitude and behavior are critical to modeling good Christian Catholic sportsmanship both in word and in deed. The careful selection of coaches is vital if our Athletic Program is to reflect the Purpose and Philosophy of our school sports program.

The process and criteria for the selection of coaches is as follows:

- Candidates must possess those qualities outlined under the "Coaches Responsibilities" Section.
- Candidates applying to be a head coach must be at least 21 years of age. (It is highly desirable to select qualified non-parent head coaches whenever possible.)
- Candidates must complete the 4-step Protecting God's Children Program (Volunteer code of Conduct, DCFS background check, Chicago Archdiocese online criminal background check and attend a Virtus Training Program)
- Names of candidates will be submitted to the Athletic Director who will verify completion of training programs and background check.
- No position is guaranteed year after year. At the close of each season, coaches should communicate to the Athletic Director or Sports Coordinator what their intentions are for the following season.

Coaches' Responsibilities

The coaches should be familiar with, adhere to, and carry out the objectives and mission statement of the Athletic Committee and all local policies and guidelines as well as league policies and guidelines.

- **Knowledge:** Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their athletes. Coaches should develop each player's skill within the framework of the team concept. They will emphasize team goals over those of the individual. They must help each player develop self-confidence, discipline, and sportsmanship, and make participation a learning experience for all.
- **Accident Record:** Any injury that occurs during a game or practice that may require medical attention must be communicated to the Athletic Director within 24 hours of the incident (708 305-9324). SFX Athletics is required to submit injury reports to the school office.
- **Health/Emergency Consent Forms:** The sport coordinator will provide copies of health forms for student-athletes. Coaches should carry these copies with them at all contests and practices and be familiar with pertinent information on every athlete in their care. This information should include conditions such as asthma, diabetes, heart problems, and allergies. Coaches are encouraged to contact an athlete's parent if they are unfamiliar with any possible complications/necessary attention required for a listed condition. In the event of a medical emergency and emergency responders are required, give the student's medical form to the EMTS as these forms also include a waiver for treatment in the event a parent cannot be reached immediately. Coaches may never administer medication.
- **Attendance:** Coaches should attend all practices and games and/or they are responsible to make sure that there are two nonrelated, Virtus trained adult (21 years or older) supervisors in their absence. They are responsible for monitoring student conduct and behavior at practices and at games.
- **Uniforms/ Equipment:** Coaches are responsible for the equipment issued to them and for the proper use of the facilities where practices and games are held. Coaches ensure that student athletes wear the uniform, all proper safety equipment and any other expected attire.

- **Parent Meeting:** Coaches must hold a parent meeting as early as possible, before league play, to review and address league rules, playing time, league schedules, practice schedules, and, if necessary, the selection of team parent. Coaches will communicate the schedule of practices and games (or any cancellations or alterations) in a timely manner. Coaches cannot assume that players will get an oral message home; direct written communication to parents is encouraged.
- **Discipline Record:** Coaches are to keep objective, factual, written records concerning any repeated discipline problems and then contact the parent of the participant as well as the sport coordinator in regards to the repeated behavior. These records are important when discipline matters might lead to suspension &/or expulsion of a student from the program.
- **Emergency Procedures:** Coaches are responsible for knowing the Emergency Procedures developed by the Athletic Committee and periodically rehearse the Plan with the team. (See: Emergency Procedures and Equipment).

Coaches' Code of Conduct

Coaches will serve as representatives of the values of SFX in their appearance, thoughts, words and actions. Coaches should model Christian sportsmanship knowing that the school is judged more by the coach's sportsmanship than by the team's record. The coach should teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner.

Coaches should show respect for game officials and opponents: publicly shaking hands with the officials and the opposing coach before and after a game gives clear witness to this respect. They should refrain from public protest which may lead to similar behavior from students, parents, and other spectators.

Coaches should strive to be fair and unprejudiced in their relationships with student athletes and their parents. They should strive to be objective when they evaluate talent. Coaches will criticize constructively and be quick to praise.

Coaches do not tolerate any player word or action that de-values another player i.e. name calling, taunting, etc.; likewise any action that is physically dangerous, e.g. deliberately trying to injure an opponent during a game, is absolutely not allowed. Coaches discipline inappropriate student behavior or disrespect; however, coaches never resort to physical or verbal abuse or profanity. (Ref. Decorum)

Coaches never instruct or encourage student athletes to violate either the spirit or the letter of the rules of the sport or of the league. They do not “run up” huge point spreads, but substitute players when the opposing team is significantly behind.

Coaches are not allowed:

- To use inappropriate, abusive or vile language.
- To schedule or reschedule practices/scrimmages/games without the approval of the athletic director
- To deny adequate playing time to students who are cooperative in effort and attendance.
- To place too much attention, or give preferential treatment to the most gifted athletes.
- To submit rosters that are not signed by the pastor and/or principal (or athletic director).
- To play students who are not on their regular school roster or to roster students on two school teams in the same sport.
- To forfeit games without following local procedures.
- To join another league or an additional tournament without the approval of the athletic board/committee, athletic director or pastor and/or principal.
- To select an assistant coach without the knowledge/approval of the Athletic Committee

Any violation of this code will result in disciplinary action, which may include some or all of the following:

The Sport Coordinator will discuss the alleged violation with the coach. (At any time during the discussions, either the coach or the Sport Coordinator has the option of requesting a meeting with the Athletic Director.) The Coordinator will inform the Athletic Director of the incident and the outcome of the discussion. If a resolution cannot be reached between the coordinator and the coach, a meeting with the coach, coordinator and Athletic Director will be arranged. In the event of a three party meeting—coach, coordinator, and Athletic Director—written documentation will be made of the incident as well as the recommendations resulting from the meeting. Recommendations may include verbal notice, game suspension, or immediate removal from the team. Any coach that has received three written code violations within a season will be immediately removed as coach.

Monitoring coaching performance:

The Athletic Committee has developed these guidelines and procedures to regularly monitor and evaluate the coaches in the performance of their duties. These guidelines and procedures are approved by the pastor and/or the principal. If a coach is unable to perform his/her duties according to the spirit and guidelines of the athletic program, this process for disciplining and/or removing a coach is clearly outlined and will be followed by the Athletic Committee. Coaches who have been negligent or deficient in carrying out their responsibilities are not retained. Ordinarily, coaches who have been removed from their position are not involved in any other aspects of the athletic program.

Pre-season:

Protecting God's Children Program

All coaches are required to complete the Archdiocese of Chicago's Protecting God's Children Program. A coach is defined as any individual that regularly attends practices and/or contests and is involved with instructing athletes, interacting with officials, site directors, scorekeepers, etc.; any adult with regular, recurring contact with student-athletes must be trained.

The program has four components:

- Completing a DCFS Background Check
- Completing an SFX volunteer code of conduct form
- Completing an on-line criminal background check (CBC)
- Registering on-line for and then attending a Virtus training class for “Protecting God’s Children”

Instructions/forms are provided on the day school’s website
Completion of training must be verified by the Athletic Director.

Selection of assistant coaches

Names of assistant coaches must be submitted to the AD for approval and verification of training. Any adult who attends practice regularly, is present on the bench/sidelines during contests, and/or has regular contact with athletes is considered an assistant coach and must be compliant in the Archdiocese’s training program.

Teen Coaches

Teen coaches may help out with practices and games while under the supervision of adult coaches. Teen coaches may not be head coach. Head coaches must be at least 21 years of age and have completed the 4-step volunteer training program. Teen coaches are not required to complete the training. Teen coaches may sit on the bench/ be on the sidelines during contests, but an adult must also be on the bench/sideline throughout.

Teen coaches can be excellent role models for young athletes. All SFX coaches, teen and adult, should model good examples in behavior, speech and dress (school dress codes are good guidelines for appropriate dress)

As teen coaches are minors, the adult coaches are responsible for interacting with officials, opposing coaches, and/or site directors.

Additionally, if a teen experiences any issues with team players/parents, teens should not attempt to address these issues themselves, but should instead bring these issues to the attention of the head coach.

Websites

Listed below are websites for the various sports offered at SFX. At these websites, you can find scheduling information, directions, league rules, review scores, and other helpful information.

Football	www.spfl.org
Cross Country/Track & Field	www.s-p-l.org
Basketball and Girls' Volleyball	www.athletics2000.com/splw/
Boys' Volleyball	www.theclassicleague.com

At Practices:

Gym Keys

If you are scheduled for the first practice of the day, you should be prepared to go to the rectory to pick up a key to open the gym. If you are the 8am practice on Saturday, you must go to the rectory on Friday to sign out a key, as the rectory does not open up until 9am on Saturday.

Rectory Hours: Monday-Friday 9:00AM-8:30PM
Saturday 9:00AM-5:00PM
Sunday 9:00AM-2:00PM

If you are the last practice scheduled for the day and you have gym keys, return them to the rectory. If the rectory is closed, push the keys through the mail slot.

Gym Lights

To turn on/off the gym lights, go up the stage stairs on the right side of the gym. Once on the stage, face south, walk forward six feet and there will be a circuit box to your right. Open the box and flip the switches labeled "gym lights".

Two non-related Adults

All practices need to have at least two non-related adults present throughout.

A good idea is to pre-assign a parent to be the 'back-up parent' to stay at practice in the event a coach is late or unable to attend a practice. Once two coaches are present, the back-up parent may be dismissed.

A Coach, assistant coach or back-up parent should

- Arrive early to supervise the players even before the formal practice begins
- Oversee the entire practice
- Be alert to conditions that may be dangerous to players and ready to take action to protect players
- Be able to react immediately and appropriately to emergencies
- Be the last to leave the practice—after all the players have been picked up

Game time:

Car Pools

Coaches are not covered with liability insurance for chauffeur service; therefore, they may not transport athletes at any time. Coaches may not organize car pools. Parents should be made aware that they are responsible for transporting or arranging for transport of their child(ren) to and from games and practices. Parents who volunteer or offer to transport other people including children are not acting on behalf of the parish and/or school.

Uniform Distribution and Collection

Prior to the first game you will receive uniforms for your team from the sport coordinator. At the end of the season, please ask players to return their laundered uniforms to you in a ziplok bag labeled with the player's name, grade, team color, and uniform size (Ex. John Brown, 7 Blue, Adult Medium). Once the uniforms have been collected, please return to the sport coordinator.

Football: There will be two uniform distribution dates prior to the start of the season. At the end of the season there will be one uniform return date.

Door & Concessions

Revenue from admissions and concession sales is an important part of our yearly budget and all parents are expected to give some of their time. The sport coordinator may compile a parent volunteer schedule for you to distribute or you may be requested to employ a team parent to assign parent volunteers.

Grievances:

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position.

When a conference is necessary, the following procedure should be followed to help promote a resolution of the issue:

Wait 24 hours before calling or emailing to set up a meeting. Please do not attempt to address any issues before or after a game or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution; allow some time to reflect on the issue.

Appropriate Concerns to discuss with coaches:

- The treatment of your child—mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Some issues not appropriate to discuss with coaches:

- Game strategies
- Play calling
- Other athletes

If the meeting does not provide a satisfactory resolution, the Sport Coordinator should be contacted next and finally, the Athletic Director will become involved, if necessary.

Understand and follow this sequence in resolving player/parent/staff issues:

- **First:** Player with Coach
- **Second:** Parents with Coach
- **Third:** Parents with Coordinator
- **Fourth:** Parents with Athletic Director
- **Fifth:** Parents with Principal or Pastor

Decorum:

Disruptive or inappropriate behavior at practice will be handled as follows:

1st offense—Warning from one of the coaches

2nd offense—Participant will be held out of practice while parent is called

3rd offense—Participant will be suspended for one game

4th offense—Dismissal from the team

Any coach or player who is disqualified from an athletic contest will serve a one-game suspension. The suspension will be served in that team's next game.

Any coach and or player ejected from a game for unsportsmanlike conduct, the following shall occur:

* 1st ejection one game suspension

* 2nd ejection two game suspension with a hearing

* Displays of unsportsmanlike behavior by players, coaches, parents or officials, will be handled at the discretion of the Athletic Director.

*Any type of physical contact involving parents, coaches, and/or referees during, before or after a contest or practice shall result in an immediate suspension of indefinite length until a hearing can take place.

The AD shall appoint 3 non-involved Committee members who shall review the incident(s) and recommend if additional disciplinary action is needed. The hearing shall take place within 72 hours of the Committee appointment with a recommendation(s) to follow within 10 days of the hearing. All non-involved Committee members shall vote on the recommendations provided.

Emergency Procedures and Equipment:

Fire Alarm Locations:

- (1) South East corner of gym-- under the scoreboard
- (2) South West corner of gym--Near the gym teacher's office door
- (3) South wall of Gym foyer

Fire Extinguisher locations:

GYM:

- (1) South East corner of gym—under the scoreboard
- (2) North West corner of gym—near the ball closets

BALCONY:

- (1) South wall of the balcony—near the concession window,
- (2) West wall near the trophy case.
- (3) In the concession stand.

In the event of a fire, evacuate through the nearest exit. Remember, the nearest exit may be between the school and the church. Once outside take attendance to ensure everyone is out.

Tornado Warning:

Evacuate everyone to the hall outside the boys' bathroom in Joyce Hall and the stairwell down to Joyce Hall. Please keep everyone away from windows.

Portable Defibrillator is located inside the doorway between the elevator and the stage.

Treatment of injuries:

Despite all efforts to reduce injuries, no plan can prevent all injuries and in the event someone is hurt, chances are, a coach will be the person to take charge. Therefore being well prepared for many situations is vital.

We recommend that all coaches receive CPR and first aid training from a nationally recognized organization such as the National Safety Council, the American Heart Association, the American Red Cross or the American Sport Education Program. CPR training should include pediatric and adult basic life support and obstructed airway procedures.

Major injuries: Head, neck and back injuries; fractures; and injuries that cause a player to lose consciousness are among a class of injuries that you cannot and should not try to treat yourself.

- Check the player's level of consciousness
- Do not move the injured player if the injury is to the head, neck, or back; if a large joint (ankle, knee, elbows, shoulder) is dislocated; or if the pelvis ; a rib; or an arm or leg is fractured
- Direct a contact person to call the appropriate medical personnel
- Direct a contact person to call the player's parents
- Direct a contact person to bring the portable defibrillator (if necessary)
- Send someone to wait for the rescue team and direct them to the injured player
- Calm the injured player and keep others away as much as possible.
- Administer first aid to the extent of your qualifications
 - a. Evaluate whether the player's breathing has stopped or is irregular, and if necessary, clear the airway with your fingers
 - b. Administer artificial respiration if the player's breathing has stopped
 - c. Administer CPR if the player's circulation has stopped.
 - d. If an irregular pulse is detected, use the portable defibrillator

- Remain with the player until medical personnel arrive
- Assist emergency personnel in preparing the player for transportation to a medical facility
- Give emergency personnel the insurance and emergency consent form listing any medications the player may be taking or allergies the player may have.
- Appoint someone to go with the player if the parents are not available. This person should be responsible, calm and familiar with the player.

Concussion:

- **Definition:** A concussion is a brain injury caused by an impact to the head. Concussions range in severity from mild to severe, but they all share one common factor—they temporarily interfere with the way your brain works. Some people have obvious symptoms of a concussion (such as passing out or feeling lightheaded). Most people who have concussions never black out and many people, who have concussions, don't even realize it. Every concussion, no matter how mild, injures your brain and the injury needs time and rest to heal properly.
- **Symptoms:** Headache, disorientation, dizziness, slurred speech, amnesia (loss of memory of events just preceding the blow), nausea or vomiting, double vision, “seeing stars”, sensitivity to light, ringing in the ears, having coordination and balance problems
- **A player may not continue in sports until given permission by a physician** if the player loses consciousness or experiences a delayed loss of consciousness (the injured person is awake, then loses consciousness) vomiting, confusion that does not go away quickly, extreme drowsiness, weakness or irritability or inability to walk, severe headache, loss of memory, keeps repeating the same thing over and over.
- **Immediately call emergency services** If the person fails to regain consciousness after 2 minutes or the injury is severe, do not move the person. Prevent movement of the neck which may cause spinal injuries. If the person needs to vomit, carefully roll the person onto their side without turning the head.

Asthma:

Asthma can be a life-threatening disease if not properly managed. Asthma occurs when the air passages of the lungs, the bronchial tubes, become inflamed. The muscles of the bronchial walls tighten, and cells in the lungs produce extra mucus.

The most common symptoms include:

- wheezing
- coughing
- shortness of breath
- chest tightness
- fatigue
- decreased athletic performance

Managing an Asthma Attack: If an asthma attack does occur, it's important to act quickly to stop the episode. Asthma attacks can occur very suddenly and dramatically and can also subside quickly when the trigger is either removed or medication is administered. Here are the steps to take to treat an asthma attack:

- Stop all activity and try to stay calm.
- Get away from or remove any obvious triggers (smoke, dust, cold temperatures).
- If you have prescription medication, take it.
- Try to slow or control any erratic breathing.
- If the symptoms continue, get medical attention quickly.

Minor Injuries

Scrapes and cuts:

- Persons administering aid who may come in contact with blood should put on a pair of disposable latex glove. Stop the bleeding by applying direct pressure with a clean dressing to the wound and elevating it. The player may be able to apply this pressure while you put on your gloves. Do not remove the dressing

if it becomes soaked with blood. Instead, place an additional dressing on top of the one already in place. If the bleeding continues, elevate the injured area above the heart and maintain pressure

- Cleanse the wound thoroughly once the bleeding is controlled to help prevent infection.
- Protect the wound with sterile gauze or a bandage strip. If the player continues to participate, apply protective padding if warranted over the injured area.
- Remove and dispose of gloves carefully to prevent anyone from coming into contact with blood.

Strains and Sprains: (PRICE)

- **P** Protect the player and the injured body part from further danger or trauma.
- **R** Rest the injured area to avoid further damage and foster healing.
- **I** Ice the area to reduce swelling and pain
- **C** Compress the area by securing an ice bag in place with an elastic wrap.
- **E** Elevate the injury above heart level to keep the blood from pooling in the area.

Bumps and Bruises:

- Many players continue playing with such sore spots, but if the bump or bruise is large and painful, again use the PRICE method for injury care and monitor the injury. If swelling, discoloration, and pain have lessened, the player may resume participation—use protective padding, if warranted; if the symptoms do not improve, the player should be examined by a physician.

Tooth loss

If your tooth is knocked out, get emergency dental care. It's sometimes possible to successfully reimplant permanent teeth that have been knocked out. But this is an option only if you follow the steps below immediately — before you see a dentist.

If your tooth is knocked out:

- Handle your tooth by the top only, not the roots.
- Don't rub it or scrape it to remove debris. This damages the root surface, making the tooth less likely to survive.
- Gently rinse your tooth in a bowl of tap water. Don't hold it under running water.
- Try to replace your tooth in the socket. If it doesn't go all the way into place, bite down gently on gauze or a moistened tea bag to help keep it in place. Hold the tooth in place until you see your dentist.
- If you can't replace your tooth in the socket, immediately place it in whole milk, your own saliva or a warm, mild saltwater solution — 1/4 teaspoon salt to 1 quart water.
- Get medical attention from a dentist or emergency room immediately.

Tooth loss can often be prevented when participating in contact sports by wearing a mouth guard, fitted by your dentist.

Nosebleeds:

- **Sit upright and lean forward.** By remaining upright, you reduce blood pressure in the veins of your nose. This discourages further bleeding. Sitting forward will help you avoid swallowing blood, which can irritate your stomach.
- **Pinch your nose.** Use your thumb and index finger and breathe through your mouth. Continue to pinch for five to 10 minutes. This maneuver sends pressure to the bleeding point on the nasal septum and often stops the flow of blood.

Seek medical care immediately if the bleeding lasts for more than 20 minutes.

Heat Cramps, Heat exhaustion and Heat Stroke At Outdoor Practices/Games

On hot humid days, the body has difficulty cooling itself. Because the air is already saturated with water vapor (humidity), sweat doesn't evaporate as easily. Therefore body sweat is a less effective cooling agent putting players at risk for heat cramps, heat exhaustion and the very serious condition of heat stroke. Close attention needs to be given to young athletes on hot, humid days as **children 12 and under have more difficulty regulating their body temperature than adults.**

Recommendations for Hot, Humid Weather:

- Monitor weather conditions and adjust training sessions accordingly. Give players fluid breaks every 20 minutes.
- Identify and monitor players who are prone to heat illnesses. This would include players who are overweight, out of shape, players who work excessively hard, or have suffered previous heat illness. Closely monitor these players and give them fluid breaks every 15-20 minutes.
- Make sure players replace fluids lost through sweat. Encourage players to drink 17 to 20 ounces of fluid 2 to 3 hours before each practice or game, to drink 7 to 10 ounces every 20 minutes during and after each practice and games, and to drink 16 to 24 ounces of fluid for every pound lost.

Cause, Symptoms and Treatment of:

Heat Cramps:

- **Cause:** Electrolyte loss, and fatigue are contributing factors of heat cramps
- **Symptoms:** A severe tightening of a muscle.
- **Treatment:** The immediate treatment is to have the player cool off and slowly stretch the contracted muscle. The player may return to play later that same day or the next provided the cramp doesn't cause a muscle strain.

Heat Exhaustion:

- **Cause:** Heat exhaustion is a shock like condition caused by dehydration and electrolyte depletion.
- **Symptoms** include headache, nausea, dizziness, chills, fatigue, and extreme thirst. Profuse sweating is a key sign of heat exhaustion. Other signs include pale, cool, and clammy skin; rapid, weak pulse; loss of coordination; and dilated pupils.
- **Treatment:** The player should rest in a cool, shaded area; drink cool fluids, particularly those containing electrolytes; and apply ice to the neck, back, or abdomen to help cool the body. If you believe a player has heat exhaustion, seek medical attention. Under no conditions should the player return to activity that day or before he regains all the weight lost through sweat.

Heat Stroke:

- **Cause:** Heat stroke is a life-threatening condition in which the body stops sweating and body temperature rises dangerously high. It occurs when dehydration causes a malfunction in the body's temperature control center in the brain.

- **Symptoms** include the feeling of being extremely hot, nausea, confusion, irritability, and fatigue. Signs include hot, dry, and flushed or red skin (this is a key sign); lack of sweat, rapid pulse, rapid breathing, constricted pupils; vomiting; diarrhea; and possibly seizures, unconsciousness, or respiratory or cardiac arrest.

- **Treatment:** If you suspect that a player is suffering from heatstroke, send for emergency medical assistance immediately and cool the player as quickly as possible. Remove excess clothing and equipment from the player, and cool the player's body with cool wet towels by pouring cool water over the player. Apply ice packs to the armpits, neck, back, abdomen, and between the legs. If the player is conscious, give him cool fluids to drink. If the player is unconscious, place the player on his side to allow fluids and vomit to drain from the mouth. A player who has suffered heatstroke may not return to the team until he has a written release from a physician.

Lightening Safety Guidelines:

Lightening is a dangerous phenomenon that can put coaches and players in risk of serious injury. To monitor lightening the Flash-to-bang method will be used to determine if it is safe to remain outdoors.

Flash-to-Bang Method: Count the number of seconds from the time the lightening is sighted to when the clap of thunder is heard. Divide this number by 5 to obtain the how far away, in miles, the lightening is occurring. If it reveals that lightening to be within 6 miles (a 30 second count between the flash of lightening and the bang of thunder) activity is to be suspended and everyone should seek shelter immediately.

If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees, a dry ditch without water, or seek a flat area. When there, crouch down wrapping your arms around your knees and lower your head to minimize contact with the ground and wait for the

storm to pass. Remember open sided shelters or tents may not protect you from a lightning strike so these are not adequate structures.

Resumption of Practice will be allowed 30 minutes after the last lightening strike within a 6 mile range using the flash-to-bang method.

Other Lightening safety tips:

- There should be no contact with metal objects (bleachers, fences)
- Avoid single or tall trees, tall objects and standing in a group
- If there is no other shelter, you may seek refuge in a hardtop vehicle
- Do not lie flat on the ground
- Avoid standing water in open fields
- If you feel your skin tingling, immediately crouch and grab your legs and tuck your head as described above to minimize your body's surface area.
- Persons who have been struck by lightning do not carry an electrical charge. Call emergency services and provide emergency care to any victim. (CPR is what is most often required). If possible, move the victim to a safe location.
- For additional information refer to the National Lightening Safety Institute at www.lighteningsafety.com

9-1-1 Call

Be prepared to give the following information when calling for emergency services: (Note: Do not hang up first. Let the EMS dispatcher hang up first.)

Caller's name: _____

Telephone number that you are calling from: _____

Nature of emergency: _____

Number of people involved: _____

Condition of victims(s): _____

Aid being administered: _____

Location: **St. Francis Xavier School Gym**

gym entrance located at the corner of Waiola and Ogden

Address: **145 North Waiola Ave.**

City: **LaGrange**

Non-emergency numbers:

LaGrange Police Dept. (708) 579-23

LaGrange Fire Dept. (708) 352-9229