

Westlake High School

ATHLETIC EMERGENCY ACTION PLANS



WOLVERINES

2025-2026

Preface

This plan is designed for but not limited to the use of all athletic department/Westlake personnel in caring for the injured whether they are a student-athlete, coach, administrator, or event spectator. Always refer to the main emergency plan for the school in the event of conditions or incidents not listed in the athletic plan.

Each venue's specific emergency response plan identifies several ways in which EMS can be contacted and further help can be summoned. Some of the venues have a fixed telephone line that is easily accessible in case of an emergency, for those locations that do not, a cellular phone or walkie-talkie relay system will be used.

Prior to the start of contest, the Westlake High School certified athletic trainer or coach should meet with visiting team coaches and visiting athletic trainers to review emergency procedures.

NOTE: In the event that a certified athletic trainer is not on site during an emergency due to coverage guidelines it is the coach's responsibility to initiate the Emergency Action Plan.

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 sport participant in emergency and/or life-threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies and athletic injuries occur at any time and during any activity, the sports medicine team must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency 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. Hopefully, 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.

Components of the Emergency Plan

These are the basic components of this plan:

1. Emergency Plan Personnel
2. Emergency communication
3. Emergency equipment
4. Roles of first responder
5. Venue directions with map
6. Emergency Action Plan checklist for non-medical emergency

Emergency Plan Personnel

With athletic association practice and competition, the first responder to an emergency situation is typically a coach or a certified athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics head coaching personnel associated with practices, competitions, skills instruction, and strength and conditioning as well as the sports medicine staff. Head coaching personnel are responsible for implementation of emergency plan review among their staff.

The development of an emergency plan cannot be complete without the formation of an emergency team. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the on-site administrator/athletic trainer.

All members of the emergency response team must make sure the athletic trainer, athletic director, and the principal are notified of any/all student-athletes taken to the Emergency Room, regardless of the transportation method.

There are six basic roles within the emergency team.

1. Establishing safety of the scene and immediate care of the student-athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene (see appendix 1). Individuals with lower credentials should yield to those with more appropriate training. *(In the case of an athletic injury (i.e., football helmet/shoulder pad removal), the EMS provider should consider input from certified athletic trainers.*
2. EMS activation may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event.
3. Emergency equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
4. Directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. An Administrator, Athletic Director, Coach or Custodial will be appropriate to direct EMS.
5. Student Emergency Cards. Coaches must have student emergency cards during all practice and game events. Athletic Director should also have access during home events.
6. Emergency Transportation. If Parent/Guardian is not present, either the Coach, Athletic Director, or Administrator, and lastly Athletic Trainer, will travel to local Hospital with student athlete. Parents/Guardian will be notified which hospital the student athlete was transported to.

Roles within the Emergency Team

1. Establish scene safety and immediate care of the student-athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

Activating the EMS System

Making the Call:

- Press 'Outside Line', dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (example: "come to south entrance of football stadium")
- Other information as requested by dispatcher

The responding personnel will vary from venue to venue based on coverage guidelines depending on the availability of the athletic training staff. In order to cover all the venues on Westlake's campus that student-athletes may be present will require cooperation between many groups. All of the above groups are considered an integral part of all or some of the venue specific emergency response plans.

Emergency Communication

Communication is the key to quick emergency care in athletic trauma injuries. All Westlake High School emergency team members and EMS medical personnel must work together to provide the best emergency response capability and should have contact information for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

Emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers.

Emergency equipment at venue sites may include any or all of the following:

1. Automatic External Defibrillator (AED)
2. First Aid Supplies
3. Vacuum Splints
4. Emergency Blankets

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

Transportation

Emphasis is placed at having an ambulance on site at varsity football games, per the State of Maryland/Charles County Public Schools. The Westlake Athletic Department coordinates on-site ambulances for competition in varsity football with MEDIC. Ambulances may be coordinated on-site for other special events/sports, such as major tournaments or SMAC/MPSSAA regional or championship events. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. Waldorf Volunteer Fire Department provides a First Responder service via MEDIC due to the proximity of the closest MEDIC station. In the event of an emergency, the 911 system (Outside line-911 on campus) will still be utilized for activating emergency transport via MEDIC.

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete.

No Student Athlete is to be transported by EMS without a parent/guardian or Charles County BOE Representative with them. When a parent cannot be located on-site a coach or staff member must go with them.

Injury Reporting

All coaches shall fill out injury/incident reports when the athletic trainer is not available or at an athletic event. The report shall be giving to the athletic trainer the following work day. They must contain: student name, date, sport, venue location, area of body injury occurred, type of treatment (i.e. ice, transported to ER)

Non-Medical Emergencies

For the non-medical emergencies such as fire, bomb threats, and violent or criminal behavior, Charles County Schools' emergency action plan instructions will take affect and all athletes and event attendees should follow instructions accordingly.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. A student-athlete's well-being may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving all members of the emergency response team. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training.

Through development and implementation of the emergency plan, the athletic department helps ensure that student-athletes and spectators will have the best care provided when an emergency situation does arise.

Waldorf Volunteer Fire Department, Charles County Sheriff's Department, will be sent the athletics master schedule to be knowledgeable of all Westlake sporting events.

Approved by _____
Principal – Dana Fenwick Date

Approved by _____
Athletic Director – Andrew Dutrow Date

Approved by _____
Head Athletic Trainer – Michelle Ferguson Date

Approved by _____
Coordinator of Students Activities – Date

Approved by _____
Director of School Safety and Security – Jason Stoddard Date

Approved by _____
Chief of School Administration and Leadership – Date

Venue: Athletic Stadium (Football/Soccer/Lacrosse/Field Hockey/Track & Field)

Emergency Personnel: Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per availability), Potomac Heights Rescue Squad; additional student athletic training students, coaching staff, administrators, Charles County Sherriff's Personnel are available for assistance and AED response.

Emergency Communication: Westlake Coaches or Certified Athletic Trainers' cellular phone; walkie-talkie used for internal communications

Emergency Equipment:

- 1) First-Aid Kit with Trainers' Angel/Cordless Drill, & Emergency Supplies (AED, vacuum splint kit) maintained behind home bench for football events; for all other events supplies will be maintained on Gator
- 2) Lightning detector is located behind the football stadium and if lighting is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.
- 3) Closest AED is located inside near the cafeteria and the trainer/AD/Game Manager will have a portable AED

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
2. Activation of emergency medical system (EMS) – On-Site Administrator or Coach

Activating the EMS System

Making the Call:

- Press 'Outside Line', dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller – Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene – see below
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE'S TRANSFER**

3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Open appropriate gates – Gate by North Parking Lot
 - b. Designate individual to "flag down" EMS and direct to scene
 - c. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: "An ambulance is needed at the Football Stadium at Westlake High School. The ambulance should enter via Middletown Road using the **second entrance on the right**. The ambulance should follow the parking lot to the football

stadium. The access point for the ambulance to enter the stadium will be straight ahead, and a designated individual will be there to meet the EMS personnel.

Venue Map: [See Appendix 3](#)

Venue: Football Practice Field

Emergency Personnel: Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per availability); additional student athletic training students, coaching staff, administrators, Charles County Sheriff's Personnel are available for assistance and AED response.

Emergency Communication: Coach's cellular phone, or Certified Athletic Trainer(s) cellular phone; walkie-talkie used for internal communications

Emergency Equipment: First-Aid Kit with Trainers' Angel/Cordless Drill, Emergency Supplies (AED, vacuum splint kit) maintained on Gator

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
2. Activation of emergency medical system (EMS) – On-Site Administrator or Coach

Activating the EMS System

Making the Call:

- Press 'Outside Line', dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller – Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene – see below
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE'S TRANSFER**

3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Designate individual to "flag down" EMS and direct to scene
 - b. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: "An ambulance is needed at Westlake High School at the football practice field. The ambulance should enter via Smallwood Drive. Before the ambulance reaches the parking lot, there will be a break in the curb to the right which will

serve as an access point for EMS to get to the field.” An adult should be sent by the individual in charge to meet EMS at the access point and direct them to the injury site. ***Note: This access point is the ONLY way an ambulance can reach these fields. Everywhere else is blocked off by fences.**

Venue Map: See Appendix 3

Venue: Baseball Stadium

Emergency Personnel: Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per availability); additional student athletic training students, coaching staff, administrators, Charles County Sheriff’s Personnel are available for assistance and AED response.

Emergency Communication: Westlake Coaches’/Certified Athletic Trainers’ cellular phone; walkie-talkie used for internal communications

Emergency Equipment:

- 1) Supplies (AED, vacuum splint kit) maintained on Gator
- 2) Lightning detector is located behind the football stadium and if lighting is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.
- 3) Closest AED is located inside near the cafeteria and the trainer/AD/Game Manager will have a portable AED

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
2. Activation of emergency medical system (EMS) – On-site Administrator or Coach

Activating the EMS System

Making the Call:

- Press ‘Outside Line’, dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller – Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene – see below
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE’S TRANSFER**

3. Emergency equipment retrieval
4. Direction of EMS to scene

- a. Go through south parking lot (first one on right after entering school property), past the barricade to baseball field
- b. Designate individual to “flag down” EMS and direct to scene
- c. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: “An ambulance is needed at Westlake High School at the baseball field. The ambulance should enter via Smallwood Drive. Before the ambulance reaches the parking lot, there will be a break in the curb to the right which will serve as an access point for EMS to get to the field.” An adult should be sent by the individual in charge to meet EMS at the access point and direct them to the injury site. ***Note: This access point is the ONLY way an ambulance can reach these fields. Everywhere else is blocked off by fences.**

Venue Map: See Appendix 3

Venue: Gymnasium (Weight Room/Auxiliary Gym)

Emergency Personnel: Head Coaches (AED/CPR/First-Aid Certified); Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per availability); additional student athletic training students, coaching staff, administrators, Charles County Sherriff’s Personnel are available for assistance and AED response.

Emergency Communication: Fixed telephone line in Main Office 301-645-2601 or Certified Athletic Trainers’ / Westlake Athletic Directors’ cellular phone; walkie-talkie used for internal communications

Emergency Equipment:

- 1) First-Aid Supply Kit; Supplies (AED, vacuum splint kit) maintained behind home bench during competitions or with ATC during conclusion of football season
- 2) Lightning detector is located behind the football stadium and if lightning is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.
- 3) Closest AED is located inside outside of the gym and the trainer/AD/Game Manager will have a portable AED

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
2. Activation of emergency medical system (EMS) – On-site Administrator or Coach

Activating the EMS System

Making the Call:

- Press ‘Outside Line’, dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller – Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency

- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene – see below
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE’S TRANSFER**

3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Open appropriate doors
 - b. Designate individual to “flag down” EMS and direct to scene
 - c. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: “An ambulance is needed at the Westlake High School gymnasium. The ambulance may enter via Smallwood Drive OR via Middletown Road using the **first entrance on the right**. Someone will be waiting outside the meet EMS.” An adult should be designated by the person in charge to meet EMS outside and direct them to the injury site.

Venue Map: [See Appendix 3](#)

Venue: Soccer Practice Complex

Emergency Personnel: Head Coach on-site for all practices and games (AED/CPR/First-Aid Certified), Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per availability); additional student athletic training students, coaching staff, administrators, Charles County Sherriff’s Personnel are available for assistance and AED response.

Emergency Communication: Westlake Head Coach cellular phone; fixed telephone line in Main Office; Certified Athletic Trainer(s) / Westlake AD’s cellular phone; walkie-talkie used for internal communications.

Emergency Equipment:

- 1) First-Aid Supply Kit; Other equipment (AED, vacuum splint kit) maintained on Gator during competitions.
- 2) Lightning detector is located behind the football stadium and if lighting is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.
- 3) Closest AED is located inside near the gym lobby and the trainer/AD/Game Manager will have a portable AED

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
2. Activation of emergency medical system (EMS) – On-site Administrator or Coach

Activating the EMS System

Making the Call:

- Press 'Outside Line', dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller - Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene – see below
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE'S TRANSFER**

3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to "flag down" EMS and direct to scene
 - c. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: "An ambulance is needed at Westlake High School at the soccer practice field. The ambulance should enter via Smallwood Drive. Before the ambulance reaches the parking lot, there will be a break in the curb to the right which will serve as an access point for EMS to get to the field." An adult should be sent by the individual in charge to meet EMS at the access point and direct them to the injury site. ***Note: This access point is the ONLY way an ambulance can reach these fields. Everywhere else is blocked off by fences.**

Venue Map: [See Appendix 3](#)

Venue: Softball Stadium

Emergency Personnel: Westlake Head Coach on-site for all practices and games (AED/CPR/First-Aid Certified); Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per availability); additional student athletic training students, coaching staff, administrators, Charles County Sheriff's Personnel are available for assistance and AED response.

Emergency Communication: Certified Athletic Trainers' / Westlake coaches' cellular phone; walkie-talkie used for internal communications

Emergency Equipment:

- 1) First-Aid Supply Kit; Other equipment (AED, vacuum splint kit) maintained on Gator during competitions.
- 2) Lightning detector is located behind the football stadium and if lightning is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.
- 3) Closest AED is located inside near the cafeteria and the trainer/AD/Game Manager will have a portable AED

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
2. Activation of emergency medical system (EMS) – On-site Administrator or Coach

Activating the EMS System

Making the Call:

- Press 'Outside Line', dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller – Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene ("come to bus lot-north entrance of school, softball stadium located directly behind, personnel awaiting to direct to scene")
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE'S TRANSFER**

3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to "flag down" EMS and direct to scene
 - c. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: "An ambulance is needed at Westlake High School at the softball field. The ambulance should enter via Smallwood Drive. Before the ambulance reaches the parking lot, there will be a break in the curb to the right which will serve as an access point for EMS to get to the field." An adult should be sent by the individual in charge to meet EMS at the access point and direct them to the injury site. ***Note: This access point is the ONLY way an ambulance can reach these fields. Everywhere else is blocked off by fences.**

Venue Map: See Appendix 3

Venue: Tennis Complex

Emergency Personnel: Westlake tennis coach on-site for all practices and competitions (AED/CPR/First-Aid Certified); Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per availability); additional student athletic training students, coaching staff, administrators, Charles County Sheriff's Personnel are available for assistance and AED response.

Emergency Communication: Westlake coach's cellular phone,

Emergency Equipment:

- 1) First-Aid Supply Kit; other equipment (AED, vacuum splint kit) maintained on Gator during co-running home events.

- 2) Lightning detector is located behind the football stadium and if lighting is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.
- 3) Closest AED is located inside near the gym lobby and the trainer/AD/Game Manager will have a portable AED

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
2. Activation of emergency medical system (EMS) – On-site Administrator or Head Coach

Activating the EMS System

Making the Call:

- Press 'Outside Line', dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller – Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene – see below
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE'S TRANSFER**

3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to "flag down" EMS and direct to scene
 - c. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: "An ambulance is needed at Westlake High School at the tennis courts. The ambulance should enter via Smallwood Drive. Before the ambulance reaches the parking lot, there will be a break in the curb to the right which will serve as an access point for EMS to get to the field." An adult should be sent by the individual in charge to meet EMS at the access point and direct them to the injury site. ***Note: This access point is the ONLY way an ambulance can reach these fields. Everywhere else is blocked off by fences.**

Venue Map See [Appendix 3](#)

Venue: Wrestling Practice: Room 238

Emergency Personnel: Westlake wrestling coach on-site for all practices and competitions (AED/CPR/First-Aid Certified); Whenever possible, a certified athletic trainer will be on site for all practice and competitions; physician(s) are also available for football competitions (per

availability); additional student athletic training students, coaching staff, administrators, Charles County Sherriff's Personnel are available for assistance and AED response.

Emergency Communication: Westlake coach's cellular phone,

Emergency Equipment:

- 1) First-Aid Supply Kit; other equipment (AED, vacuum splint kit) maintained on Gator during co-running home events
- 2) Lightning detector is located behind the football stadium and if lighting is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.
- 3) Closest AED is located outside of the hall justice and the trainer/AD/Game Manager will have a portable AED

Emergency Response/Roles of First Responders:

5. Immediate care of the injured or ill student-athlete – Certified Athletic Trainer or Head Coach
6. Activation of emergency medical system (EMS) – On-site Administrator or Head Coach

Activating the EMS System

Making the Call:

- Press 'Outside Line', dial 9-911 (land-line telephone) or 911 (cellular)
- Notify Athletic Trainer, Athletic Director, Principal

Providing Information:

- Name, address, telephone number of caller – Address: 3300 Middletown Road, Waldorf, MD 20603
- Nature of emergency
- Number of athlete(s)
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene – see below
- Other information as requested by dispatcher
- **UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE'S TRANSFER**

7. Emergency equipment retrieval
8. Direction of EMS to scene
 - d. Open appropriate gates
 - e. Designate individual to "flag down" EMS and direct to scene
 - f. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: "An ambulance is needed at the Westlake High School wrestling practice. The ambulance may enter at any entrance and should proceed to the main office entrance (tell ambulance to look for the flagpoles).

An adult should be designated by the person in charge to meet EMS outside and direct them to the injury site, especially because wrestling practice is in an obscure location.

Venue Map See Appendix 3

Venue: Off-Campus: (Cross-Country, Golf, Swimming)

Emergency Personnel: Westlake head coach on site for practice and competitions (current first aid/CPR training).

Emergency Communication: Cellular phone carried by Westlake Head Coach.

Emergency Equipment:

- 1) First aid kit brought to location by coach and/or supplied by venue site
- 2) Lightning detector is located behind the football stadium and if lightning is detected within a 10-mile radius the siren will go off and all student athletes and spectators need to report to indoors until the future notice.

Emergency Response/Roles of First Responders:

1. Immediate care of the injured or ill student-athlete – Head Coach
2. Activation of emergency medical system (EMS) – On-site Administrator or Coach

Activating the EMS System
<p>Making the Call:</p> <ul style="list-style-type: none">• Call 911 (cellular) or by land-fixed line• Notify Athletic Trainer, Athletic Director, Principal
<p>Providing Information:</p> <ul style="list-style-type: none">• Name, address, telephone number of caller• Nature of emergency• Number of athlete(s)• Condition of athlete(s)• First aid treatment initiated by first responder• Specific directions as needed to locate the emergency scene• Other information as requested by dispatcher• UPON EMS ARRIVAL, ASST. COACH SHOULD RETRIEVE EMERGENCY CARD FROM TEAM FIRST AID KIT AND PROVIDE IT FOR THE ATHLETE’S TRANSFER

3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. Designate individual to “flag down” EMS and direct to scene
 - b. Scene control – Limit scene to first aid providers and move bystanders away from area

Venue Directions: Varies according to location.

In an emergency situation that takes place at an off-campus facility, the developed emergency plan for that specific facility will take affect and cooperation with the facility administration is required.

TO REMAIN WITH FIRST AID KIT FOR THE 2021-2022 ATHLETIC YEAR

Appendix 1

Definitions

Certified Athletic Trainer (ATC): An allied health care professional educated and skilled specializing in athletic health care. Certified Athletic Trainers are required by the national certifying body and the State of Maryland to maintain our skills through Continuing Education Requirements in health care, while also maintaining current Red Cross for Healthcare Providers (CPR & AED) certification from the American Heart Association and qualifications in First Aid and Emergency Care.

Certified Athletic Trainers, or ATCs, are certified by the National Athletic Trainers' Association Board of Certification, after completing a university course of study leading to a bachelors or masters degree in athletic training.

This body requires that qualified individuals take extensive written and oral examinations testing their skills in the prevention of injuries/illnesses, the recognition, evaluation, and immediate care of injuries/illnesses, the rehabilitation and reconditioning of injuries/illnesses, administration of this health care plan, professional development and responsibility.

First Responder All coaching personnel / Charles County Public School staff who may be associated with interscholastic sports participation shall be at least minimally qualified as stated in the Charles County Public School and MPSSAA Guidelines.

Appendix 2

Emergency Phone Numbers

Westlake High School – Main Office Numbers

(301) 645-8857

(301) 753-1758

Andrew Dutrow, Athletic Director

Cellular: (540) 413-6474

Office: (301) 645-8875

Dana Fenwick, Principal

Cellular: 240-346-3635

Office: (301) 645-8857

Michele Ferguson, Director of Athletic Trainers:

Cellular: (856) 298-8829

University of Maryland, Charles Regional Medical Center:

Main Number: (301) 609-4000

Toll Free: (800) 422-8585

Emergency Room: (301) 609-4160

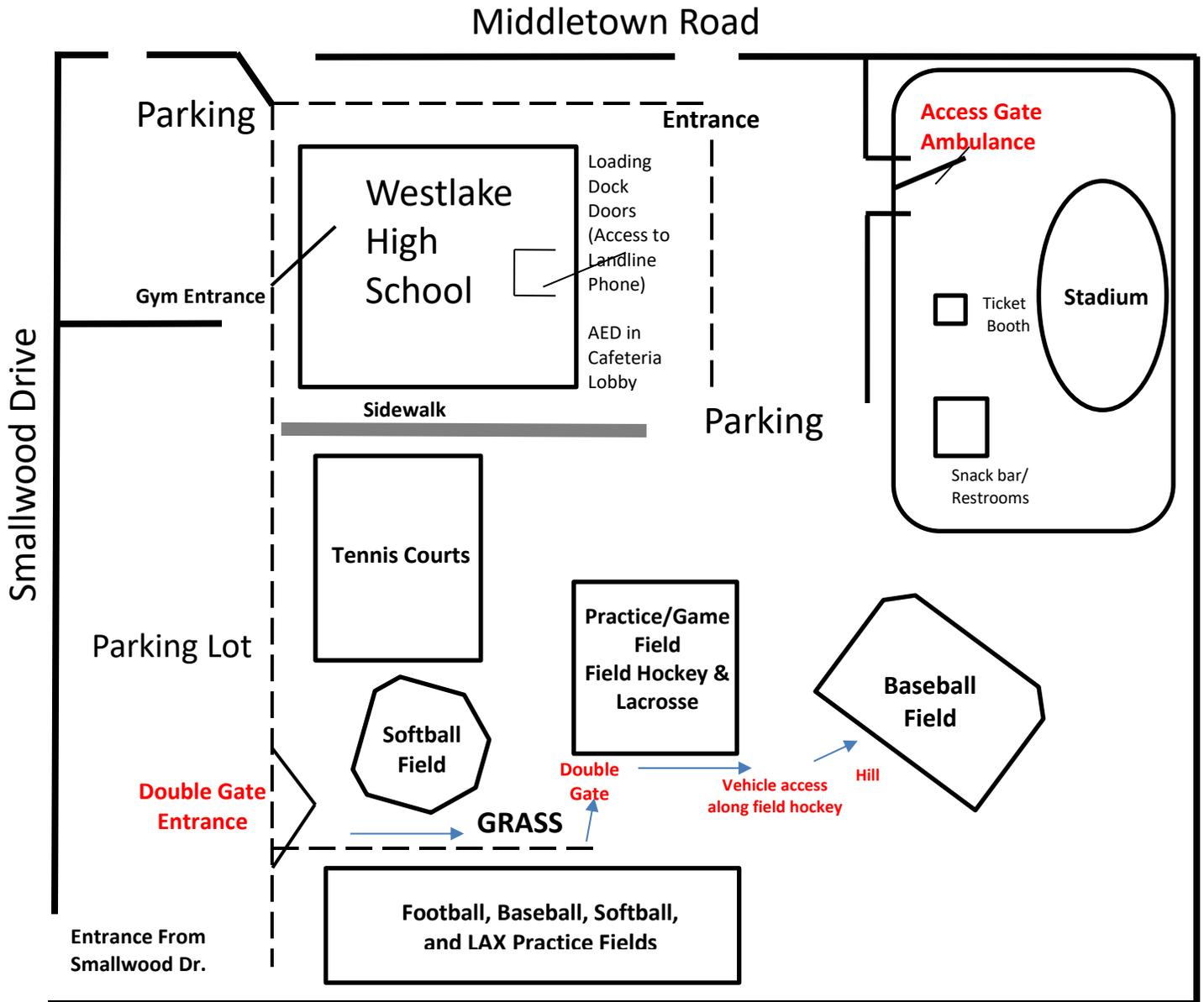
Charles County EMS: (301) 609-3499 or (301) 609-3460

EMS Dispatch: 911

Appendix 3

Venue Map

MAP OF WESTLAKE FACILITIES AND GATE LOCATIONS



Artificial External Defibrillator (AED) Locations:

- (1) AED Gym Lobby
- (2) Cafeteria Lobby
- (3) Athletic Training Room (in between boys and girls locker rooms)

Conclusion

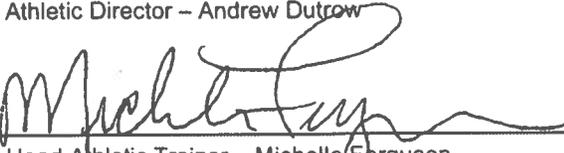
The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. A student-athlete's well-being may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving all members of the emergency response team. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training.

Through development and implementation of the emergency plan, the athletic department helps ensure that student-athletes and spectators will have the best care provided when an emergency situation does arise.

Waldorf Volunteer Fire Department, Charles County Sheriff's Department, will be sent the athletics master schedule to be knowledgeable of all Westlake sporting events.

Approved by  8/11/25
Principal – Dana Fenwick Date

Approved by  8/7/25
Athletic Director – Andrew Dutrow Date

Approved by  8/11/25
Head Athletic Trainer – Michelle Ferguson Date

Approved by  8/11/25
Coordinator of Students Activities – Date

Approved by  8-12-25
Director of School Safety and Security – Jason Stoddard Date

Approved by  8/11/25
Chief of School Administration and Leadership – Date