

Winters Mill High School Emergency Action Plan –Athletics



Winters Mill High School
560 Gorsuch Road
Westminster, MD 21157
(410) 386-1500

PURPOSE OF POLICY

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services, and other involved persons in responding appropriately in the event of an emergency situation. Though emergency situations are rare, it is probable that sport-related events may have an emergent situation at some time in the year. Proactive planning through the development of an emergency action plan aids in an improved response to these catastrophic and potentially life-threatening injuries. 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. 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. An effective response can be hindered by chaotic actions and increased emotions of those responding to the emergency. The development of an emergency action plan can reduce stress and allow for a cohesive and desirable response to these emergent situations.

Proper preparation for any emergent event involves formulation of an emergency action plan, proper delineation of healthcare services for 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. Athletic organizations have a duty to develop an emergency action plan in accordance with the National Athletic Trainers' Association and several state organizations/legislations that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants.

Medical Emergency Transportation

Any emergency situation where there is a loss of consciousness, or impairment of Circulation, Airway and Breathing (CAB), a neurovascular compromise, exertional collapse or uncertainty by first responders should be considered an emergent situation and this emergency action plan should be activated.

Non-Medical Emergencies

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

POLICY STATEMENT

This policy describes the procedures, roles and actions of those members of the emergency response team for the management of any catastrophic injury occurring during athletics at **Winters Mill High School**.

This policy will be a living, working document, that is continually reviewed and updated yearly as the organization and our community changes.

EMERGENCY PERSONNEL

This policy applies to all staff members including athletic trainer, athletic director, coaches, administrators, EMTs, team physician, team personnel, and event security. This includes but is not limited to practices, competitions, strength and conditioning sessions, weight sessions, athletic training room visits, in-season and out of season events, amongst others.

Certified Athletic Trainers (ATCs) are employed to provide leadership in the health care of the student-athlete, including the emergency management of injuries/illnesses during varsity and junior varsity athletic participation, under the direct supervision of a team physician. There should be at least one trained individual at all practices,

competitions, conditioning sessions, and skill sessions. Appropriate emergency first aid steps must be taken in accordance with the level of certification that each trained member of the emergency care team has. The ATC, if present at the scene of the injury, will always be the head of command. In the absence of the ATC, the coaches, staff supervisors of game management, and any athletic training aides that are trained and maintain certifications in first aid, CPR, and the prevention of disease transmission (blood borne pathogens) will respond to the emergency.

PROCEDURES

Development

Venue and Sport Specific EAP

1. Each venue of Winters Mill High School will have its own venue specific EAP (Appendix A).
 - a. This includes all indoor and outdoor venues, each field and court, weight room, track, and athletic training room
2. Each sport team of Winters Mill High School will have its own specific EAP (Appendix B).
 - a. This may include various levels within individual sports
 - b. This ensures that roles and responsibilities are known ahead of time for each venue the team plays at.
3. A general overview of the procedures to carry out can be found in Appendix C. For response to individual conditions, please see corresponding policies and procedures.

EAP Coordinator

1. The EAP Coordinator for Winters Mill High School is Abigail Dennis MS, LAT, ATC (Athletic Trainer) and is responsible for:
 - a. Development, updating, implementation, distribution, and review of the EAP.
 - b. Evaluation of safety considerations for each facility.
 - c. Delineation of a chain of command and associated roles and responsibilities.
 - d. Development of an interdisciplinary healthcare team which assists with the development, updating, implementation, distribution, and review of the EAP.
2. In the event that the EAP Coordinator is not available or on-site, the following individual will serve as acting EAP Coordinator:
 - a. Jennifer Gosselin (Athletic Director)

Development and Coordination

1. This EAP has been developed and coordinated internally by Abigail Dennis (ATC) with input from the following individuals:
 - a. Jennifer Gosselin (AD)
 - b. Brian Booz (WMHS Principal)
2. This EAP has been coordinated externally with input from the following individuals:
 - a. EMS personnel at Westminster Fire Engine and Hose Company No. 1
3. The EAP Coordinator will evaluate safety considerations for each facility and within each sport team.

Implementation

Updating

1. The EAP will be reviewed, and necessary updates will be implemented annually to ensure procedures are up to date and any changes that need to be made are corrected.
2. If any medical personnel changes, the EAP will be updated immediately and a new EAP will be distributed to all staff.
3. If any emergency procedures are changed during the season or during rehearsals, the EAP will be updated, therefore resulting in the new procedures to go into effect immediately.

Distribution

1. The EAP will be made available to all staff and, as possible, posted at each location.
2. The EAP (abbreviated version) will also be in each team's med kit.
3. If the EAP is updated during the year, it will be redistributed to all members of the organization/institution.

Post EAP Activation Procedures

1. Documentation must be done by ATC and AD immediately following activation of the EAP.

Response

Venue and Sport Specific EAP

1. Each venue and sport specific EAP will outline
 - a. When to activate the EAP
 - b. Emergency personnel on-site
 - c. Emergency procedures
 - i. Check the scene
 - ii. Determine severity of injury and potential diagnoses
 - iii. Call 911/EMS
 1. Provide venue specific information for the injury and how to get to site
 - d. Perform emergency procedures
 - e. Contact ATC, if not present on scene
 - f. Direct ambulance to patient
 - g. Assist ATC with care as directed

Emergency Personnel

1. Bi-annual certification in CPR/AED and first aid is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning.
 - a. The following individuals are required to be CPR/AED and first aid certified:
 - i. ATC, AD, all coaches, administration, event security
 - b. Copies of training certificates should be maintained with the AD.
2. All coaches are required to attend a care and prevention course within first year of being hired as a coach and a refresher course every 5 years on the management of catastrophic illnesses and injuries most common in sport.

Roles and Responsibilities

1. Roles and Responsibilities is within each venue and sport specific EAP.
2. The first responder in an emergency situation during an athletic practice or competition will be the ATC. However, the first responder may also be a coach.
3. The most medically qualified individual will check the scene for safety and provide patient care.
4. Each team will have different roles and responsibilities delineation. It is the responsibility of the ATC to identify these roles and responsibilities prior to the start of each season.

Emergency Communication

1. Access to a mobile device is required for each individual at each venue
2. Communication is key to a quick, efficient emergency response. A designated individual should call 911 and remain on line until directed to hang up by the operator.
 - a. Each venue and sport will have a designated individual to call EMS.
 - b. When communicating with EMS, the following information should be provided
 - i. Who you are
 - ii. General information about the injury or situation
 - iii. Vitals

- iv. Suspected injury
 - v. Time of injury
 - vi. Location – if they have been moved
 - vii. Level of consciousness
 - viii. Pertinent medical history (ie allergies, concussions, etc)
 - ix. Any additional information
3. A pre-established phone tree has been developed to ensure all relevant parties are notified.
 4. Emergency contact numbers can be found in Appendix D.
 5. During events, hand signals may be a more effective form of communication rather than technology.
 - a. AED – arm across chest
 - b. EMS – fist forward in air
 - c. Airway – one finger in air motioning in circle
 - d. Head injury – point towards head

Emergency Equipment

1. Emergency equipment is available at Winters Mill High School. Equipment and locations can be found in Appendix E.
2. Personnel should be familiar with function and operation of each type of emergency equipment.
3. The equipment should be checked on a regular basis to ensure maintenance and good condition for use.
4. A readiness check for all equipment and EMS access points should occur daily.

TRAINING/RETRAINING

Review

1. All coaches, ATC, AD, administration, event security, and local EMS will review the EAP prior to the start of preseason.
2. A review of the EAP will occur in the preseason staff meeting prior to competition with all staff.
3. The EAP will be reviewed, at minimum, once a year.
4. The EAP review will also include a brief overview of catastrophic injuries and corresponding policies for recognition and management of these injuries.

Rehearsal

1. The ATC is responsible for facilitating a rehearsal session with all relevant staff members prior to the start of sport seasons.
 - a. The meeting will be directed by the ATC and will include a distribution and review of EAP for recent updates along with a hands-on portion.
 - b. The hands-on portion will run through different scenarios to ensure the parties in attendance understand the EAP. The hands-on portion will also include a review of emergency response plans at each venue.
 - c. All coaches will be provided the opportunity to ask any questions and the ATC will be responsible for ensuring a proper and adequate answer to all questions.
2. The EAP will be formally rehearsed at least once a year.
3. The following individuals are required to attend at least one annual rehearsal session:
 - a. All coaches, AD, ATC
4. Any time a new coach is hired, the ATC will review the EAP within 14 days of their hiring and a signature will be required after it has been reviewed and rehearsed.
5. All individuals in attendance will sign into the rehearsal (Appendix F) and will sign off stating they understood the session and were able to ask and have all their questions answered (Appendix G).

POLICY APPROVALS

The signatures below indicate approval of this policy. The signatures and dates encompass the entire document. This policy is effective for one year following the date written below.

Role: Athletic Trainer

Name: Abigail Dennis

Date: _____

Signature: _____

Role: Athletic Director

Name: Jennifer Gosselin

Date: _____

Signature: _____

Role: Principal

Name: Brian Booz

Date: _____

Signature: _____

Appendix A. Venue Specific EAPs



EMERGENCY ACTION PLAN



ATHLETIC TRAINING ROOM

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Student Parking Lot (East side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis		Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Coach	Asst. Coach	Admin/Asst. Coach	ATC	Abigail Dennis			
MEET AMBULANCE at EMS Access Point. Take to victim.			Coach	CPR Certified Coach			
	PRACTICE	EVENTS	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Entry Gate	Side Doors (Entrance 29)						
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing.	
Athletic Director	Jennifer Gossefin		Athletic Trainer	Abigail Dennis		2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade	
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach	3. Monitor vital signs.	
						4. Cool First, Transport Second.	
						5. Cool until EMS arrives.	

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



MAIN GYM

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	PE Office				ATC	Abigail Dennis	
EMS Access Point	Student Parking Lot (East side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS 1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Athletic Trainer	Abigail Dennis						
Coach	Asst. Coach	Admin/Asst. Coach	Coach	CPR Certified Coach			
MEET AMBULANCE at EMS Access Point. Take to victim.			ATC	Abigail Dennis			
	PRACTICE	EVENTS	Coach	CPR Certified Coach			
Entry Gate	Student Entrance (Entrance 30A)		WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gossefin		Athletic	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



AUX GYM

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Student Parking Lot (East side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis		Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Coach	Asst. Coach	Admin/Asst. Coach	ATC	Abigail Dennis			
MEET AMBULANCE at EMS Access Point. Take to victim.			Coach	CPR Certified Coach			
	PRACTICE	EVENTS	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Entry Gate	Student Entrance (Entrance 30A)						
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gossefin		Athletic Trainer	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



ROTUNDA

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	PE Office				ATC	Abigail Dennis	
EMS Access Point	Front Parking Lot				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS 1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Athletic Trainer	Abigail Dennis						
Coach	Asst. Coach	Admin/Asst. Coach	Coach	CPR Certified Coach			
MEET AMBULANCE at EMS Access Point. Take to victim.			ATC	Abigail Dennis			
	PRACTICE	EVENTS	Coach	CPR Certified Coach			
Entry Gate	Front Entrance (1A)		WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gossefin		Athletic Trainer	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



CAFETERIA

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	PE Office				ATC	Abigail Dennis	
EMS Access Point	Front Parking Lot				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis		Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Coach	Asst. Coach	Admin/Asst. Coach	ATC	Abigail Dennis			
MEET AMBULANCE at EMS Access Point. Take to victim.			Coach	CPR Certified Coach			
	PRACTICE	EVENTS	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Entry Gate	Front Entrance (1A)						
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gossefin		Athletic Trainer	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



WRESTLING ROOM

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	Weight Room				ATC	Abigail Dennis	
EMS Access Point	Student Parking Lot (East side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis		Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Coach	Asst. Coach	Admin/Asst. Coach	ATC	Abigail Dennis			
MEET AMBULANCE at EMS Access Point. Take to victim.			Coach	CPR Certified Coach			
	PRACTICE	EVENTS					
Entry Gate	Side Doors (Entrance 29 or 28)						
Coach	Asst. Coach	Admin/Asst. Coach	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gossefin		Athletic Trainer	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



WEIGHT ROOM

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/ gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/ outside cafeteria
Closest Landline Phone	Weight Room				ATC	Abigail Dennis	
EMS Access Point	Student Parking Lot (East side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis		Coach	CPR Certified Coach	1. Remove clothing from chest.		
Coach	Asst. Coach	Admin/Asst. Coach	ATC	Abigail Dennis	2. Attach the electrode pads as directed by voice prompts.		
MEET AMBULANCE at EMS Access Point. Take to victim.			Coach	CPR Certified Coach	3. Stand clear while AED analyzes heart rhythm.		
	PRACTICE	EVENTS	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS		4. Keep area clear if AED advises shock.		
Entry Gate	Side Doors (Entrance 29)				5. Begin CPR when prompts for further action.		
Coach	Asst. Coach	Admin/Asst. Coach	4 HEAT STROKE TEAM		6. After EMS takes over, give AED to Athletic Administrator for data download.		
CALL CONTACTS. Provide location and victim's name.					7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
	NAME				FULL BODY COOLING		
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing.	
Athletic Director	Jennifer Gosselin		Athletic Trainer	Abigail Dennis		2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade	
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach	3. Monitor vital signs.	
						4. Cool First, Transport Second.	
						5. Cool until EMS arrives.	

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



STADIUM

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Teacher/Stadium Parking Lot (West side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157						
Athletic Trainer	Abigail Dennis					AED INSTRUCTIONS	
Coach	Asst. Coach	Admin/Asst. Coach	Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
MEET AMBULANCE at EMS Access Point. Take to victim.			ATC	Abigail Dennis			
	PRACTICE	EVENTS	Coach	CPR Certified Coach			
Entry Gate	Stadium's most East field gate (Drive onto field via gravel road)		WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gossefin		Athletic	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



FOOTBALL/BOYS LACROSSE PRACTICE FIELD

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed				
	PRACTICE	EVENTS			AED Location	PRACTICE	EVENTS
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Teacher/Stadium Parking Lot (West side of school) to Loading Dock				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157						
Athletic Trainer	Abigail Dennis		AED INSTRUCTIONS				
Coach	Asst. Coach	Admin/Asst. Coach	Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
MEET AMBULANCE at EMS Access Point. Take to victim.			ATC	Abigail Dennis			
	PRACTICE	EVENTS	Coach	CPR Certified Coach			
Entry Gate	Follow paved path between tennis courts and shed to access field		WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in arm pits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gosselin		Athletic	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



FIELD HOCKEY FIELD

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/ gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/ outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Teacher/Stadium Parking Lot (West side of school) to Loading Dock				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157						
Athletic Trainer	Abigail Dennis				AED INSTRUCTIONS		
Coach	Asst. Coach	Admin/Asst. Coach	Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
MEET AMBULANCE at EMS Access Point. Take to victim.			ATC				
	PRACTICE	EVENTS	Coach				
Entry Gate	Follow paved path between tennis courts and shed. Continue past football/boys lax field to access field						
Coach	Asst. Coach	Admin/Asst. Coach	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade	
Athletic Director	Jennifer Gosselin		Athletic	Abigail Dennis		3. Monitor vital signs. 4. Cool First, Transport Second.	
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach	5. Cool until EMS arrives.	
CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.							

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



GIRLS SOCCER/GIRLS LACROSSE PRACTICE FIELD

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/ gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/ outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Teacher/Stadium Parking Lot (West side of school) to Loading Dock				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis				1. Remove clothing from chest.		
Coach	Asst. Coach	Admin/Asst. Coach	Coach	CPR Certified Coach	2. Attach the electrode pads as directed by voice prompts.		
MEET AMBULANCE at EMS Access Point. Take to victim.			ATC	Abigail Dennis	3. Stand clear while AED analyzes heart rhythm.		
	PRACTICE	EVENTS	Coach	CPR Certified Coach	4. Keep area clear if AED advises shock.		
Entry Gate	Follow paved path between tennis courts and shed. Once past shed and batting cage turn left. Drive through gate and past softball field to access field		WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS		5. Begin CPR when prompts for further action.		
Coach	Asst. Coach	Admin/Asst. Coach			6. After EMS takes over, give AED to Athletic Administrator for data download.		
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM		7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing.	
Athletic Director	Jennifer Gosselin		Athletic	Abigail Dennis		2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade	
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach	3. Monitor vital signs.	
						4. Cool First, Transport Second.	
						5. Cool until EMS arrives.	
CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.							

This field is technically located on Cranberry Station Elementary School property (505 N Center Street Westminster, MD 21157) and can be accessed through the parking lot on West side of Cranberry Station. However, this field can be accessed through Winters Mill as stated.



EMERGENCY ACTION PLAN



SOFTBALL FIELD

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/ gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/ outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Teacher/Stadium Parking Lot (West side of school) to Loading Dock				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157						
Athletic Trainer	Abigail Dennis				AED INSTRUCTIONS		
Coach	Asst. Coach	Admin/Asst. Coach	Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
MEET AMBULANCE at EMS Access Point. Take to victim.			ATC				
	PRACTICE	EVENTS	Coach				
Entry Gate	Follow paved path between tennis courts and shed. Once past shed and batting cage turn left. Drive through gate and onto field		Coach				
Coach	Asst. Coach	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade	
Athletic Director	Jennifer Gosselin		Athletic	Abigail Dennis		3. Monitor vital signs. 4. Cool First, Transport Second.	
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach	5. Cool until EMS arrives.	
CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.							

This field is technically located on Cranberry Station Elementary School property (505 N Center Street Westminster, MD 21157) and can be accessed through the parking lot on West side of Cranberry Station. However, this field can be accessed through Winters Mill as stated.



EMERGENCY ACTION PLAN



TENNIS COURTS

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Student Parking Lot (East side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis		Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Coach	Asst. Coach	Admin/Asst. Coach	ATC	Abigail Dennis			
MEET AMBULANCE at EMS Access Point. Take to victim.			Coach	CPR Certified Coach			
	PRACTICE	EVENTS	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Entry Gate	Drive up on sidewalk near tennis courts						
Coach	Asst. Coach/Senior	Admin/Asst. Coach					
CALL CONTACTS. Provide location and victim's name.			4 HEAT STROKE TEAM				
	NAME			PRACTICE	EVENTS	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gossefin		Athletic	Abigail Dennis			
Principal	Brian Booz		Coach	Asst. Coach	Asst. Coach		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



BASEBALL FIELD

560 Gorsuch Road Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM		
CALL 911			START CPR		GET THE AED & MEDKIT		
Explain emergency. Provide location and athlete age/gender. Don't hang up.			1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE	EVENTS
	PRACTICE	EVENTS			AED Location	Orange bag on gator/ATR/outside cafeteria	Orange bag on gator/ATR/outside cafeteria
Closest Landline Phone	Athletic Training Room				ATC	Abigail Dennis	
EMS Access Point	Student Parking Lot (East side of school)				Coach	Available Coach	Available Coach
Street Address	560 Gorsuch Road Westminster, MD 21157				AED INSTRUCTIONS		
Athletic Trainer	Abigail Dennis		Coach	CPR Certified Coach	1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.		
Coach	Asst. Coach	Admin/Asst. Coach	ATC	Abigail Dennis			
MEET AMBULANCE at EMS Access Point. Take to victim.			Coach	CPR Certified Coach			
	PRACTICE	EVENTS	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS				
Entry Gate	Drive up to baseball field. Go along right side of field and drive past gate to access field						
Coach	Asst. Coach	Admin/Asst. Coach	4 HEAT STROKE TEAM				
CALL CONTACTS. Provide location and victim's name.				PRACTICE	EVENTS	FULL BODY COOLING	
	NAME		Tub Location	On sidewalk between school door 27 & 26		1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Trainer	Abigail Dennis		Athletic	Abigail Dennis			
Athletic Director	Jennifer Gossefin		Coach	Asst. Coach	Asst. Coach		
Principal	Brian Booz						

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



BOYS SOCCER PRACTICE FIELD

West Middle School– 60 Monroe Street Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC (ATC is typically not on-site)

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM		2 CPR/AED TEAM		3 AED TEAM	
CALL 911		START CPR		GET THE AED & MEDKIT	
Explain emergency. Provide location and athlete age/ gender. Don't hang up.		1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed		PRACTICE	
	PRACTICE			AED Location	Inside West Middle. Access using badge at closest entrance
Closest Landline Phone	Inside West Middle School (Coach has access to school via badge)			ATC	Abigail Dennis (ATC is typically not on-site)
EMS Access Point	50-60 Monroe Street (Northwest side of School)			Coach	Available Coach/Team Captain
Street Address	60 Monroe Street Westminster, MD 21157				
Athletic Trainer	Abigail Dennis (ATC is typically not on-site)			AED INSTRUCTIONS 1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.	
Coach	Asst. Coach	Coach	CPR Certified Coach		
MEET AMBULANCE at EMS Access Point. Take to victim.		ATC	Abigail Dennis (ATC is typically not on-site)		
	PRACTICE	Coach	CPR Certified Coach		
Entry Gate	50-60 Monroe Street (between West Middle School and CCPS Maintenance Department entrance)	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS			
Coach	Asst. Coach				
CALL CONTACTS. Provide location and victim's name.		4 HEAT STROKE TEAM			
	NAME		PRACTICE	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis	Tub Location	No tub available on site. Use blue tarp and fill with available cold water/ice	1. Remove equipment/excess clothing. 2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade 3. Monitor vital signs. 4. Cool First, Transport Second. 5. Cool until EMS arrives.	
Athletic Director	Jennifer Gosselin	Athletic Trainer	Abigail Dennis (ATC is typically not on-site)		
Principal	Brian Booz	Coach	Head Coach/Asst. Coach/Team Captain		
CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.					

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.



EMERGENCY ACTION PLAN



CARROLL INDOOR SPORTS CENTER

515 Old Westminster Pike Westminster, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC (ATC is typically not on-site)

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM		2 CPR/AED TEAM		3 AED TEAM			
CALL 911		START CPR		GET THE AED & MEDKIT			
Explain emergency. Provide location and athlete age/gender. Don't hang up.		1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed			PRACTICE		
	PRACTICE			AED Location	Inside Carroll Indoor Facility		
Closest Landline Phone	Office within Carroll Indoor			ATC	Abigail Dennis (ATC is typically not on-site)		
EMS Access Point	Parking lot off of Old Westminster Pike			Coach	Available Coach/Team Captain		
Street Address	515 Old Westminster Pike Westminster, MD 21157			AED INSTRUCTIONS			
Athletic Trainer	Abigail Dennis (ATC is typically not on-site)			1. Remove clothing from chest.			
Coach	Asst. Coach	Coach	CPR Certified Coach	2. Attach the electrode pads as directed by voice prompts.			
MEET AMBULANCE at EMS Access Point. Take to victim.		ATC	Abigail Dennis (ATC is typically not on-site)	3. Stand clear while AED analyzes heart rhythm.			
	PRACTICE	Coach	CPR Certified Coach	4. Keep area clear if AED advises shock.			
Entry Gate	Drive through parking lot to front of building	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS		5. Begin CPR when prompts for further action.			
Coach	Asst. Coach			6. After EMS takes over, give AED to Athletic Administrator for data download.			
CALL CONTACTS. Provide location and victim's name.		4 HEAT STROKE TEAM		7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.			
	NAME			FULL BODY COOLING			
Athletic Trainer	Abigail Dennis			Tub Location	No tub available on site. Use available ice bags, cold water, and cold towels.	1. Remove equipment/excess clothing.	
Athletic Director	Jennifer Gosselin			Athletic	Abigail Dennis (ATC is typically not on-site)	2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade	
Principal	Brian Booz			Coach	Head Coach/Asst. Coach/Team Captain	3. Monitor vital signs.	
				4. Cool First, Transport Second.			
				5. Cool until EMS arrives.			

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.

Please note that Carroll Indoor Sports Center should have its own Emergency Action Plan that should be followed for more specifics.



EMERGENCY ACTION PLAN



CARROLL COMMUNITY COLLEGE

1601 Washington Road Westminister, MD 21157

Athletic Trainer: Abigail Dennis, MS, LAT, ATC (ATC is typically not on-site)

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM		2 CPR/AED TEAM		3 AED TEAM	
CALL 911		START CPR		GET THE AED & MEDKIT	
Explain emergency. Provide location and athlete age/gender. Don't hang up.		1. Check scene safety. Call 911. Retrieve AED. 2. Position person on their back. 3. Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. 4. Administer 2 rescue breaths with seconds in between. 5. Take turns with other responders as needed		PRACTICE	
	PRACTICE			AED Location	Within Nearest College Building (The Scott Center for the Fine & Performing Arts) or The Y in Westminster
Closest Landline Phone	Within Nearest College Building (The Scott Center for the Fine & Performing Arts) or The Y in Westminster			ATC	Abigail Dennis (ATC is typically not on-site)
EMS Access Point	Most Southern Parking Lot on Campus			Coach	Available Coach/Team Captain
Street Address	1601 Washington Road Westminster, MD 21157			AED INSTRUCTIONS 1. Remove clothing from chest. 2. Attach the electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises shock. 5. Begin CPR when prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 7. If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.	
Athletic Trainer	Abigail Dennis (ATC is typically not on-site)	Coach	CPR Certified Coach		
Coach	Asst. Coach	ATC	Abigail Dennis (ATC is typically not on-site)		
MEET AMBULANCE at EMS Access Point. Take to victim.		Coach	CPR Certified Coach		
	PRACTICE	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS			
Entry Gate	Upper Fields: Follow most Southern paved path onto fields Lower Field: Follow Southeast paved path onto field				
Coach	Asst. Coach				
CALL CONTACTS. Provide location and victim's name.		4 HEAT STROKE TEAM			
	NAME		PRACTICE	FULL BODY COOLING	
Athletic Trainer	Abigail Dennis	Tub Location	No tub available on site. Use available ice bags, cold water, and cold towels.	1. Remove equipment/excess clothing.	
Athletic Director	Jennifer Gossefin	Athletic	Abigail Dennis (ATC is typically not on-site)	2. Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in armpits, groin and on head and keep athlete in shade	
Principal	Brian Booz	Coach	Head Coach/Asst. Coach/Team Captain	3. Monitor vital signs.	
				4. Cool First, Transport Second.	
				5. Cool until EMS arrives.	

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.

Please note that Carroll Community College should have its own Emergency Action Plan that should be followed for more specifics.



EMERGENCY ACTION PLAN



WESTMINSTER NATIONAL GOLF COURSE

2158 Littletown Pike Westminster, MD 21158

Athletic Trainer: Abigail Dennis, MS, LAT, ATC (ATC is typically not on-site)

Activate the EAP: - Any loss of consciousness - Possible spine injury - Dislocation, open fracture, displaced closed fracture
- Difficulty or absent breathing or pulse - Exertional collapse with central nervous system dysfunction

1 911 TEAM			2 CPR/AED TEAM		3 AED TEAM													
CALL 911			START CPR		GET THE AED & MEDKIT													
Explain emergency. Provide location and athlete age/gender. Don't hang up.			- Check scene safety. Call 911. Retrieve AED. - Position person on their back. - Put one hand on top of the other on the middle of person's chest halfway down the breast bone. Keeping arms straight, push hard and fast, 100 presses/minute for 30 compressions. Let chest completely recoil after each compression. - Administer 2 rescue breaths with seconds in between. - Take turns with other responders as needed		<table border="1"> <thead> <tr> <th></th> <th>PRACTICE</th> <th>EVENTS</th> </tr> </thead> <tbody> <tr> <td>AED Location</td> <td colspan="2">Club House/Shack in middle of course</td> </tr> <tr> <td>ATC</td> <td colspan="2">Abigail Dennis (ATC is typically not on-site)</td> </tr> <tr> <td>Coach</td> <td>Available Coach/Team Captain</td> <td>Available Coach/Team Captain</td> </tr> </tbody> </table>			PRACTICE	EVENTS	AED Location	Club House/Shack in middle of course		ATC	Abigail Dennis (ATC is typically not on-site)		Coach	Available Coach/Team Captain	Available Coach/Team Captain
	PRACTICE	EVENTS																
AED Location	Club House/Shack in middle of course																	
ATC	Abigail Dennis (ATC is typically not on-site)																	
Coach	Available Coach/Team Captain	Available Coach/Team Captain																
Closest Landline Phone	Club House																	
EMS Access Point	Main Entrance off of Plankwood Dr																	
Street Address	2158 Littletown Pike Westminster, MD 21158																	
Athletic Trainer	Abigail Dennis (ATC is typically not on-site)																	
Coach	Asst. Coach	Admin/Asst. Coach	WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS		AED INSTRUCTIONS - Remove clothing from chest. - Attach the electrode pads as directed by voice prompts. - Stand clear while AED analyzes heart rhythm. - Keep area clear if AED advises shock. - Begin CPR when prompts for further action. - After EMS takes over, give AED to Athletic Administrator for data download. - If parent is not present, head coach will ride with the athlete to the ER (Carroll Hospital) taking the emergency cards with them.													
MEET AMBULANCE at EMS Access Point. Take to victim.																		
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Coach	Asst. Coach	Admin/Asst. Coach																
CALL CONTACTS. Provide location and victim's name.																		
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	NAME																	
Athletic Trainer	Abigail Dennis																	
Athletic Director	Jennifer Gosselin																	
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<table border="1"> <thead> <tr> <th></th> <th>PRACTICE</th> <th>EVENTS</th> </tr> </thead> <tbody> <tr> <td>Tub Location</td> <td colspan="2">No tub available on site. Use available ice bags, cold water, and cold towels.</td> </tr> <tr> <td>Athletic Trainer</td> <td colspan="2">Abigail Dennis (ATC is typically not on-site)</td> </tr> <tr> <td>Coach</td> <td colspan="2">Head Coach/Asst. Coach/Team Captain</td> </tr> </tbody> </table>				PRACTICE	EVENTS	Tub Location	No tub available on site. Use available ice bags, cold water, and cold towels.		Athletic Trainer	Abigail Dennis (ATC is typically not on-site)		Coach	Head Coach/Asst. Coach/Team Captain		- Remove equipment/excess clothing. - Immerse athlete in cold ice water tub. *If no tub, use blue tarp and/or ice bags, cold water, cold towels, cold shower in arm pits, groin and on head and keep athlete in shade - Monitor vital signs. - Cool First, Transport Second. - Cool until EMS arrives.			
	PRACTICE	EVENTS																
Tub Location	No tub available on site. Use available ice bags, cold water, and cold towels.																	
Athletic Trainer	Abigail Dennis (ATC is typically not on-site)																	
Coach	Head Coach/Asst. Coach/Team Captain																	

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.

Please note that Westminster National Golf Course should have its own Emergency Action Plan that should be followed for more specifics.

Appendix B. Sport Specific EAPs

Sport Specific EAPs are updated by staff each season. Winters Mill High School coaches are sent Sport Specific EAPs via email and a copy of that teams particular EAP is placed in each team's med kit. This document is an abbreviated version for public access. For full Sport Specific EAPs please contact the athletic trainer, athletic director, or school for access.

Appendix C. General Plan of Action

Apply basic emergency aid that is most appropriate for the situation. Plan of action will include:

- 1) Most medically qualified person will lead
- 2) Check the scene – is it safe to help?
- 3) Check for any life-threatening conditions
 - a) Level of consciousness – if unconscious, call 911 immediately!
 - b) Airway – is the airway blocked?
 - c) Breathing – is the student-athlete breathing?
 - d) Circulation – does the student-athlete have a pulse?
 - e) Bleeding – is the student-athlete bleeding severely?
- 4) Call 911 now, if necessary, making sure to give the following information:
 - a) Remain calm – this will help the operator in receiving vital information
 - b) Dial 911
 - c) “My name is (name), the (position/job) at Winters Mill High School”
 - d) “I need (EMS/fire/police) at the school. The address is 560 Gorsuch Rd, Westminster, MD 21157
 - e) “There is a (male/female) athlete with a (type/condition of injury)”
 - i. Give as many details as you can about the athlete, including name, age, allergies, health concerns/conditions, etc.
 - f) Mention what type of care is being provided to the injured athlete
 - g) Give specific directions to the scene of the emergency, and send someone (coach, staff, athletic training aide) to help guide EMS to the scene. Directions to various sports locations are provided at the end of this EAP.
 - h) Provide any other information requested by the operator and ALWAYS BE THE LAST PERSON TO HANG UP FROM THE CALL.
- 5) Apply basic first aid as situation requires.
 - a) Adult CPR: 30 compressions then 2 breaths, repeat until EMS arrives
 - b) Bleeding: apply direct pressure over injury, elevate injury over heart if possible, apply sterile dressing over.
 - c) Spine/neck injury: if suspected, prevent any movement of head, neck, or spine through manual stabilization until EMS arrives.
- 6) Instruct coach or another individual to get emergency equipment (AED, rectal thermometer, prepare cold-tub, etc.)
- 7) Contact the ATC of **Winters Mill High School** if they are present at the school but not on scene
- 8) Call and notify parents if time permits.
- 9) Contact Athletic Director
- 10) Instruct individual to meet ambulance to direct to appropriate site
- 11) Assist with care as necessary
- 12) **Parent (or Head Coach, if parent not present)** must accompany patient to hospital – either in ambulance or follow by car
- 13) Document the event

If you are alone, follow the above sequence only after each step has been completed and the individual's condition is stable.

Appendix D. Emergency Contact Numbers

Off Campus Contacts	Phone Number
Emergency	9-1-1
Police department	410- 848-4646
Fire and Ambulance	410- 848-1800
Carroll Hospital	410-848-3000
Frederick Health Hospital	240-566-3300
Johns Hopkins Hospital	410-955-5000
Hazardous Materials	410-848-1488
Poison Control Center	800-222-1222

On Campus Contacts	Phone Number
Abigail Dennis (Athletic Trainer)	
Jennifer Gosselin (Athletic Director)	
Administrative Office	410-386-1500
Nurse	410-386-1500

****If 911 is called, please inform the Athletic Trainer and Athletic Director IMMEDIATELY****

Appendix E. Emergency Equipment Location

All emergency equipment will be provided by ATC or EMS. All teams will be provided with their own stocked medical kit with the necessary equipment to perform basic first aid and CPR. Ice will be available for each practice/event. At the beginning of each season, each varsity head coach will receive a brief medical history for each athlete by the ATC through FamilyID and will have access to FamilyID for emergency contacts throughout the season.

As required by state law, an automatic external defibrillator (AED) will be provided on-site and located within a brief walk from athletic practice or event on school property. An AED must also be freely accessible during all school functions. All members of the coaching staff must be trained in the operation and used of an AED, and a trained member of the coaching staff must be present at all athletic practices and events on school property.

List and Location of Emergency Equipment

Automatic External Defibrillator (AED)	▪ Orange AED bag with ATC at home events in green gator or on sideline of home events if green gator is in use ▪ Orange AED bag in football/lacrosse shed during fall and spring sport seasons ▪ Outside of cafeteria doors ▪ Athletic Training Room
Cold Tub	▪ On sidewalk between school doors 27 & 26, during fall and spring sport seasons
CPR Masks	▪ Each team's med kit ▪ Orange AED bags
Blood Pressure Cuff/Stethoscope	▪ AT Medical kit ▪ Athletic Training Room
SAM Splints	▪ Athletic Training Room ▪ AT Medical kit ▪ Orange AED bags
Crutches	▪ Athletic training room
Wheelchair	▪ Health Suite (nurse's office)
First Aid/Medical Kits	▪ Each team given med kit at beginning of season to be kept at every practice, game, etc. ▪ Provided by ATC
Epi-Pens/Narcan	▪ Epi-pens in orange AED bags ▪ Narcan in orange AED bags

Appendix F. Documentation of Review and Rehearsal of EAP: Sign-In Sheet

Topic: EAP Review and Rehearsal Sign in Sheet

Season: _____

Meeting facilitated by: _____

[illegible]

Notes:

Appendix G. Documentation of Review and Rehearsal: Sign-Off of Roles and Responsibilities Form

I _____ (print name) serve as the _____ (role) and have read and understand the Emergency Action Plan for **Winters Mill High School** Athletics. I understand my roles and responsibility should an emergency occur in my presence. I have also rehearsed this Emergency Action Plan and understand my role in an emergency situation with an AT 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 topics related to sport-related catastrophic injuries and it is my responsibility to ensure a lapse does not occur.

Name (print): _____

Primary Role: _____

Secondary Role: _____

Signature: _____

Date: _____

Appendix H. Rehearsal Scenario Examples

Rehearsal Scenario: Response to a Catastrophic Injury with Athletic Trainer on Scene

Scenario Overview:

This rehearsal is designed to simulate the emergency response to a catastrophic injury during a sporting event. The goal is to ensure all stakeholders are familiar with the Emergency Action Plan (EAP), can perform their roles effectively, and can work together seamlessly to provide immediate and appropriate care.

Scenario:

Patient is at the high school football game, defensive lineman on the field. Player collapses on the field. Athletic trainer arrives at patient side and suspects cardiac arrest.

- **Participants:**
- Athletic Trainer (AT)
- Coaches
- Team Physicians (Varsity Football Games Only)
- Emergency Medical Services (EMS) Personnel
- Administration/Security
- Players

Scenario Details:

- Event: High School Football Game
- Location: Stadium Field
- Injury: Player collapses on the field with suspected cardiac arrest.

Step-by-Step Rehearsal:

1. Initial Response (Time Frame: Immediate (0-1 minute))

- Athletic Trainer:
 - Witnesses the collapse and rushes to the player.
 - Quickly assesses the situation for responsiveness and breathing.
 - Shouts for help, indicating a medical emergency (e.g., "Player down! Cardiac arrest!").

2. Activation of Emergency Response (Time Frame: Immediate (1-2 minutes))

- Coaches:
 - Call for an ambulance (911), providing clear details: nature of the injury, location, and access points.
 - Clear the field of players and non-essential personnel.
- Security:
 - Ensure the ambulance access route is clear.
 - Direct EMS to the scene upon arrival.
- Team Physicians (Varsity Football Games Only):
 - Assist the Athletic Trainer in assessing and managing the player's condition.

3. On-Site Emergency Care (Time Frame: Immediate (2-5 minutes))

- Athletic Trainer:
 - Initiates CPR if the player is unresponsive and not breathing.
 - Requests an Automated External Defibrillator (AED) and continues CPR until it arrives.
- Coaches:
 - Retrieve the AED and bring it to the Athletic Trainer.
- Athletic Trainer:
 - Applies AED pads to the player's chest and follows the device's prompts.
 - Continues to provide CPR and defibrillation as needed until EMS arrives.

4. Arrival of EMS (Time Frame: Within 5-10 minutes)

- EMS Personnel:
 - Take over advanced life support upon arrival.
 - Transport the player to the nearest medical facility once stabilized.

5. Post-Incident Procedures (Time Frame: After EMS Departure)

- Athletic Trainer (and Team Physician):
 - Document the incident, including actions taken and player's response.
 - Debrief with all involved parties to review the response and identify any areas for improvement.
- Coaches and Administration:
 - Communicate with the player's family and provide necessary updates.
 - Ensure emotional and psychological support is available for teammates and staff.

6. Review and Evaluation (Time Frame: Within 24-48 hours post-rehearsal)

- Conduct a formal debriefing session with all participants.
- Discuss what went well and identify areas needing improvement.
- Update the EAP based on feedback from the rehearsal.
- Let administration/other coaches know AED is out of service and where replacement AED is located

Checklist for Rehearsal:

- ☐ Athletic Trainer demonstrates immediate assessment and response skills.
- ☐ Communication pathways are clear and effective (e.g., calling 911, directing EMS).
- ☐ AED is accessible and used correctly.
- ☐ Field is cleared efficiently, and EMS has clear access.
- ☐ Documentation and debriefing procedures are followed.

Rehearsal Scenario: Response to a Catastrophic Injury with Athletic Trainer NOT on Scene – Cardiac Arrest

Scenario Overview:

This rehearsal is designed to simulate the emergency response to a catastrophic injury during a sporting event when the Athletic Trainer (AT) is on school premises but not immediately present at the scene. The goal is to ensure all stakeholders are familiar with the Emergency Action Plan (EAP), can perform their roles effectively, and can work together seamlessly to provide immediate and appropriate care until the AT arrives.

Participants:

- Coaches
- Players
- School Administration
- Emergency Medical Services (EMS) Personnel
- Athletic Trainer (AT) – arriving partway through the scenario

Scenario Details:

- Event: Soccer Practice
- Location: Soccer Field
- Injury: Player collapses on the field with suspected cardiac arrest.

Step-by-Step Rehearsal:

1. Initial Response (Time Frame: Immediate (0-1 minute))

Coach:

- Witnesses the collapse and rushes to the player.
- Quickly assesses the situation for responsiveness and breathing.
- Shouts for help, indicating a medical emergency (e.g., "Player down! Cardiac arrest!").

Assistant Coach:

- Dials 911, providing clear details: nature of the injury, location, and access points.
- Sends a runner/call to immediately inform the Athletic Trainer and bring them to the scene.

2. Immediate On-Scene Care (Time Frame: Immediate (1-2 minutes))

Coach:

- Initiates CPR if the player is unresponsive and not breathing.
- Directs another staff member or player to retrieve the Automated External Defibrillator (AED).
 - Location of AEDs in order of priority
 - Football/lacrosse shed
 - Athletic training room
 - Outside of cafeteria

Assistant Coach:

- Retrieves the AED and brings it to the coach administering CPR.

Assistant Coach/Senior Captain:

- Ensure the ambulance access route is clear.
- Direct EMS to the scene upon arrival.

3. AED Use and Continued CPR (Time Frame: Immediate (2-5 minutes))

Coach:

- Applies AED pads to the player's chest and follows the device's prompts.
- Continues to provide CPR and defibrillation as needed until EMS or the AT arrives.

Team Members:

- Assist as needed, ensuring the area is safe and clear for emergency personnel.

4. Arrival of the Athletic Trainer (Time Frame: Within 5 minutes)

Athletic Trainer (upon arrival):

- Takes over CPR and AED management.
- Continues to provide advanced first aid until EMS arrives.

5. Arrival of EMS (Time Frame: Within 5-10 minutes)

EMS Personnel:

- Take over advanced life support upon arrival.
- Transport the player to the nearest medical facility once stabilized.

6. Post-Incident Procedures (Time Frame: After EMS Departure)

Athletic Trainer and Administration:

- Document the incident, including actions taken and the player's response.
- Conduct a debriefing session with all involved parties to review the response and identify areas for improvement.

Coaches and Administration:

- Communicate with the player's family and provide necessary updates.
- Ensure emotional and psychological support is available for teammates and staff.

7. Review and Evaluation (Time Frame: Within 24-48 hours post-rehearsal)

- Conduct a formal debriefing session with all participants.
- Discuss what went well and identify areas needing improvement.
- Update the EAP based on feedback from the rehearsal.
- Let administration/other coaches know AED is out of service and where replacement AED is located

Checklist for Rehearsal:

- ☐ Coaches demonstrate immediate assessment and response skills.
- ☐ Communication pathways are clear and effective (e.g., calling 911, informing the AT).
- ☐ AED is accessible and used correctly.
- ☐ Field is cleared efficiently, and EMS has clear access.
- ☐ Athletic Trainer arrives promptly and takes over emergency care effectively.
- ☐ Documentation and debriefing procedures are followed.

Rehearsal Scenario: Response to a Catastrophic Injury with Athletic Trainer NOT on Scene – Exertional Heat Stroke

Scenario Overview:

This rehearsal is designed to simulate the emergency response to an athlete collapsing with exertional heat stroke during a sporting event when the Athletic Trainer (AT) is on school premises but not immediately present at the scene. The goal is to ensure all stakeholders are familiar with the Emergency Action Plan (EAP), can perform their roles effectively, and can work together seamlessly to provide immediate and appropriate care until the AT arrives.

Participants:

- Coaches
- Players
- School Administration
- Emergency Medical Services (EMS) Personnel
- Athletic Trainer (AT) – arriving partway through the scenario

Scenario Details:

- Event: Track and Field Practice
- Location: School Track
- Injury: Athlete collapses on the track with suspected exertional heat stroke.

Step-by-Step Rehearsal:

1. Initial Response (Time Frame: Immediate (0-1 minute))

Coach:

- Witnesses the athlete collapse and rushes to the athlete.
- Quickly assesses the situation for responsiveness and symptoms of heat stroke (e.g., hot, profuse sweating, confusion, unconsciousness).
- Shouts for help, indicating a medical emergency (e.g., “Athlete down! Possible heat stroke!”).

Assistant Coach:

- Dials 911, providing clear details: nature of the injury, location, and access points.
- Sends a runner/call to immediately inform the Athletic Trainer and bring them to the scene.

2. Immediate On-Scene Care (Time Frame: Immediate (1-2 minutes))

Coach:

- Moves the athlete to cooler, shaded area if possible

- Begins immediate cooling strategies: removing excess clothing and applying cold wet towels or ice packs to entire body
- Starts to move athlete to cold water immersion tub located on sidewalk between school doors 27 & 26, during fall and spring sport seasons, if at nearby practice field. At stadium use blue tarp and concession water and ice as a modified immersion tub. If no tub use ice bags, cold water, cold towels, cold shower in armpits, groin, and on head and keep athlete in shade

Assistant Coach:

- Retrieves ice and assists the coach in cooling the athlete.

Assistant Coach/Senior Captain:

- Ensure the ambulance access route is clear.
- Direct EMS to the scene upon arrival.

3. Continued Cooling and Monitoring (Time Frame: Immediate (2-5 minutes))

Coach:

- Continues cooling the athlete using the most effective means available (e.g., cold water immersion).
- Monitors the athlete's vital signs and level of consciousness.

Additional Assistant Coaches:

- Assist as needed, ensuring the area is safe and clear for emergency personnel.

4. Arrival of the Athletic Trainer (Time Frame: Within 5 minutes)

Athletic Trainer (upon arrival):

- Takes over the cooling and monitoring efforts.
- Continues to provide advanced first aid, check vital signs, and ensure the athlete is cooling effectively.
- Prepares for EMS handover, providing relevant medical information and updates. *EMS handover does not occur until patient has reached core body temperature of 102°F.

5. Arrival of EMS (Time Frame: Within 5-10 minutes)

EMS Personnel:

- Take over advanced care upon arrival.
- Continue or enhance cooling measures and prepare the athlete for transport.
- Transport the athlete to the nearest medical facility once stabilized.

6. Post-Incident Procedures (Time Frame: After EMS Departure)

Athletic Trainer and School Administration:

- Document the incident, including actions taken and the athlete's response.
- Conduct a debriefing session with all involved parties to review the response and identify areas for improvement.

Coaches and Administration:

- Communicate with the athlete's family and provide necessary updates.
- Ensure emotional and psychological support is available for teammates and staff.

7. Review and Evaluation (Time Frame: Within 24-48 hours post-rehearsal)

- Conduct a formal debriefing session with all participants.
- Discuss what went well and identify areas needing improvement.
- Update the EAP based on feedback from the rehearsal.

Checklist for Rehearsal:

- ☐ Coaches demonstrate immediate assessment and response skills for heat stroke.
- ☐ Communication pathways are clear and effective (e.g., calling 911, informing the AT).
- ☐ Cooling supplies (e.g., ice packs, cold towels, immersion tub) are accessible and used correctly.
- ☐ Area is cleared efficiently, and EMS has clear access.
- ☐ Athletic Trainer arrives promptly and takes over emergency care effectively.
- ☐ Documentation and debriefing procedures are followed.

Appendix I. Environmental Conditions Policies

Lightning:

In the case of lightning, the lightning detection system will sound. When lightning is detected through our Earth Networks/WeatherBug system in the area, all activities, practices, and games shall be terminated, and everyone is to be cleared from the practice area or stadium. Activities can resume when the area has been clear of lightning and/or thunder for 30 minutes. During an athletic event, game officials should delay or terminate a game upon them seeing lightning or hearing thunder. All school administrators and personnel should delay or terminate all activities and practice upon seeing lightning or hearing thunder.

Heat:

Carroll County and MPSSAA has created guidelines regarding practices and games during elevated temperatures in order to prevent heat-related illnesses. Below are the guidelines:

Heat Index Reading	Color/Code	Restriction
105 +	Code Red	Danger! Discontinue regular practice. All outside events are to be cancelled. Practice indoors if possible.
95-104	Code Yellow	Extreme Caution! <i>Modify</i> practice with frequent (required) water breaks. Games/events may continue with mandatory official time outs midway through quarters. Provide water stop (mandatory) midway in cross country meets. Observe athletes carefully for signs of heat injuries. Make sure all athletes drink water.
84-94	Code Green	Warning. Provide mandatory 10 minutes rest per 45 minutes of activity. Water is to be available to athletes at all times.
Below 83	Code Blue	No restrictions. Water is to be available at all times. Monitor the heat index for increases.

****ATC, Athletic Director, and Coaches should receive text messages for elevated temperature codes****

The ATC is equipped with a Kestrel 3000. If a **Code Red** is activated, the ATC can use the Kestrel to determine that **Code Red** is no longer in effect for the campus and follow **Code Yellow** guidelines.

Heat issues can be a problem during the summer preseason practices. The ATC and coaches should be current on the following conditions and be able to treat ill or injured athlete(s) accordingly. Some signs and symptoms of heat injuries are:

Heat Injuries

- Heat cramps – dehydration, thirst, sweating, muscle cramps, fatigue
 - Immediate treatment: hydration, stretching, massage
- Heat syncope (fainting) – dehydration, fatigue, tunnel vision, pale or sweaty skin, decreased pulse rate, dizziness, lightheadedness, fainting
 - Immediate treatment: elevate legs, move to shade or AC, monitor HR and BP
- Heat exhaustion – normal or elevated temperature, dehydration, dizziness, lightheadedness, fainting, headache, nausea, diarrhea, decreased urine output, persistent muscle cramps, pale skin,

profuse sweating, chills, cool/clammy skin, intestinal cramps, urge to defecate, weakness, hyperventilation

- Immediate treatment: shade or AC, remove excessive equipment/clothes, elevate feet, rehydrate if no nausea, monitor HR, BP, CNS status and core temperature
- Heat stroke – high core body temperature, central nervous system changes, dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, dehydrations, hot and wet or dry skin, fast heartbeat, low blood pressure, hyperventilation, vomiting, diarrhea; **cool the athlete in any way possible – can be life-threatening**
 - **A cold-water immersion tub is located outside of school door 27 & 26 on sidewalk, during fall and spring sport seasons and will be filled with ice and water to allow for rapid cooling**
 - **This is a MEDICAL EMERGENCY – call 911 immediately**

All members of the coaching staff must be trained in cold water immersion, and a trained member of the coaching staff must be present at all athletic practices and events on school property.

Cold:

Cold conditions are a possibility for the end of season fall sports and beginning of season spring sports. Aside from wearing the appropriate clothing and layering, it is recommended that the practices be limited due to cold weather based on a combination of wind and temperature (wind chill). The following guidelines have been set to protect the athletes from cold injury:

Wind Chill	Recommendation
32-25 degrees	Limit practice to 60 minutes. Team should go inside and re-warm for 15 minutes, then return outside to practice for another 60 minutes.
25-15 degrees	Limit practice to 45 minutes. Team should go inside and re-warm for 15 minutes, then return outside to practice for another 45 minutes.
15-0 degrees	Limit practice to 30 minutes. Team should go inside and re-warm for 15 minutes, then return outside to practice for another 30 minutes.

****if there is precipitation along with wind chill of 32 and below, there should be no practice outside****

The ATC and coaches should be current on the following conditions and be able to treat ill or injured athlete(s) accordingly. Some signs and symptoms of cold injuries are:

Cold Injuries

- Frostnip – white/waxy skin, numbness; typically affects cheeks, earlobes, fingers and toes
- Frostbite – white skin, “wooden” feel to affected area, numbness, possible anesthesia
 - Immediate treatment: warm slowly, no rubbing
- Hypothermia – shivering, loss of function, slurred speech, dazed, irrational behavior, pale skin, dilated pupils, decreased pulse
 - Immediate treatment: move them indoors/somewhere warm, remove any cold or wet clothing, wrap in warm blankets/clothing/towels making sure to warm the head and torso, give warm fluids to drink
 - **Monitor for signs of altered mental status, if any occur this becomes a MEDICAL EMERGENCY – call 911 immediately**

Appendix J. Map of Winters Mill High School Complex



Key:		Main entrances for ambulance to school grounds	5	Football and Boys Lacrosse Practice Fields
		Main entrances for ambulance to athletic facilities	6	Field Hockey Field
		Athletic Training Room	7	Baseball Field
		Front door	8	Wrestling Room
	1	Stadium	9	Weight Room
	2	Girls Soccer and Girls Lacrosse Practice Field	10	Main gym
	3	Softball Field	11	Aux gym
	4	Tennis Courts		

Appendix K. Winters Mill High School Stadium/Gymnasium Athletic Event Emergency Situation Action Plan

In the event that any type of emergency crises occurs during a stadium or gymnasium event at Winters Mill High School, the protocols listed below will be utilized:

Emergency situations may include, but are not limited to the following:

Severe weather, threats against a facility, crowd behavior, power outages, emergency medical occurrences, and other violent acts occurring during the event

- The Winters Mill High School administrator(s) on duty will be the contact person, and the person(s) in charge of maintaining a calm and safe environment if an emergency situation arises
- The Winters Mill High School administrator(s) on duty will work closely with the security staff on duty to help supervise the event in a safe manner. The administrator(s) will utilize the security personnel's emergency preparedness expertise, as well as place them in the appropriate locations to provide the safest environment possible
- The school's athletic trainer, team doctor, and ambulance crew will assist in the event that any type of medical emergency arises
- The PA system will be utilized as an important tool to communicate any important information to the players, coaches, officials, and spectators, as well as to maintain a calm and safe environment for the duration of the emergency
- Depending on the type of emergency situation occurring, all persons in the stadium/gymnasium will be directed to either leave the area in a safe manner, remain in their current locations, or move to another specified area of the school grounds or building (such as the auditorium or cafeteria)
- 911 will be contacted on an as needed basis depending on the type and location of the emergency situation.

Appendix L. Abbreviated Emergency Action Plan

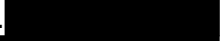
Abbreviated Emergency Action Plan

**Winters Mill High School
560 Gorsuch Road
Westminster, MD 21157
(410) 386-1500**

Introduction

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services, and other involved persons in responding appropriately in the event of an emergency situation.

Emergency Contacts

Abigail Dennis, MS, LAT, ATC.....
Jennifer Gosselin, Athletic Director.....
Winters Mill High School Main Office.....(410) 386-1500
EMS/Fire/Police.....911

Emergency Care – Apply basic emergency care that is most appropriate for the situation, including:

- 1) Check the scene – is it safe to help?
- 1) Check for any life-threatening conditions:
 - Level of consciousness – if unconscious, call 911 immediately
 - Airway, breathing, circulation, bleeding. Provide basic first aid for a minor injury
 - If you suspect a head, neck, or spine injury, DO NOT MOVE ATHLETE OR REMOVE ANY HELMETS OR EQUIPMENT UNLESS INSTRUCTED TO DO SO.
- 2) If 911 needs to be called, please use the following to provide information
 - “My name is (NAME), the (position) at Winters Mill High School. I need (EMS/FIRE/POLICE) at the school. The address is 560 Gorsuch Road, Westminster, MD 21157.”
 - “There is a (MALE/FEMALE) athlete with a (TYPE/CONDITION OF INJURY).” The operator will ask questions about the athlete, including age, sport, allergies, etc. Provide as much as you know, use FamilyID for reference. Be sure to provide what type of care is being provided to the athlete.
 - Give specific directions to the scene of the emergency and send someone (coach, staff, parent) to guide EMS in once they arrive to the school.
 - ALWAYS BE THE LAST PERSON TO HANG UP FROM THE CALL
- 2) Apply basic first aid as situation requires.
 - Adult CPR: 30 compressions then 2 breaths, repeat until EMS arrives
 - Bleeding: apply direct pressure over injury, elevate injury over heart if possible, apply sterile dressing over.
 - Spine/neck injury: if suspected, prevent any movement of head, neck, or spine through manual stabilization until EMS arrives.
- 3) Instruct coach or to get emergency equipment (AED, rectal thermometer, prepare cold-tub, etc.)
- 4) Contact the ATC of **Winters Mill High School** if they are present at the school but not on scene
- 5) Call and notify parents if time permits. Emergency contacts for all athletes are provided to all coaches via FamilyID.
- 6) Contact Athletic Director
- 7) Instruct individual to meet ambulance to direct to appropriate site
- 8) Assist with care as necessary
- 9) **Parent (or Head Coach, if parent not present)** must accompany patient to hospital – either in ambulance or follow by car
- 10) Document the event

****If 911 is called, please inform the Athletic Trainer and Athletic Director IMMEDIATELY****