



Emergency Action Plan

Hoffman Estates High School

1100 W. Higgins Rd.

Hoffman Estates, IL 60169

(847)755-5600

Updated July 2026,

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Important Contact Information

Head Athletic Trainer

Cell Phone

Office

Greg Garofalo, MS, LAT, ATC

(224) 588-2228

(847) 755-5790

Associate Athletic Trainer

Cell Phone

Office

Harsh Patel, MS, LAT, ATC

(847) 275-1590

(847) 755-5790

Associate Athletic Trainer

Cell Phone

Office

Jonathan Ybarra, MS, LAT, ATC

(480) 406-8301

(847) 755-5790

Athletic Director

Cell Phone

Office

Brittany Berleman

(630) 254-9190

(847) 755-5770

Assistant Athletic Director

Cell Phone

Office

Lindsey Hama

(847) 471-2444

(847) 755-5777

School Nurse

Office

Dawn Leach

(847) 755-5662

Team Physician

Endeavor Health

Dr. Jacob Luther, M.D.

Ascension Saint Alexius Hospital

1555 Barrington Rd

Hoffman Estates, IL 60169

(847) 843-2000

Poison Control

1-800-222-1222

Hoffman Estates Police/Fire Non-Emergency

847-781-2800/847-843-4825

Hoffman Estates Police/Fire Emergency

9-1-1

Emergency Team

Certified and licensed Athletic Trainer(s) are on site for all practices and competitions. EMS is available through 911.

At least one certified athletic trainer is present in the training facility at all times during normal after school activity hours. Weekday hours go from 1:00 pm and end at the conclusion of all sporting activities. Weekend hours go from one hour before practice/competitions and last until 30 minutes after the conclusion of all activities.

Coaching Staff

Fall Coaching Staff

Football
Girls Volleyball
Boys Soccer
Girls Cross Country
Boys Cross Country
Boys Golf
Girls Golf
Girls Tennis
Girls Swimming
Spirit Cheerleading
Flag Football
Poms

Tim Heyse
Patrick Moran
Sean Armstrong
Matt Ihms
Rich Flach
Todd Meador
Dan Canace
Edgar Ramirez
Adam Longo
Lauren Kramp
Kyle Thomas
Anne LaBeck/Katie Giglio-Dahlberg

Winter Coaching Staff

Boys Basketball
Girls Basketball
Boys Wrestling
Girls Wrestling
Girls Gymnastics
Girls Bowling
Boys Swimming
Competitive Cheer
Competitive Dance

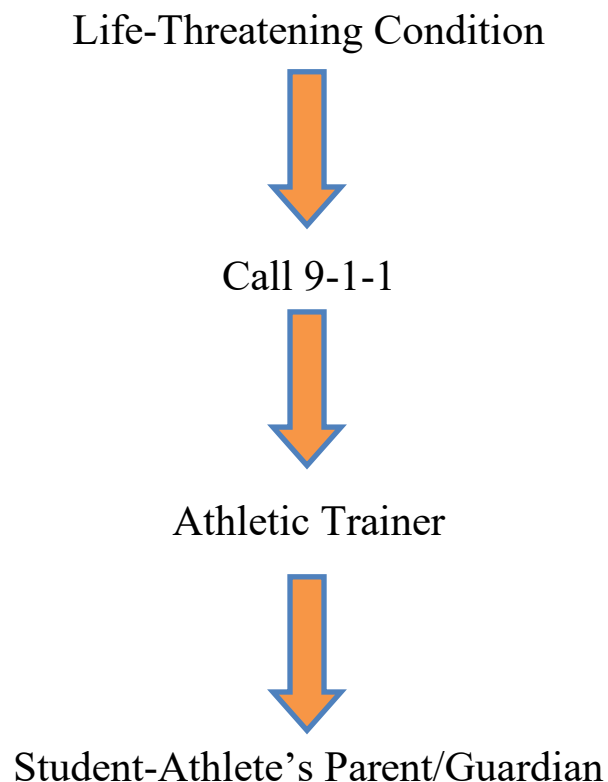
Peter McBride
Brad Reibel
Brennan Carroll
Andrew Petit
Katie Miller
Dan Pfligler
Adam Longo
Lauren Kramp
Kate Giglio-Dahlberg/Anne LaBeck

Spring Coaching Staff

Baseball
Boys Gymnastics
Boys Lacrosse
Boys Tennis
Boys Track & Field
Boys Volleyball
Boys Water Polo
Girls Water Polo
Badminton
Girls Soccer
Softball
Girls Track & Field
Girls Lacrosse

Matt Grossi
Edward Hwang
Dan Canace
Edgar Ramirez
Tyrone Jones
Isabella Acosta
Buddy Wallace
Alyssa Schmidts
Patrick Swanson
Mary Dansdill
Kaiden Jackson
Matt Ihms
Eric Gdowski

Injury Contact Guide



Activation of EMS

1. **First Responder:** determine the safety of the scene and take proper precautions
 - a. Provide immediate care of the injured student athlete
 - b. Direct coach/administrator on duty to call 911
 - c. In charge of the situation until EMS arrive. EMS and AT Staff will work together to ensure the safety of the injured athlete.
2. **911 caller:** Coach/administrator on duty directed to call 911 will do so and provide EMS with the name, location, telephone number, number of individuals injured, condition of injured, first aid treatment provided, specific direction to scene and any other information requested. They will then meet and direct EMS to scene.
3. **ATC/Coach:** Retrieve all pertinent emergency equipment and inform parents/guardians (if not first responder).

Role of first Responder:

1. Provide immediate care of injured student athlete/individual.
2. Activate EMS
 - a. Call 911 (if alone), direct coach/administrator on duty to call 911
 - b. Provide address and location of injured athlete, name, age, condition of athlete, treatment given, number of injured.
 - c. Notify Athletic Trainer (if not already on scene)
3. Retrieve emergency equipment
4. Direct EMS to scene
 - a. Open appropriate gates
 - b. Designate coach/administrator on duty to “flag down” EMS
 - c. Scene safety and control

Equipment

The emergency equipment is located in the athletic training facility on the northwest side of the building, lower level, just off the main gym. An AED is located in the tall gray cabinet directly ahead of the door. During outside athletic practices and competitions, all emergency equipment and AED will be located with the Certified Athletic Trainer. Additional equipment located in the athletic training facility includes:

- First aid supplies
- Glucose supplements
- Epi-pen (red emergency bag)
- Crutches
- Vacuum/SAM splints
- Airway adjuncts (red emergency bag)
- Bag Valve Mask (red emergency bag)
- Rectal Thermometer
- Blood pressure cuff
- Helmet/equipment removal tools

AED Locations (athletics)

- Indoor venues:
 - Athletic Training Facility in the gray cabinet on the West Wall
 - Straight ahead from door. AED sticker is on cabinet
 - Main Gym: Southeast entrance to gym, between double doors
 - Auditorium: Located outside north entrance.
- Outdoor venues:
 - Stadium: mounted on the white maintenance shed at the NW end, facing the field.
 - Baseball Field 1: Home team dugout (3rd base side, Spring only)
 - Softball Field 1: Home team dugout (1st base side, Spring only)
 - Baseball Field 2: Home team dugout (3rd base side, Spring only)
 - Far North Field: On scorer’s table during practice/competitions (Fall/Spring)
 - West Field: On scorer’s table during practices/competitions (Fall only)

*All coaches must obtain CPR and AED training per IHSA guidelines.

Communication

Athletic Trainers are reachable via cell phone, office phone or Radio channel 2 at all times during athletic practices and competitions. To dial an outside line from the landline, dial 8-1-area code-number. For 911 from a landline, dial 8-9-1-1. Upon completion of communication with EMS, the athletic trainer, coach, or athletic administrator must notify the parent/guardian of the athlete.

Emergency Medical Services

Calling 911 will activate EMS. A designated staff member will direct EMS to the scene of the incident, and EMS will oversee care upon arrival. The first responder remains in charge until transfer of care to EMS. They will then transport the athlete if deemed necessary to the nearest medical facility.

*In the event of the potential spinal cord injury, and an athlete needs to be spine boarded, the AT/first responder will not relinquish control until the athlete has been secured and head stabilization is no longer required.

Documentation

The Athletic Trainer at the scene is responsible for documenting the incident. Whether it is a home or visiting athlete, the athletic trainer must fill out an injury report. They will then pass it along to the Athletic Director and Principal. If an athletic trainer is not present, the head coach is responsible for documentation and the injury report.

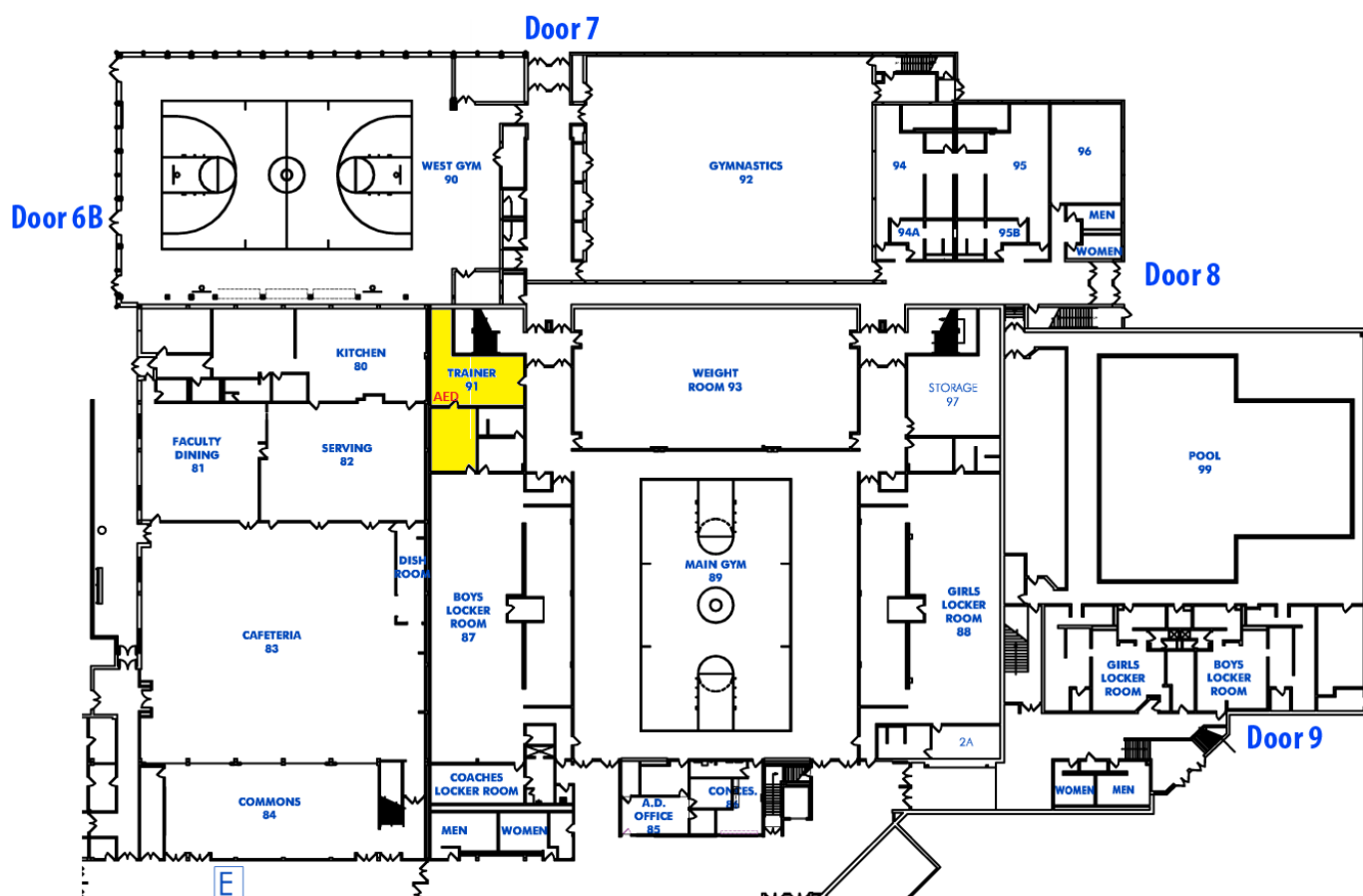
Review and approval

This EAP is a living document that should be reviewed and updated annually. This EAP has been developed with insight from the athletic training staff, school administration, team physicians, and local fire department/EMS. Each year, this document will be transmitted to stake holders for review and approval. This will be documented and maintained by the head athletic trainer and held in the athletic training facility.

This EAP will be reviewed and shared with coaches at the beginning of each season. Practicing of pertinent skills will be done at a time designated by the athletic training staff.

Venue Specific EAPs

Indoor Venues



Athletic Training Facility (ATF)

Entrance: Door #8

Location: The athletic training facility (Room 91) is located on the ground floor on the northwest side of Hoffman Estates High School. To get to the athletic training room, enter door #8, walk through back hallway and turn left when hallway ends. Proceed through two sets of double doors and athletic training room will be located on right hand side.

Personnel: Certified athletic trainers

Communication: Radios are located on the west side of the ATF. The landline is located on the desk. Dial 8 for an outside line or the 4 digit extension for a building phone.

Athletic Training Facility Phone #: 847-755-5790. Athletic trainers are also available via cell phone.

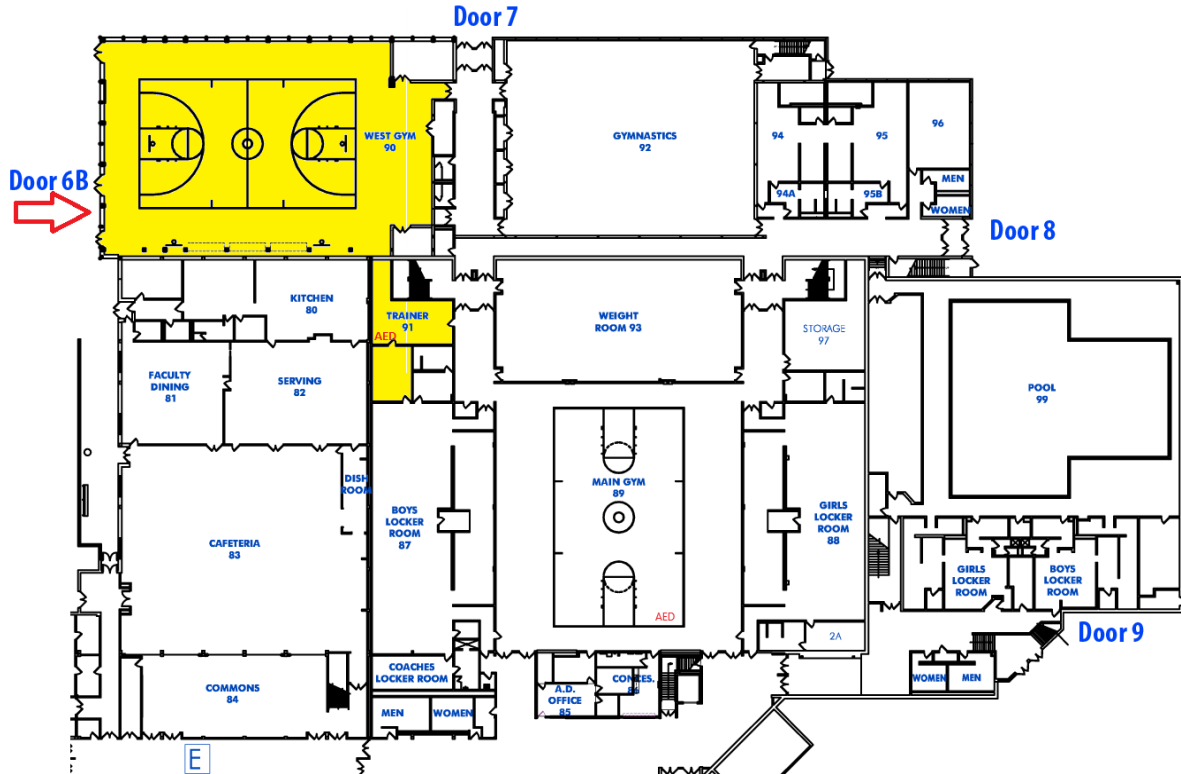
Equipment: AED's are located in the gray cabinet across the room from the door. Athletes' medications, crutches, splints wheelchair, first aid supplies, and cold-water whirlpools are also located in the athletic training facility.

Entrance: EMS should park on the east side of the building and enter through Door #8, where personnel will be waiting to direct EMS to main gym.

Personnel: Certified athletic trainers, athletic administration, coaches, and referees.

Equipment: An AED is located on the Southeast wall of the main gym located between the doors to the gym. An AED is also located in the athletic training facility in the dark gray cabinet.

Back Gym



Events: Volleyball, Basketball, Wrestling and Badminton

Entrance: EMS should arrive through Door #6B on the west side of the school

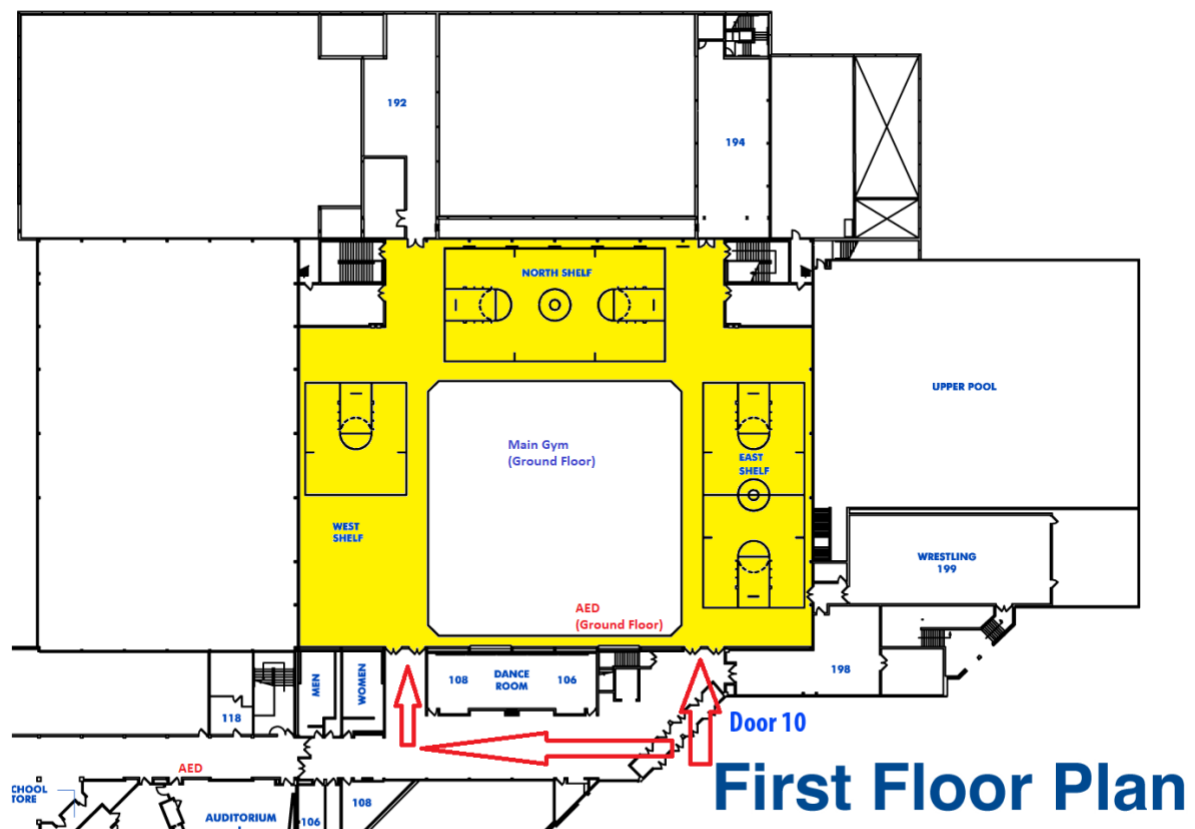
Location: The back (west) gym (Room 90) is located on the ground floor on the north side of Hoffman Estates High School. You can get to the back gym via door #8 and the gym will be on the right. Entrance through door #9, pass through the main gym on the left side continue down the hallway and the gym will be on the left. EMS should enter through door #6B which leads directly into the back gym from the west parking lot.

Personnel: Certified athletic trainers, coaches, athletic administration, referees

Communication: During competition, a radio is available on the score table. Turn radio on to channel 2 to contact athletic training and athletic administration staff. Landlines are located in the ATF and Athletic Office. Athletic trainers are also available via cell phone.

Equipment: The nearest AED is located in the athletic training facility in the dark gray cabinet. An AED is also located in the main gym on near the Southeast entrance.

Shelf



First Floor Plan

Events: Volleyball, Basketball, Cheerleading, Wrestling (east shelf) and Badminton

Entrance: Door #10 on first floor.

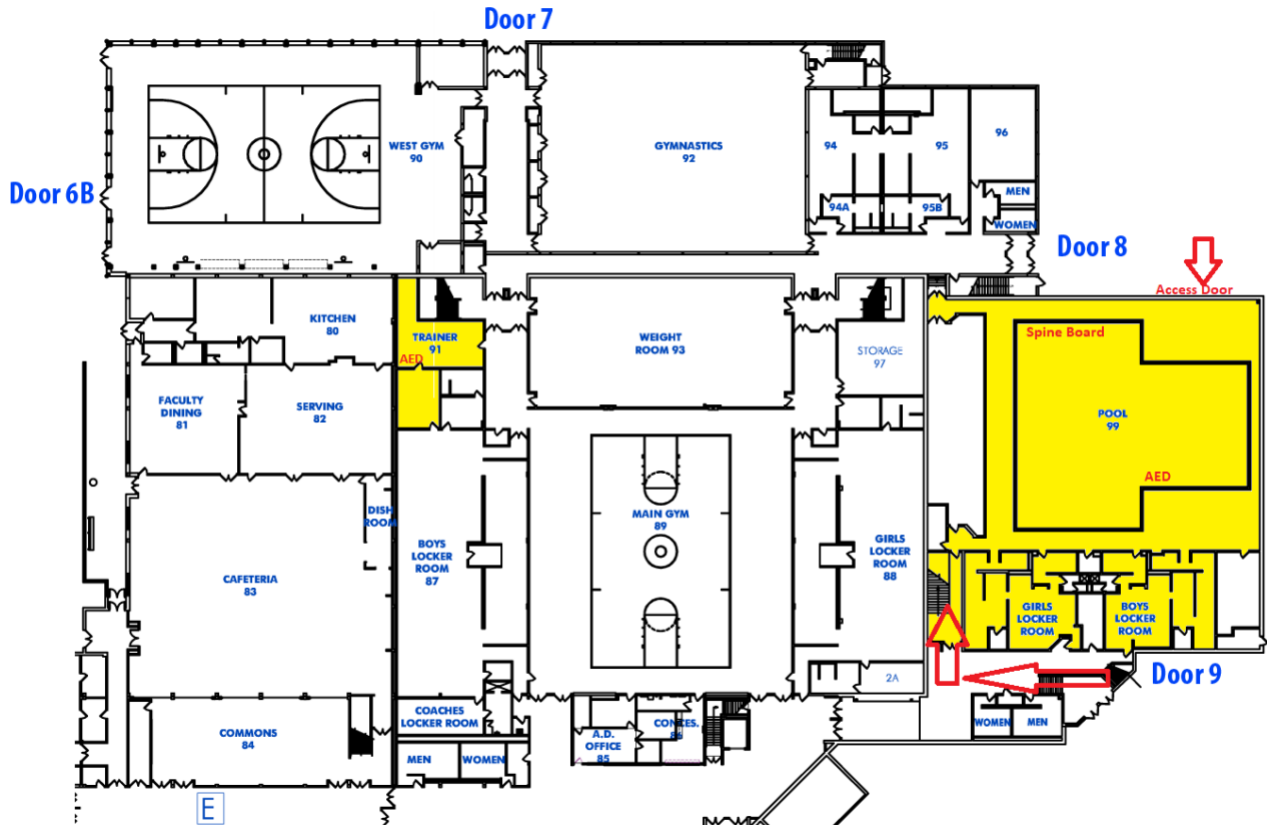
Location: Enter door #10 and go straight through the doors for the west side & north side of the shelf; or continue down hallway and turn right to reach east side & north side of shelf.

Personnel: Certified athletic trainers, coaches, athletic administration, referees

Communication: For competition, a radio is available on the score table. Turn radio on to channel 2 to contact athletic training and athletic administration staff. Landlines are located in the ATR and Athletic Office. Athletic trainers are also available via cell phone.

Equipment: An AED is located on the Southeast wall of the main gym located between the doors to the gym, and down the main school hallway just outside the auditorium, just west of the shelf spaces. An AED is also located in the athletic training facility in the dark gray cabinet.

Swimming Pool



Events: Swimming, Diving and Water Polo

Entrance: EMS should enter through access door located on the North end of the pool, just east of door 8. Door will give direct access to pool deck and will be opened by staff. To reach spectator stands, EMS should enter through Door 9 and continue downstairs to the left; the main pool entrance is on the right.

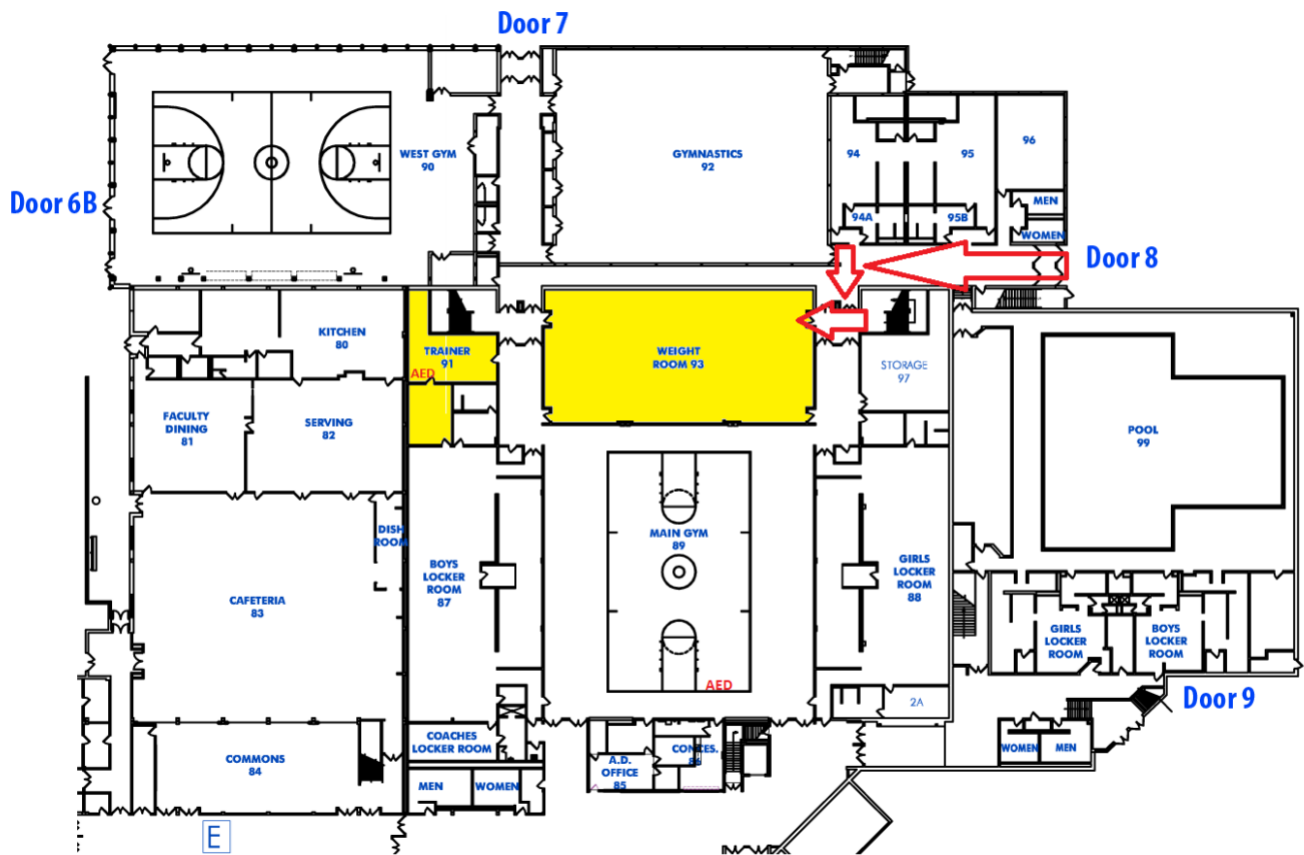
Location: The swimming pool (Room 99) is located on the east side of the school. Enter door #9, go down the stairs, the door to the pool is on the right.

Personnel: Certified athletic trainers, coaches, athletic administrator, referees, aquatics director

Communication: For competition, a radio is available on the score table. Turn radio on to channel 2 to contact athletic trainers and athletic administration staff. There is a landline located in the coaches' office. Athletic trainers are also available via cell phone.

Equipment: There is an AED on the south wall of the pool area, next to coaches' office. There is a spine board on the Northwest wall. An AED is also located in the athletic training facility in the dark gray cabinet.

Weight Room



Entrance: EMS should arrive through Door #8 where personnel will be available to direct EMS to weight room. Quickest access to weight room is through the Northeast door from door #8.

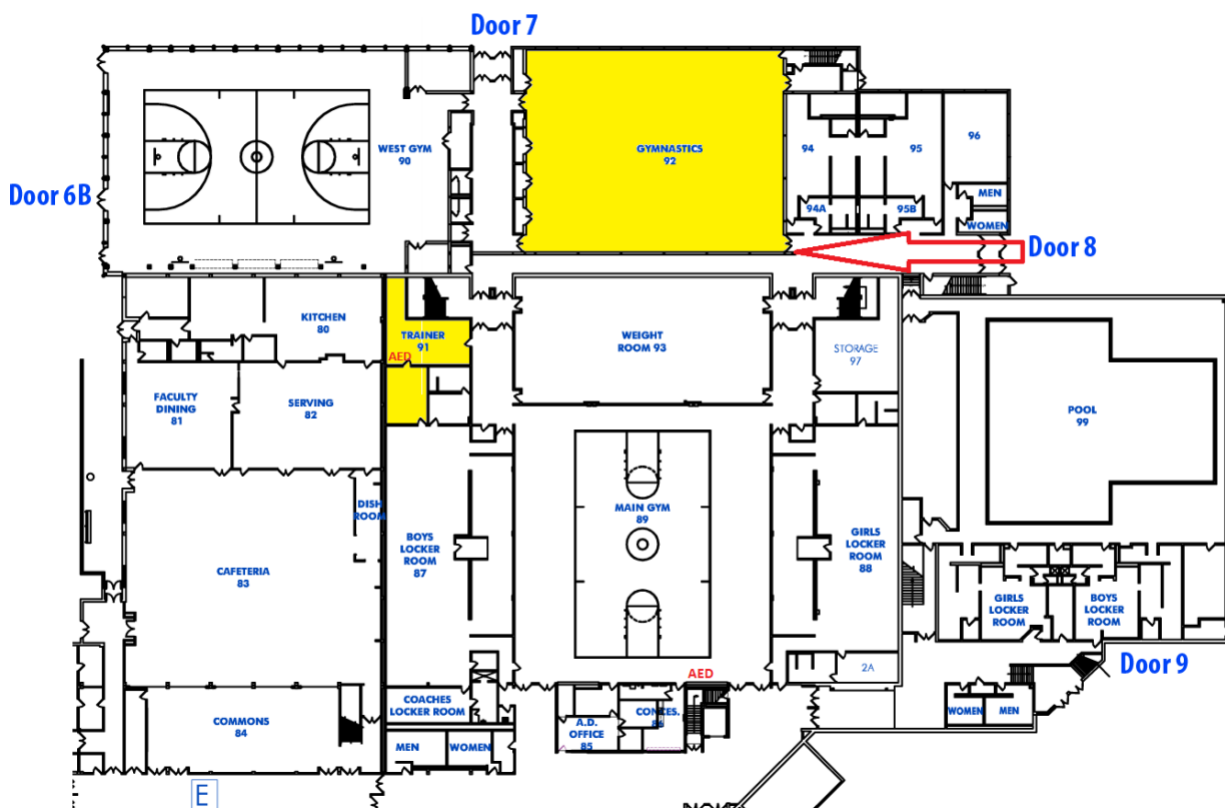
Location: The Weight room (Room 93) is located directly north of the main gym on the ground floor. Go down the steps from door #10, through the main gym. There is an entrance on the east and west end of the gym. The weight room is also accessible from door #8. Go down hall and turn left through double doors to the entrance on the right.

Personnel: Certified athletic trainers, coaches/supervisor

Communication: There is a landline in the athletic training facility across the hallway.

Equipment: The nearest AED is located in the athletic training facility in the dark gray cabinet. An AED is also located in between the Southeast doors of the main gym.

Gymnastics Room



Entrance: EMS should arrive through Door #8

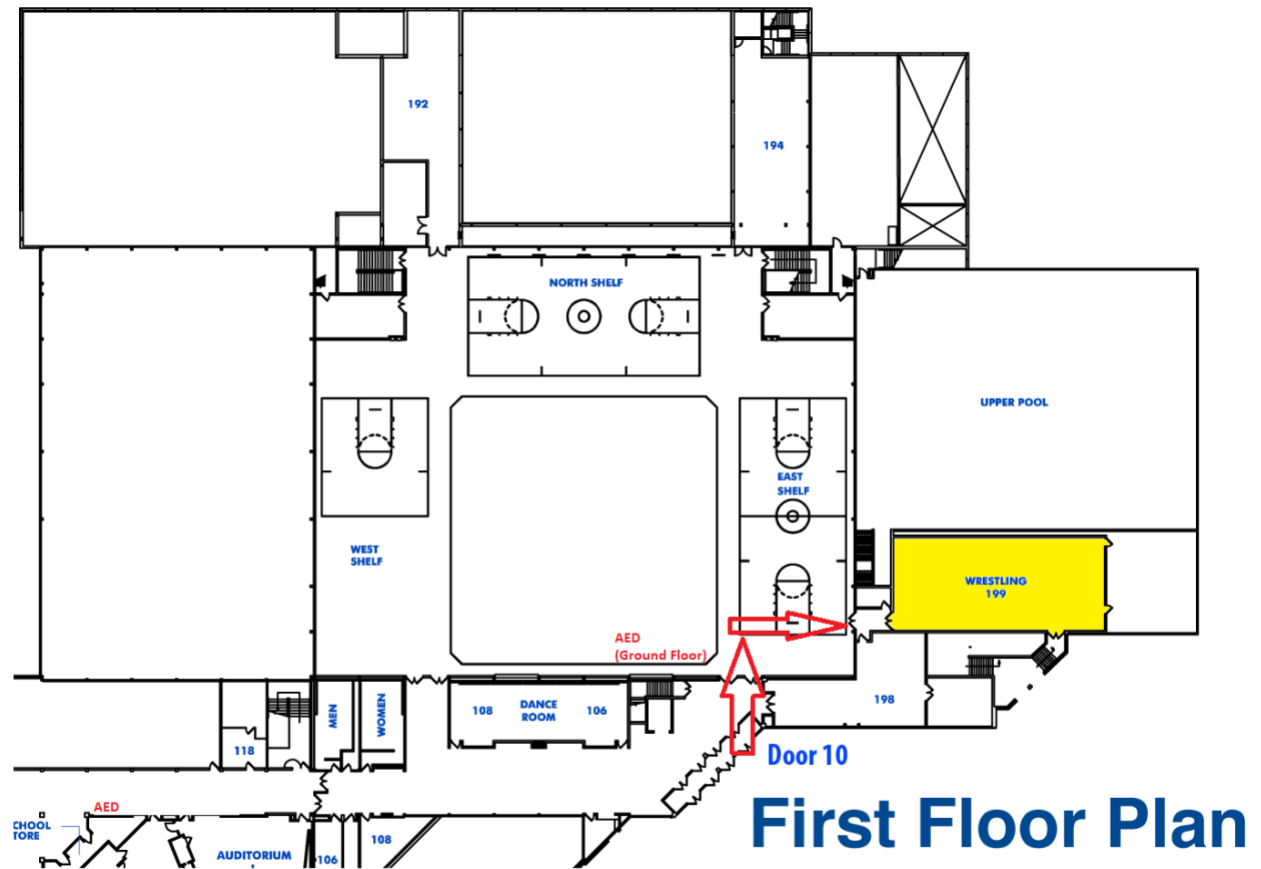
Location: The gymnastics room (Room 92) is located north most end of the athletics area, across from the back (west) gym. If you enter through door #10 go downstairs, through the main gym, down the left hallway and the gym will be on the right. Entrance from door #8 and walk down hall to Southeast entrance of gymnastics room. Gymnastics room is accessible on both the east and west sides.

Personnel: Certified athletic trainers, coaches, athletic administration, judges

Communication: For competition, a radio is available at the score table. Turn radio on to channel 2 to contact athletic training and athletic administration staff. Landlines are located in the athletic training facility and the athletic office.

Equipment: The nearest AED is located in the athletic training facility in the dark gray cabinet. An AED is also located in between the Southeast doors of the main gym.

Wrestling Room



Entrance: EMS should arrive through Door #10

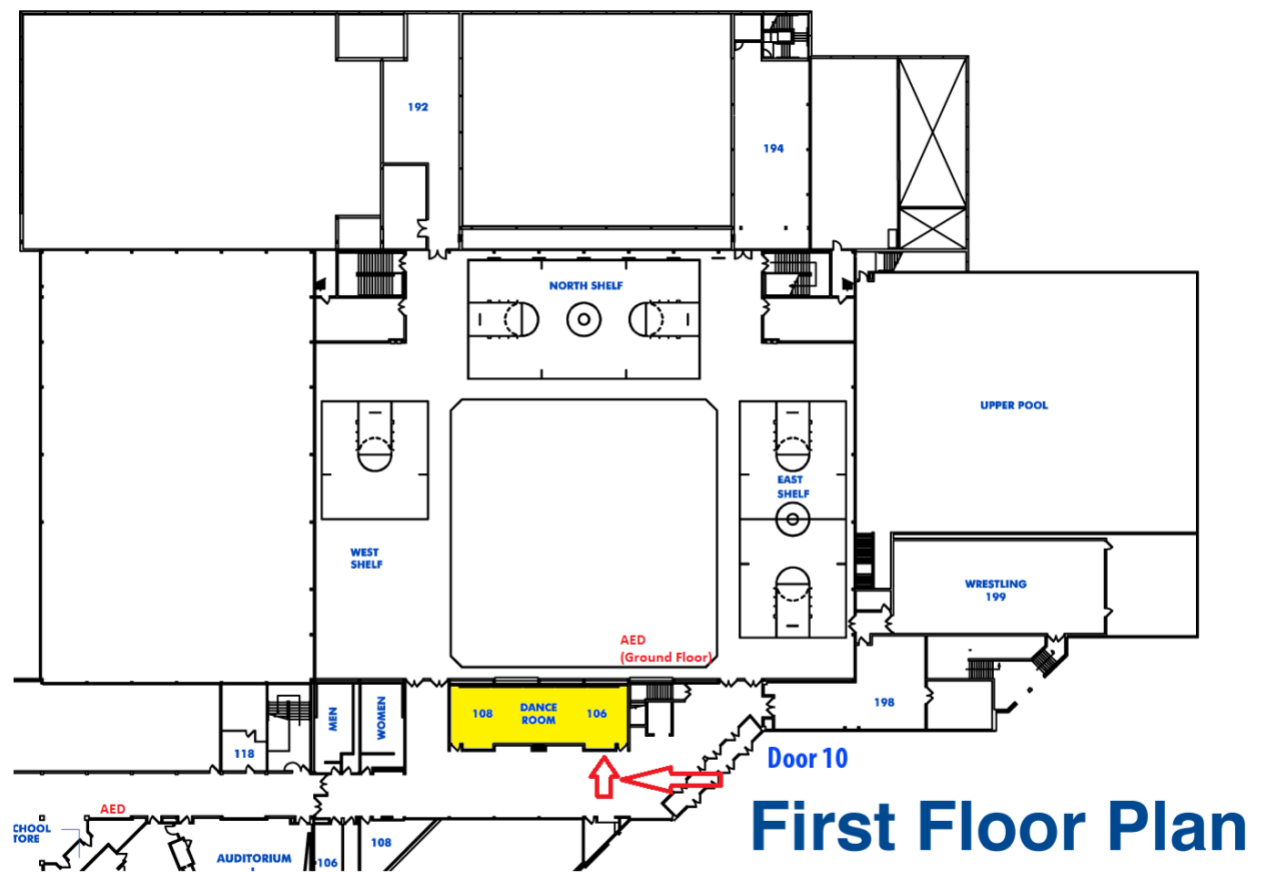
Location: The wrestling room (Room 199) is located off the east shelf. Enter door #10 and go straight through the doors in front of you. Turn right to find the wrestling room doors along the east wall (Room 199).

Personnel: Certified athletic trainers, coaches

Communication: There is a landline located in the athletic training facility and the Athletic Office.

Equipment: An AED is located on the Southeast wall of the main gym (ground floor) located between the sets of double doors. There is also an AED located down the main hall just outside the auditorium, on the South wall, and in the athletic training facility (ground floor) in the dark gray cabinet.

Dance Room



Entrance: EMS should arrive through Door #10

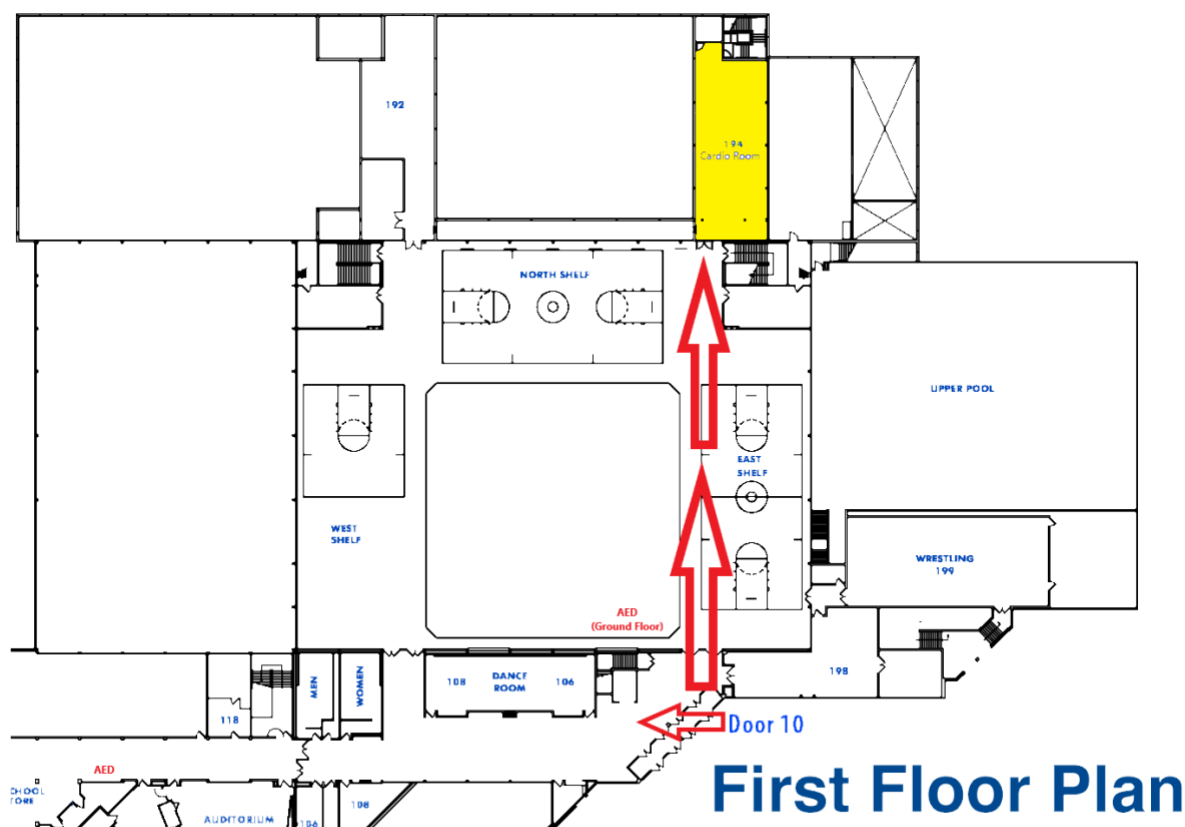
Location: The dance room (Room 106/108) is located off the main hallway just inside door #10, on the first floor. Enter door and walk west down the hall, past the elevator to the entrance on the right.

Personnel: Certified athletic trainers, coaches

Communication: There is a landline located in the room, athletic training facility, and the Athletic Office.

Equipment: An AED is located on the Southeast wall of the main gym (ground floor) between the sets of double doors. An AED is also located on the south wall just outside the auditorium, and in the athletic training facility (ground floor) in the dark grey cabinet.

Cardio Room



Entrance: EMS should arrive through Door #10

Location: The cardio room (Room 194) is located off the northeast corner of the north shelf on the first floor. Enter door 10, turn right through double doors and walk north through east shelf. Cardio Room will be straight ahead.

Personnel: Certified athletic trainers, coaches, PE teachers.

Communication: There is a landline located in the athletic training facility and the Athletic Office.

Equipment: An AED is located on the Southeast wall of the main gym (ground floor) between the sets of double doors. An AED is also located on the South wall just outside the auditorium, and in the athletic training facility (ground floor) in the dark grey cabinet.

Outdoor Venues



The six athletic fields (two, baseball, two softball, & two all purpose) on the north end of the campus are used for athletic practice and competitions during the Fall and Spring seasons. The east side of the campus contains three athletic areas (East field, tennis courts, and stadium) that are used during the Fall and Spring seasons for practice and athletic competitions. All fields are accessible via golf cart/EMS and will have their specific venue details below.

Stadium



Events: Football, Soccer, Track & Field, Lacrosse, Flag Football

Entrance: East Parking Lot

Location: The stadium is located on the East end of Hoffman Estates High School campus. Enter using the east parking lot from Higgins Road. Stadium access for EMS is on the Northwest side of the stadium.

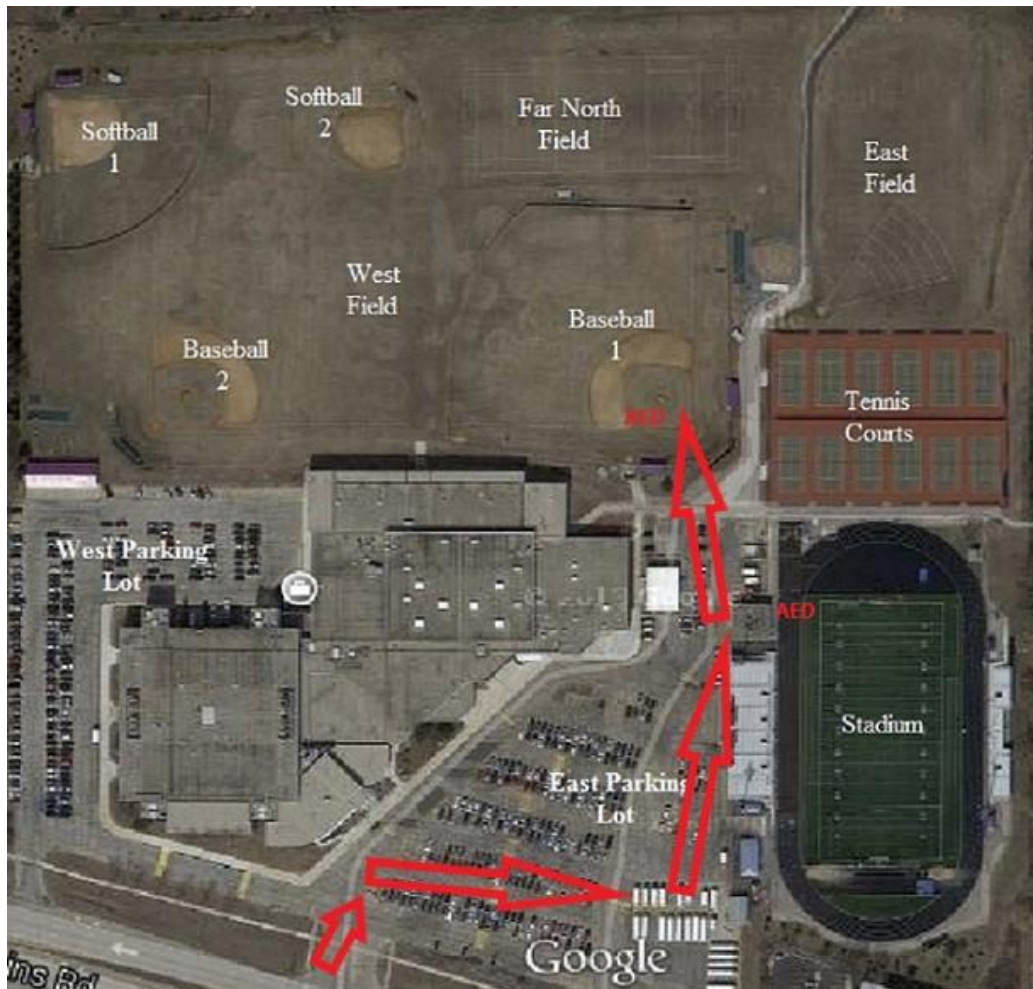
Personnel: Certified athletic trainer, coaches, athletic administration, referees. EMS & team physician for home football games.

Communication: For all competitions, a certified athletic trainer will be present. A radio will be with each team, with athletic administration, and EMS for FB games. All other home contests, AT and athletic administration will have radio. Use channel 2 for communication. Athletic trainers are also accessible via cell phone or athletic training facility phone.

Equipment: An AED is located on the Northwest side of the stadium on the garage wall, facing the field. An ambulance will be present for every home Varsity football game. An AED is

available with the athletic trainer on the golf cart. Splints, crutches, airway adjuncts, bag valve mask, and first aid supplies will be present on home sideline.

Baseball 1



Entrance: East Parking Lot

Location: Baseball field 1 is located northeast of the school. Enter off Higgins Rd, using the east parking lot and go north past the stadium. The field will be at the end of the parking lot.

Personnel: Certified athletic trainer, coaches, athletic administration, umpires

Communication: A radio is available in the home team's dugout (first base side). Turn radio on to channel 2 to contact athletic trainer and athletic administration staff. Athletic trainers can also be reached via cell phone or landline located in athletic training facility.

Equipment: An AED is located in the home team's dugout for all practice and events. An AED is also available with the athletic trainer. A med kit with first aid supplies will also be available in the dugout.

Baseball 2



Entrance: West Parking Lot

Location: Baseball field 2 is located on the northwest side of the campus. Enter using the west parking lot, just west of the main entrance off Higgins Road. The field is located at the end of the west parking lot and is accessible from this lot.

Personnel: Certified athletic trainer, coaches, athletic administration, umpires

Communication: A radio is available in the home team's dugout (third base side). Turn radio on to channel 2 to contact athletic trainer and athletic administration staff. Athletic trainers are also accessible via cell phone and athletic training facility phone.

Equipment: An AED is available in Baseball Field 2's home team dugout for all practice and events. An AED is also available with the athletic trainer. A med kit with first aid supplies will also be available in the dugout.

East Field



Events: Football, Track & Field, Lacrosse (only field events for track)

Entrance: East Parking Lot

Location: The east field is located north of the tennis courts. Enter off of Higgins Road, using the East parking lot and proceed North to the field.

Personnel: Certified athletic trainer, coaches, athletic administration, referees

Communication: A radio will be placed on water coolers. Turn radio on to channel 2 to contact athletic trainer and athletic administration staff. Athletic trainers are also available via cell phone and athletic training facility phone.

Equipment: An AED is located on the east side of the white maintenance shed, facing the stadium. An AED is also available with the athletic trainer.

Far North Field



Events: Football, Soccer, Lacrosse

Entrance: East Parking Lot

Location: The far north field is located at the northern most part of the Hoffman Estates High School campus. Enter using the east parking lot from Higgins Road. Proceed down path between baseball 1 and tennis courts to reach far north field.

Personnel: Certified athletic trainer, coaches, athletic administration, referees

Communication: A radio is available at the score table. Turn radio on to channel 2 to contact athletic trainer and athletic administration staff. Athletic trainers are also accessible via cell phone and athletic training facility phone.

Equipment: An AED will be placed on the score table for all practice/contests. There is an AED on east side of the white maintenance shed, facing the stadium. An AED is also available with the athletic trainer. A med kit with first aid supplies will also be available with the AED.

Softball 1 Field



Entrance: West Parking Lot

Location: Softball 1 is located in the Northwest corner of the Hoffman Estates High School campus. Enter using the west parking lot from Higgins Road. Proceed north through the West parking lot until it ends. Follow the fence line to the field. EMS may drive on grass to reach Softball field 1.

Personnel: Certified athletic trainer, coaches, athletic administration, umpires

Communication: A radio is available in the home team's dugout (first base side). Turn radio on to channel 2 to contact athletic trainer and athletic administration staff. Athletic trainers are also accessible via cell phone and athletic training facility phone.

Equipment: An AED is available in the home team's dugout (first base side) for all practice and events. An AED is also available with the athletic trainer. A med kit with first aid supplies will also be available in the dugout.

Softball Field 2



Entrance: West Parking Lot

Location: Softball 2 is located in the North part of the Hoffman Estates High School campus. Enter using the West parking lot from Higgins Road. Follow parking lot until it ends and turn right. EMS may drive on grass to reach Softball field 2.

Personnel: Certified athletic trainer, coaches, athletic administration, umpires

Communication: A radio is available in the home team's dugout (third base side). Turn radio on to channel 2 to contact athletic trainer and athletic administration staff. Athletic trainers are also accessible via cell phone and athletic training facility phone.

Equipment: An AED is available in the Softball field 2 home team's dugout (third base side) for all practice and events. An AED is also available with the athletic trainer.

Tennis Courts



Entrance: East Parking Lot

Location: The tennis courts are located just North of the stadium. Enter using the east parking lot from Higgins Road. Follow parking lot until it ends, and the tennis courts are located on the right.

Personnel: Certified athletic trainer, coaches, athletic administration

Communication: A radio is available in the med kit; turn to channel 2 to contact athletic trainers or athletic administration staff. Athletic trainers can be contacted via cell phone or the athletic training facility phone.

Equipment: An AED is located on the Northwest side of the stadium on the white maintenance garage wall, facing the stadium. An AED is also available with the athletic trainer.

West Field



Events: Soccer (fall season only)

Entrance: West Parking Lot

Location: The west field is located in between the baseball fields, north of the main school building. Enter using the west parking lot from Higgins Road, follow the parking lot until it ends, and turn right. The field will be accessible from the back-parking lot. EMS may drive on grass to reach West field.

Personnel: Certified athletic trainer, coaches, athletic administration, referees

Communication: A radio is available at the score table. Turn radio on to channel 2 to contact athletic trainer and athletic administration staff. Athletic trainers are also available via cell phone and athletic training facility phone.

Equipment: An AED will be available at the score table and with the athletic trainer.

Emergency Situation Protocols

Sudden Cardiac Arrest

Administering CPR and using the AED is critical for the athlete's chance at survival.

- Signs of a Sudden Cardiac Arrest athlete are:
 - Athlete may collapse and become unresponsive.
 - Athlete may present gasping, gurgling, snorting, moaning or labored breathing noises.
- If you witness the Sudden Cardiac Arrest, or find an individual laying on the ground, check if they are breathing and for responsiveness.
 1. Ensure scene is safe to approach patient
 2. Check for responsiveness and breathing.
 3. Activate EMS (pg.5) and get an AED
 4. Administer CPR immediately
 - i. Do not interrupt CPR for longer than 10 seconds, except to use AED.
 5. Use AED as soon as it arrives on scene.
 6. Continue CPR/AED use until EMS arrives on scene, or patient becomes responsive.

Concussions and Head Injuries

- If a coach suspects a potential head injury, he/she must immediately contact the athletic trainer to have the athlete evaluated.
 - Athletic trainer will pull athlete from practice/competition for evaluation.
 - If athletic trainer suspects a concussion, athlete will not be allowed to return to play.
- If a coach suspects a potential head injury, and there is no athletic trainer present, the coach must notify the athletic trainer immediately.
 - The coach will pull the athlete from practice/competition until evaluation by athletic trainer has occurred.
 - The coach will monitor the athlete until athletic trainer arrives.
- If athlete condition deteriorates, athletic trainer will activate EMS (pg. 5) and provide emergency care until advanced help arrives on scene.

The athletic trainer will determine, based on the evaluation, if the athlete may return to play that day. If the athlete does not return to play that same day, he/she is treated as a concussion injury. The athlete will follow the D211 Policies and Procedures for a Head Injury.

***No coach may return an athlete with a suspected head injury to play without the permission and clearance of the athletic trainer.**

Diabetic Emergencies

- Signs & Symptoms of Hypoglycemia (low blood sugar <70 mg/dL)
 - Sudden onset
 - Pale, cool, clammy skin
 - Mood changes, disorientation, confusion, stupor
 - Shakiness
 - Confusion

- Rapid/fast heartbeat
- Signs & Symptoms of Hyperglycemia (high blood sugar >180 mg/dL)
 - Flushed, warm, dry skin
 - Frequent urination
 - Fruity or sweet-smelling breath
 - Irregular breathing
 - Nausea
 - Drowsiness
 - Disorientation
- If you do not know if the athlete has Diabetes check for medic alert tag or ask friends, family, etc. if nearby
- If a glucose monitor is present take glucose levels.
 - Levels should be between approximately 80-120 mg/dL.
- If athlete is able to swallow give a form of sugar such as (hypoglycemia)
 - glucose tablets
 - raisins
 - juice
 - non-diet soda
 - sugar
 - honey
 - candy
- If athlete does not seem to be getting better within 15 minutes, activate EMS (p. 5)
- If athlete has seizure activate EMS immediately

It is encouraged that the athletes keep a supply of food, glucose tablets, etc in the athletic training room. Supplies are kept in the cabinet above the file drawers on the west side of the wall across from the desk in the athletic training facility.

Cervical Spine Injury

- C-Spine injury should be suspected when any type of axial loading has occurred
- C-Spine injury suspicions should be increased if any of the following are noted:
 - Unconsciousness
 - Neurologic deficits or complaints in upper or lower extremities
 - Significant midline spine pain with or without palpation
 - Obvious spinal column deformity
- First responder will manually stabilize the head and cervical spine (c-spine) to ensure no movement. (preferably the athletic trainer, team doctor or other medical personnel).
 - Activation of EMS (pg. 5) occurs at this time.
 - First responder will not leave this position until a cervical collar is applied and further advanced medical care arrives.
 - First responder controlling c-spine stabilization will be in command of transfer to the spine board.
 - First responder dictates who will get emergency equipment and who will activate EMS (p. 5).

- If padding needs to be removed (football/lacrosse player), coaches/rescuers will assist with removal.
 - Facemask will be removed to gain access to airway.
 - Shoulder pads/uniform will be cut to slide off patient to gain access to chest for compressions/AED.
 - If shoulder pads need to be removed, helmet must also be removed to maintain alignment of c-spine.

* Facemask removal tools are available on the athletic trainer's cart

Prone athlete with suspected c-spine

- First responder stabilizes head and c-spine during roll procedure.
- 3 additional responders will be on one side of the athlete.
- Rescuers will perform the log-roll push maneuver to transfer patient from prone to supine.
 - If spine board is present, patient will be rolled onto board at this time.
 - If spine board arrives with EMS, lift and slide technique will be used to transfer to spine board.

Anaphylaxis (Allergic reaction)

- Athlete may present with airway problems such as:
 - Swelling of throat and tongue
 - Difficulty breathing
 - Feeling of throat closing
 - Hoarse voice
 - Shortness of breath
 - Wheezing
- Circulation problems such as:
 - Increased pulse
 - Low blood pressure
 - Faint feeling
 - Dizziness
 - Cardiac arrest

If athlete is presenting with any above symptoms:

- Use athlete provided Epi-pen, if available.
 - Remove safety cap
 - Thrust Epi-pen in at a 90° angle to the thigh musculature until “click” is heard
 - Hold Epi-pen in place for 3 seconds.
 - Activate EMS (pg. 5) immediately.

*If athlete does not have an Epi-pen, or has unknown allergy, AT will use emergency Epi-pen.

Asthma

- Signs and symptoms include:
 - Wheezing
 - Chest tightness
 - Pulse >120 bpm
 - Respiratory rate >25 breaths per minute
 - Sweating

- Trouble speaking
 - Coughing
 - Have athlete use their inhaler or any other prescribed medication if they have it.
 - Attempt to calm athlete.
 - Activate EMS if there is no improvement within 30 minutes (p. 5)
- *It is highly encouraged that athletes keep an extra inhaler with the ATC or in the Athletic Training room.

Exertional Heat Stroke

- Signs and symptoms include:
 - Hot, wet skin
 - Headache/dizziness
 - Muscles cramps/weakness
 - Nausea/vomiting
 - Pulse >120bpm
 - Confusion
 - Seizures
 - Unconsciousness
 - Core temperature $\geq 105^{\circ}$
- Immediate care of the ill student athlete
 - Obtain core temperature via rectal thermometry (AT only).
 - Initiate Rapid cooling through cold water immersion.
 - Cold tubs located in athletic training facility and Northwest end of stadium.
 - Activation of the EMS (p. 5)
 - Monitor athlete's vital signs.
 - Do not transport athlete until core temperature has decreased to $<102^{\circ}$ or EMS has completed their assessment.

Mental Health Emergency

Identifying potential risk factors and incorporating education on mental health can help to prevent critical mental health incidents. In the event of psychological emergency, a team approach is imperative to ensure a positive outcome for the athlete.

- Respond to situation with empathy and support
- Ensure confidentiality of discussion
- Identify level of intervention needed
 - Emergent, urgent, less urgent, nonurgent
 - Activate EMS (pg. 5) if needed
- Notify Principle and Student Services director
- Notify family/guardian
- Connect with appropriate resources

Emergency Weather Conditions

Lightning

- Thor Guard lighting detectors are situation on the façade of HEHS. If lightning is detected, the Thor Guard will sound a warning horn of one-15 second blast and a strobe light will stay on. Regardless of lightening visibility, all athletes and personnel must evacuate the field and seek shelter.
 - Report to HEHS gymnasium, HEHS hallways or,
 - Fully enclosed metal vehicles
 - If unable to reach shelter, assume a crouched position on the ground with the balls of your feet touching the ground, your arms wrapped around your knees and your head lowered. Try to minimize contact with the ground; **DO NOT LIE FLAT**.
 - Stay away from water, open fields, dugouts, golf carts, trees and any metal object (including bats and bleachers)
 - **Caution:** players must drop bats and remove shoes (with metal studs in them)
- If a lighting detector or Thor Guard is not present, or not working use alternative methods.
 - WeatherSentry (weather service used by District 211).
 - Once you have evacuated the field, there should be a 30-minute wait from the last lightning flash or thunderclap until resuming play. Every recurrent lightning flash will restart the 30-minute timer.
- If lighting is in the immediate area, the certified athletic trainer will notify the head coach and the officials as to the status of the inclement weather and of need to take shelter.
 - **NOTE:** Any school personnel has the right to supersede the authority of the contest official and suspend a contest based on safety.
 - **Athletes** will be removed from the field and told to head for shelter in the HEHS gymnasium or hallways.
 - **Spectators** are notified of the immediate dangers of lightning, through an announcement over the PA system, and are encouraged to seek appropriate shelter.
- Teams may return to the field and play may continue once the Thor Guard sounds three-five second blasts, the strobe light goes off, and no lightning is detected.
- If someone is struck by lightning, activate the Emergency Action Plan and begin the primary survey. If possible, move the victim to a safe location.
 - Make sure the scene is safe before you proceed.

Severe Weather or Tornado

- In the event of a Tornado warning and or watch, all players, personnel and fans must evacuate the field and seek shelter in the appropriate locations within HEHS.
- The game or practice will be postponed until all signs of severe weather have passed and there is no threat of severe weather returning.

Excessive Cold

Cold exposure can be uncomfortable, impair performance and even become life threatening. Conditions created by cold exposure include frostbite and hypothermia. Wind chill can make activity uncomfortable and can impair performance when muscle temperature declines. Frostbite is the freezing of superficial tissues, usually of the face, ears, fingers, and toes. Hypothermia, a significant drop in body temperature, occurs with rapid cooling, exhaustion and energy depletion. The resulting failure to the temperature-regulating mechanisms constitutes a medical emergency. The MSL cold exposure policy utilizes wind chill, precipitation, and the type of activity to determine playing and practice restrictions.

Wind Chill Temperature Index

Cold temperatures, along with wet and windy conditions, can increase the risk of frostbite and hypothermia, even when air temperature is above freezing. For this reason, the Mid-Suburban League has developed a cold policy using the Wind Chill Temperature (WCT) Index. WCT Index takes into account two variables - temperature and wind speed.

Cold Exposure:

- Asthma attack (bronchospasm) triggered due to breathing cold air
- Coughing, chest tightness, burning sensation in throat and nasal passage
- Reduction of strength, power, endurance, and aerobic activity
- Core body temperature reduction, causing reduction of motor output

Cold Recognition:

- Shivering, a means for the body to generate heat
- Excessive shivering contributes to fatigue, loss of motor skills
- Numbness and pain in fingers, toes, ears, and exposed facial tissue
- Drop in core temperature; athlete exhibits sluggishness, slowed speech, disoriented

Clothing is one of the most important parts of keeping the athlete's body warm. Athletes should dress in layers and try and stay dry. Layers can be added or removed depending on temperature, activity and wind chill. Athletes should layer themselves with wicking fabric next to the body, followed by lightweight pile or wool layers for warmth.

Athletes should use a wind block garment to avoid wind chill during workouts. Heat loss from the head and neck may be as much as 50% of total heat loss; therefore the head and neck should be covered during cold conditions. Other extremities should be covered at all times to protect from the wind chill.

An example of appropriate layering is:

1. Inner Layer: Wicking layer (wool or polyester)
2. Middle Layer: Insulation layer (fleece or wool)
3. Outer layer: Water and windproof layer

Precipitation

In addition to Wind Chill, the cold policy also creates a differentiation between days with precipitation and dry days. Wind speed interacts with ambient temperature to significantly increase body cooling. When the body and clothing are wet (whether from sweat, rain, snow, or

immersion), the cooling is even more pronounced due to evaporation of the water held close to the skin by the wet clothing.

Type of Activity

A third factor in the cold policy is the type of activity that is taking place. Activities are divided into two categories; Continuous Movement (CM) and Non-Continuous Movement (NCM).

Generally, while engaging in CM activities, because of the nature of the activity, more body heat is created. In NCM activities, the amount of movement is decreased therefore less body heat is created.

Continuous Movement activities are:

- Cross-country
- Football
- Lacrosse
- Soccer
- Tennis

Non-Continuous Movement (NCM) activities are:

- Baseball
- Golf
- Softball
- Track

Protocol for Determining the Wind Chill Temperature

District 211 and 214 schools are equipped with Weather Sentry and Perry Weather systems respectively. These systems provide measures of temperature and wind speed. These measures are used to calculate the “Feels like” in the system. District 211 and 214 schools will use the “feels like” number to compare to Chart 1 to determine any practice or game limitations due to potential cold.

Chart 1:

WC / Feels Temperature	Practice Limitations	Game Limitations
40 Degrees to 32 Degrees without precipitation	No Restrictions	CM games as scheduled, NCM games are canceled but can be played with mutual AD consent
40 Degrees to 32 Degrees with precipitation	Practices limited to 2 hours	Consider canceling CM games if precipitation is not a field factor with mutual AD consent, cancel NCM games
Below 32 Degrees to 15 Degrees without precipitation	Practices limited to 2 hours	CM games can be played with AD consent, cancel NCM games
Below 32 Degrees to 15 Degrees with precipitation	Practices limited to 1 hour	CM games can be played with AD consent, cancel NCM games
Below 15 Degrees without precipitation	Practices limited to 1 hour, rewarm every 15 minutes	Cancel games
Below 15 Degrees with precipitation	No outside practices	Cancel games
Below 5 Degrees N	No outside activities	Cancel games

Chart 2 can be used to determine the wind chill using wind speed and air temperature number. The resulting number will be used to determine any practice or game limitations due to potential cold. If a school's system is unavailable, the athletic trainer should refer to the next closest conference school's system to determine the WCT Index. The athletic trainer may also use a Kestrel thermometer to obtain data for use on the chart to determine the WCT Index.

Chart 2:

CHART 2.

		WIND CHILL TEMPERATURE (WCT) INDEX TEMPERATURE IN DEGREES FAHRENHEIT													
WIND SPEED		40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	
	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	
	45	27	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	

District administration will determine an alternate way to obtain a WBGT reading when an athletic trainer is unavailable to determine a WBGT temperature (ex. summer baseball game) or if the school's WBGT is broken or malfunctioning. The alternate reading will be used only when a WBGT reading obtained by the school's athletic trainer is **not** available. *It will not be used as a basis for making activity restrictions that are in contradiction to the WBGT temperature obtained by the athletic trainer.*

Extreme Heat Conditions

- Listed below are the guidelines for Extreme Heat conditions for the D211.

These guidelines represent minimum standards that Mid-Suburban League member schools should follow for athletic competitions and practices when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. The IHSA officials and administration, in conjunction with the head athletic trainer, will make the decision to suspend and resume activity for practices and non-state series contests. IHSA series tournament managers will make the decisions to suspend and resume activity in accordance with the IHSA guidelines using those devices or systems usually used at the state series venue/site.

When the weather forecast indicates elevated temperatures, the athletic trainer will take WBGT readings 30 minutes prior to the start of a game or thirty minutes prior to the start of the day's activities. After the initial reading, WBGT readings are taken every 30 minutes until it has been determined the WBGT readings are below the yellow zone.

Minimum restrictions for athletic activity are established thirty minutes prior to the start of activity. Readings are recorded in writing and the records will be maintained within the athletics

department. Use Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during all indoor and outdoor athletic activities.

Table 1

A. ≤ 79.9 degrees F (GREEN ZONE)

- i. All sports
 - 1. Water should always be available, and athletes should be able to take in as much water as they desire.
 - 2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
 - 3. Watch/monitor athletes carefully for necessary action.
-

B. 80.0-84.5 degrees F (YELLOW ZONE)

- i. All sports
 - 1. Water should always be available and athletes should be able to take in as much water as they desire.
 - 2. Recommend water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
 - 3. A cooling station (ice towels, shaded areas, etc.) will be made available.
 - 4. Watch/monitor athletes carefully for necessary action
 - ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Protective equipment is removed when not necessary for safety (helmets, shoulder pads, or catching gear).
 - iii. Reduce time of inside and outside activity. Consider postponing activity to later in the day.
 - iv. Thirty minutes prior to the start of an activity, and again 30 minutes after the start of the activity, WBGT readings will be taken at the site of the activity.
-

C. 84.6-87.5 degrees F (ORANGE ZONE)

- i. All sports
 - 1. Water should always be available, and athletes should be able to take in as much water as they desire.
 - 2. Coaches and officials are required to take a 10 minute break every 30 minutes of training or competition.
 - 3. A cooling station (ice towels, shaded areas, etc.) will be made available for before, during, and after exercise/training/competition.
 - 4. Watch/monitor athletes carefully for necessary action
 - 5. If practicing, maximum of 2 hours of training/practice including all breaks from original start time even if WBGT drops below 84.6.
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. For Practices: Protective equipment is removed when not necessary for safety (helmets, shoulder pads, or catching gear). Football and lacrosse are permitted a maximum of helmet, shoulder pads, and protective gloves. If additional equipment is necessary for safety, suspend activity.

2. For Contests: Helmets and other protective equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
 - iii. 30 minutes prior to the start of an activity, and again 30 minutes after the start of the activity, WBGT readings will be taken at the site of the activity.
-

D. 87.6-89.9 degrees F (RED ZONE)

- i. All sports
 1. Water should always be available and athletes should be able to take in as much water as they desire.
 2. Coaches and officials are required to take a 10 minute break every 30 minutes of training or competition.
 3. A cooling station (ice towels, shaded areas, etc.) will be made available for before, during, and after exercise/training/competition.
 4. Watch/monitor athletes carefully for necessary action
 5. If practicing, maximum of 1 hour of training/practice while temperature is in this range from the original start time even if the WBGT drops below 87.6
 - ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 1. For Practices: Protective equipment is removed when not necessary for safety (helmets, shoulder pads, or catching gear). Football and lacrosse are permitted a maximum of helmet, shoulder pads, and protective gloves. If additional equipment is necessary for safety, suspend activity.
 2. No contests may take place in the RED ZONE (per IHSA guidelines).
 - iii. Recheck WBGT every 30 minutes to monitor for increased heat conditions.
-

E. ≥90 degrees F (BLACK ZONE)

- i. All sports
 1. No training/competition.
 2. Cancel and/or postpone activity to cooler time of the day.

NOTE: While most attention will be given to outdoor sports in the fall and spring, indoor venues/facilities (gymnasiums, wrestling rooms, and swimming/diving facilities) that are not air conditioned should not be neglected for the purposes of this policy. Additionally, sometimes conditions will vary for different aspects of the same competition or practice. For example, one part of a cross-country course may be hotter or more humid than other parts. The best course of action for certified athletic trainers and managers is to take a WBGT reading at the place of the most severe conditions.

Protocol for Determining the WBGT Temperature

For the purposes of establishing temperature activity restrictions, WBGT readings will be taken on three different surfaces at the school site—grass, turf, and tennis courts. Decisions about play are determined separately for each surface based on that surface's WBGT reading. If a team is practicing or competing at the school's off-site facility (ex. golf or cross-country), the WBGT

temperature taken on the grass surface at the school will be used to determine temperature activity restrictions at the off-site location.

The athletic trainer will take WBGT readings 30 minutes prior to the start of a game or thirty minutes prior to the start of the day's activities. Once the initial reading is taken, WBGT readings will be taken every 30 minutes until it has been determined the WBGT readings are below the yellow zone.

When monitoring the weather with a handheld heat stress monitor the licensed athletic trainer will note the WBGT every 30 seconds for five minutes. The certified athletic trainer will average the ten readings and use that final number to identify which activity restriction zone the current conditions fall under.

Using a Wet Bulb Globe Thermometer or a WBGT temperature is recommend, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2.

Table 2. Estimate WBGT from ambient temperature and relative humidity assuming full sun conditions

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																																	
		Temperature in Degrees Fahrenheit																															
Relative Humidity (%)		68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2	104.0	105.8	107.6	109.4	111.2	113.0	114.8	116.6	118.4	120.2	122.0	
	0	59.0	60.8	62.8	62.6	64.4	64.4	66.2	66.2	68.0	68.0	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	82.4	84.2	84.2	86.0	86.0	87.8	89.6	89.6	91.4
	5	60.8	62.8	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	84.2	84.2	86.0	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6
	10	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	77.0	78.8	80.6	80.6	82.4	84.2	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2	
	15	62.6	64.4	64.4	66.2	68.0	69.8	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	80.6	82.4	84.2	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2			
	20	64.4	64.4	66.2	68.0	68.0	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2						
	25	64.4	66.2	68.0	68.0	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2							
	30	64.4	66.2	68.0	69.8	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2								
	35	64.4	66.2	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2										
	40	66.2	68.0	69.8	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2										
45	66.2	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	89.6	91.4	93.2	95.0	96.8	98.6	100.4													
50	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	98.6	102.2															
55	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	93.2	95.0	96.8	98.6	100.4															
60	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	100.4																
65	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	93.2	96.8	98.6	100.4																	
70	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	100.4	102.2																	
75	71.6	73.4	75.2	77.0	78.8	80.6	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	102.2																		
80	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	89.6	91.4	93.2	96.8	98.6	100.4																			
85	73.4	75.2	77.0	78.8	82.4	84.2	86.0	87.8	89.6	93.2	95.0	98.6	100.4	102.2																			
90	75.2	77.0	78.8	80.6	84.2	84.2	87.8	89.6	91.4	95.0	96.8	98.6	102.2																				
95	75.2	77.0	78.8	80.6	84.2	86.0	87.8	91.4	93.2	95.0	98.6	100.4																					
100	75.2	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	100.4	102.2																					
WBGT Table is compiled from an spreadsheet from a public web site, depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology.																																	

NOTE: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology

District administration will determine an alternate way to obtain a WBGT reading when an athletic trainer is unavailable to determine a WBGT temperature (ex. summer baseball game) or if the school's WBGT is broken or malfunctioning. The alternate reading is only used when a WBGT reading obtained by the school's athletic trainer is **not** available. *It will not be used as a basis for making activity restrictions that are in contradiction to the WBGT temperature obtained by the athletic trainer.*

Responsibilities of the Head Athletic Trainer at Hoffman Estates High School

- Documentation of any activation of the Emergency Action Plan
 - Actions taken during the emergency
 - Personnel involved and what their job was
 - Evaluation of execution of EAP
- Policy Review:
 - Coaches, Athletic Training Staff, Student Athletic Trainers, Athletic Administrators, Team Physicians, and EMS personnel should discuss and review the policy in detail at the beginning of each academic year.
 - Pertinent skills should be practiced at least once a year prior to the start of the season.
 - CPR, AED, Spine Boarding, etc.
- Documentation of reviews and skill practices indicating if the emergency plan was modified.
- Review of the policy with new athletic training staff, student athletic training aides, and medical personnel prior to their first day with the team.