APPENDIX D

Academy of the New Church Secondary Schools Athletic Training Department

Emergency Action Plan

Emergency situations can arise at any time and in any sport, no matter how safe the sport may seem. Due to this, all those involved in sports and the care of student-athletes should be familiar and comfortable with the emergency action plan. The Academy of the New Church Secondary Schools (ANCSS) Emergency Action Plan (EAP) addresses the procedures to be followed in the event a medical emergency occurs involving a student-athlete or staff member at ANCSS.

A serious injury/illness is one in which the student-athlete or staff member could possibly need to be hospitalized and there is no time to consult with the Athletic Trainer or team physician before taking action (i.e. stopped breathing (sudden cardiac arrest), severe bleeding, obvious deformity, administration on an Epi-pen, sickle cell "sickling collapse", suspected head/ spinal cord injury, any loss of consciousness). Injuries/ Illnesses of moderate severity may require early medical assessment or emergency treatment (i.e. laceration that may require suturing, possible concussions with no loss of consciousness, possible fractures, and/ or orthopedic injuries requiring immediate evaluation (student-athlete cannot weight-bear or move injured area), asthma, diabetic episode, hyponatremia, heat stroke, or lightning injury). For moderate and non-emergency injuries should be evaluated by a certified athletic trainer for all in-season student-athletes, within 24 hours (i.e. sprains, strains, abrasions, contusions, etc.).

The following general steps should be followed in the event of an emergency involving a student-athlete or staff member at any venue.

Step 1: Examine the scene for safety.

Examine the victim for:

- Level of consciousness/ suspected concussive symptoms
- Airway
- Breathing
- Pulse/ Circulation
- Observe for type of injury: severe injury, moderate injury, non-emergency injury
- Activate EMS (Step 2) for all severe and moderate injuries

Step 2: Call 911

Tell the dispatcher the following:

- Number of victims
- Victim's level of consciousness
- Victim's mechanism of injury (if known)
- Location of the injury
- DO NOT HANG UP until the dispatcher tells you to do so.

Assign someone to call the Athletic Trainer, Keri Heickert, at 267-502-4882 (Athletic Training Room) or 610-639-6643 (cell) and notify them of the situation and steps already taken.

Step 3: Perform necessary first aid, CPR, etc.

NOTE: If deemed necessary, assign someone to retrieve the automated external defibrillator (AED) unit from the nearest site. AED locations at ANCSS

- Lobby of Asplundh Field House
- Athletic Trainer's mobile unit

Step 4: When the ambulance arrives, let EMS personnel assume responsibility if the situation allows. If known, provide the following information:

- Person's name and age
- Primary complaint/ injury
- Relevant findings: loss of consciousness, obvious deformity/ fracture, vital signs
- Any relevant medical history
- Allergies: If Epi-pen has been administered **(an ambulance must be called if the Epi-pen is administered).
- Medications currently being taken
- Assistance as needed
- Contact the staff athletic trainer to make them aware of the incident for paperwork purposes.

ANC Athletic Venues

Asplundh Field House Phone Locations: Front lobby Athletic Staff cell phones Athletics office Athletic Training Room AED Locations: In lobby next to water fountain Athletic Trainer mobile unit EMS Access: Front lobby rear entrance basement by the wrestling room via service road	**C. Danridge Ebert Field/ Simons Field** Phone Location: Athletic staff cell phones AED Location: Athletic Trainer mobile unit Doering Health center EMS Access Via parking lot behind the scoreboard	**Richard R. Gladish Tennis Courts** Phone Location: Athletic staff cell phone AED Location Athletic Trainer mobile unit Asplundh Field house EMS Access: Access road via parking lot
Larry S. Spalding Memorial Field (Upper) Phone Location: Athletic staff cell phone Athletic Training Room AED Location: Asplundh Field House Athletic Trainer mobile unit EMS Access: Service Road via parking lot	**Larry S. Spalding Memorial Field (Lower)** Phone Location: Athletic staff cell phone AED Location: Asplundh Field House Athletic Trainer mobile unit EMS Access: Access road next to tennis courts	**Girl's Athletic Field** Phone Location: Athletic staff cell phone lobby of MPAC AED Location: Athletic trainer mobile unit EMS Access: Tomlinson Rd/Benade circle
Junge Pavilion Phone Location: ⌈ Athletic staff cell phone ⌈ Facility office next to locker rooms AED location: ⌈ Athletic Trainer mobile unit EMS access: ⌈ Access road off of College Drive		

APPENDIX E

Academy of the New Church Secondary Schools Extreme Weather Guidelines

Severe weather refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. Types of severe weather phenomena vary, but examples are high winds, excessive precipitation, severe thunderstorms, microbursts, and tornadoes. Extreme weather may refer to extreme cold or hot weather conditions.

The ANCSS Athletic Department's Severe Weather Policy should be enforced during any of the above severe weather phenomena. The Severe Weather Policy and the ANCSS Lightning Guidelines should be used in conjunction when severe weather arises.

- If a severe weather watch or warning is issued by the National Weather Service an email or text message will be sent to all head coaches.
- A "watch" means that severe weather is possible, but not imminent. Proceed with normal activity, but continue to monitor the changing weather conditions.
- A "warning" means that severe weather is imminent or has occurred in the area. Staff should begin to implement the Severe Weather Policy immediately.
- If a severe thunderstorm warning, a tornado watch, or a tornado warning is issued for our area by the National Weather Service, all activity will be stopped immediately and all participants, game officials, athletic staff and spectators will be relocated to the nearest safe location.
- If a tornado watch is issued for our area all games, matches, etc. will be cancelled immediately. If a severe thunderstorm warning is issued all games, matches, etc. will be postponed.

Those coaches who have outside practices and/ or games at an off-site venue will need to adhere to the following procedure:

- Make sure all student-athletes are accounted for and under your direct supervision (if the weather turns severe quickly you will need to get the student-athletes to safety).
- Identify the designated safety shelter(s) at your location.
- Keep alert to the changing weather patterns and remember it is always better to be safe.

Those coaches who have outside practices and/or games on-site should adhere to the following procedures:

- Make sure all student-athletes are accounted for and under your direct supervision so that if it is deemed unsafe you can gather your student-athletes efficiently.
- Identify the designated safety shelter(s) in your location and make a plan to go to them if the need should arise.
- Keep alert to changing weather patterns. If severe weather is imminent you will be contacted via cell phone or text message.
- Be aware of the changing weather patterns in the outside environment.
- Games and/or practices may continue unless otherwise notified.
- Identify the safety areas in your venue should you need to utilize them.
  - Remember to stay away from windows, glass doors, high ceilings, and move to the interior of the school.
- You will be notified of potential severe weather via cell phone or text message.

Extreme weather conditions that arise involving extreme cold and hot conditions should also be managed by the ANCSS Athletic Department with regards to practice and/or events. The extreme cold guidelines are outlined in the NATA position statement: Environmental Cold Injuries, Journal of Athletic Training: 2008. Extreme weather

conditions should be monitored by the Athletic Director or in their absence, the Certified Athletic Trainer with any recommendations to limit activity made according to the guidelines.

Cold Weather Guidelines: Environmental Assessment

- Evaluate immediate and projected weather information including air temperature, wind, chance of precipitation or water immersion, and altitude.
- Identify activity intensity requirements and clothing requirements for each individual sport.
- Have alternate plans in place for deteriorating conditions and activities that must be adjusted or canceled.

The following guidelines can be used in planning activity depending on the wind-chill temperature. Conditions should be constantly reevaluated for change in risk, including the presence of precipitation:

- 30º F and below: Be aware of potential for cold injury and notify appropriate personnel of the potential.
- 25º F and below: Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for re-warming
- 15º F and below: Consider modifying activity to limit exposure or allow more frequent chances to re-warm.
- 0º F and below: Consider terminating or rescheduling activity.

<u>Cold Weather Policy for Ice hockey</u>

1. Ambient or wind chill temperature of 15F and above: Practice and competition is allowed outside with appropriate clothing.

2. Ambient or wind chill temperature of 0-15F and above: Practice is allowed outside with appropriate clothing for a maximum duration of 45 minutes and then the student-athletes must be moved to inside to warm up for <u>at least 15 minutes.</u> Competitions that fall within this range are at the discretion of the Administrator on duty and the Athletic Trainer.

3. *Ambient or wind chill temperature of 0 degrees Fahrenheit and below practice or competition should not be allowed.*

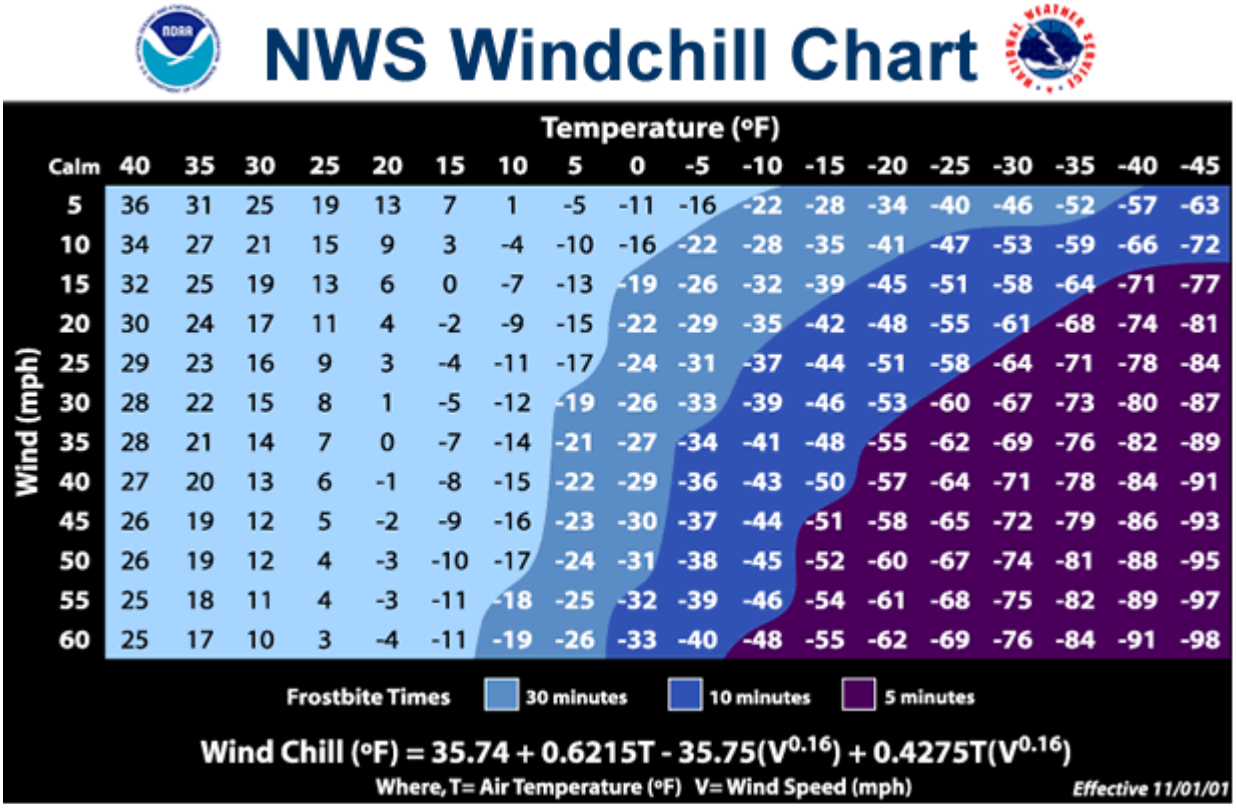


Figure 1

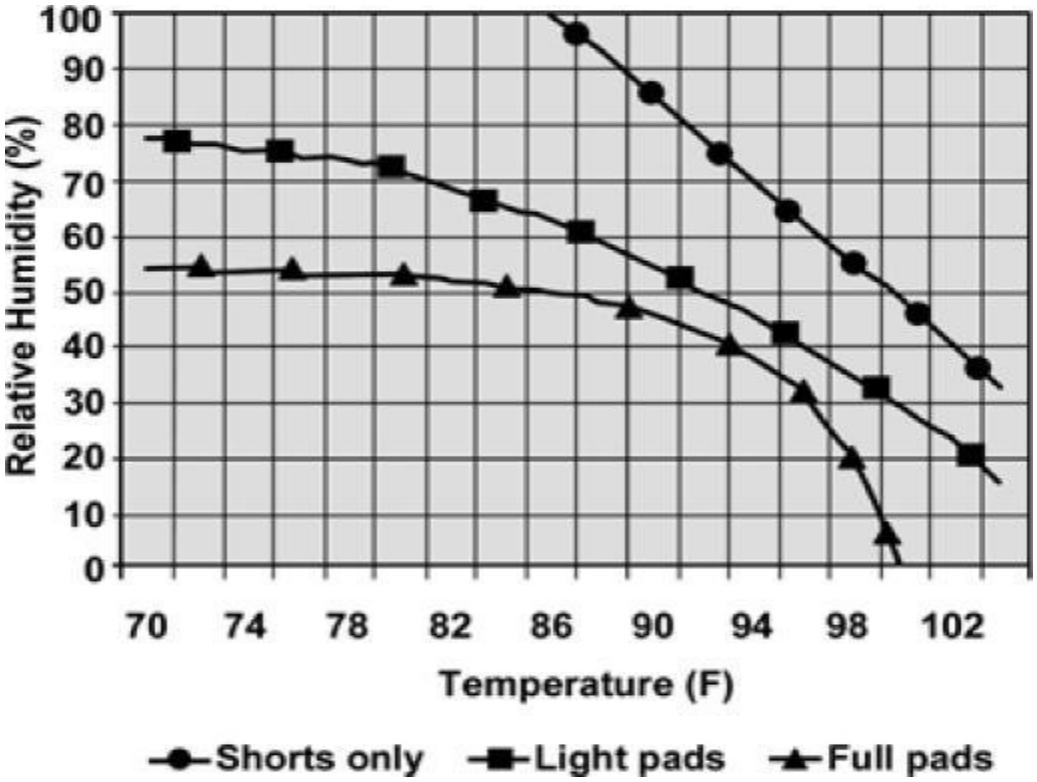
The Extreme heat guidelines are outlined according to the NATA position statement: Exertional Heat Illness, Journal of Athletic Training: 2002 and the NATA consensus statement Preseason Heat-Acclimatization Guidelines for High School Athletics, Journal of Athletic training: 2009.

Hot Weather Guidelines: Environmental Assessment

- Identify potential problems including the number of participants, the nature of the activity, and other predisposing factors and check environmental conditions before and during the activity and adjust the schedule accordingly.
- Modify activity under high-risk conditions to prevent exertional heat illness. Monitor the student-athletes and be proactive in taking preventative steps.

The following guidelines on figure 2 can be used when planning activity depending on the relative humidity (RH) and temperature. Conditions should be constantly re-evaluated for change in risk.

3.17.14



Heat stress risk temperature and humidity graph. Heatstroke risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and scheduled more frequently as the heat stress rises. Add 5° to temperature between 10 AM and 4 PM from mid May to mid September on bright, sunny days. Practices should be modified for the safety of the student-athletes to reflect the heat-stress conditions. **Regular practices with full practice gear can be conducted for conditions that plot to the left of the triangles**. Cancel or modify all practices when the temperature and relative humidity plot is to the right of the circles; practices may be moved into air-conditioned spaces or held as walk-through sessions with no conditioning activities. **Conditions that plot between squares and circles:** increase rest-to-work ratio with 5- to 10-minute rest and fluid breaks every 15 to 20 minutes; practice should be in shorts only with all protective equipment removed.

Conditions that plot between triangles and squares: increase rest-to-work ratio with 5- to 10-minute rest and fluid breaks every 20 to 30 minutes; practice should be in shorts with helmets and shoulder pads (not full equipment).

Adapted with permission from Kulka J, Kenney WL. Heat balance limits in football uniforms: how different uniform ensembles alter the equation. *Physician Sportsmed.* 2002;30(7):29–39.

3.17.14

Academy of the New Church Secondary Schools Lightning & Thunder Safety Guidelines

The following are the ANCSS policies and protocols for Lightning safety during athletic events.

1. Know where the closest safe shelter is located in relation to your venue.
a. Any sturdy building normally occupied or frequently used by people. In other words the building has metal plumbing and/or wiring that acts to electrically ground the structure. A shack, rain shelter, or metal shed are not considered safe lightning shelters.
b. Avoid using locker room shower facilities for shelter and do not take a shower during a lightning storm.
2. In the absence of an acceptable structure, any vehicle with a hard metal roof with the window rolled up can provide a measure of safety. It is not the rubber tires that make a vehicle a safe shelter, but the metal shell that serves to disburse the electrical current around the occupant instead of through the occupant.
3. Stay away from tall trees or lone objects, metal objects, standing pools of water, and open fields. Avoid being the tallest object in a field.
4. If there is no safe shelter within a reasonable distance, crouch in a thick grove of smaller trees surrounded by taller trees, or in a ditch. Place your feet close together wrap your arms around your knees and lower your head. Cup your ears with your hands to minimize inner ear damage from the acoustic effects of thunder. Minimize your body surface area and minimize ground contact. **Do Not Lay Flat!**
5. If a person feels his or her hair stand on end, or their skin tingle, or hears "cracking noises" immediately crouch as described above.
6. With regards to stoppage of play, anytime the flash-to-bang ratio is six seconds or less or the lightning detector (which measures the electrostatic charge in the atmosphere) issues a 3-8 mile or less warning, all play should be halted immediately.
7. Play can resume once the flash to bang ratio is greater than 6 sec for 30 consecutive minutes **and** the lightning detector no longer registers sufficient electrical activity within 8 miles.
8. Do not use a landline telephone during a storm, a cell phone is safer alternative.
9. Victims of lightning strikes **do not** carry an electrical charge. Therefore, CPR is safe for the responder. Prolonged and aggressive CPR is highly effective for the survival of many lightning strike victims.
10. Pay much more attention to lightning and thunder than to the rain or clouds. Lightning can strike from up to 8 miles away and with some blues skies visible.
11. Each ANC sport should formulate its own chain of command as to who removes a team from a field or event site in the event of lightning activity. The Athletic Director/ Assistant Athletic Director, or in their absence the Certified Athletic Trainer, is the logical choice for these decisions. In the event neither is on hand the head coach will be responsible for following these guidelines.

12. This Lightning Safety Guideline governs all official ANCSS games, contests, practices, or events. This guideline should be reviewed with game officials.
13. In the event a contest has been halted due to inclement weather, instruction should be given to the spectators and all event personnel as to where to seek shelter

APPENDIX F

Academy of the New Church Secondary Schools Guidelines for Anaphylaxis

Definition: A rare, extremely serious form of allergy, which may occur in adults or children, not previously known to be allergic or hypersensitive. The reaction ranges from mild, self-limited symptoms to rapid death. Immediate action may be required to prevent fatality.

Causes: Extreme sensitivity to one or more of the following:

1. Insect sting, usually bee or wasp.
2. Medication or immunization, usually by injection
3. Food such as peanuts or pollen

4. Industrial or office chemicals or the vapors (chemicals from duplicating machines, etc.)
5. Latex rubber

Physical findings: Most allergic reactions are not severe enough to cause anaphylaxis. Intervention is not necessary unless the student-athlete develops one of the following:

1. Sudden onset. Symptoms beginning within 15 minutes after exposure to inciting agent usually result in the more severe type of anaphylactic reaction.
2. Feeling of apprehension, sweating, weakness
3. Feeling of fullness in throat
4. Respiratory difficulty (airway narrows)
5. Change in quality of voice
6. Tingling sensation around mouth or face, nasal congestion, itching, wheezing
7. Low blood pressure with weak, rapid pulse
8. Loss of consciousness, shock, coma
9. May be accompanied by hives

Laryngospasms: closure of the vocal cords blocking air intake, can occur as part of anaphylaxis or by itself without any of the above symptoms. **It requires immediate establishment of an airway, call 911.**

Management: In the event that student-athlete presents with signs and symptoms of anaphylaxis or other similar acute allergic reaction, the Certified Athletic Trainer should adhere to the following procedures:

1. If the student-athlete has supplied his/her own epinephrine (adrenaline) for administration, the Certified Athletic Trainer should follow the prescription order, which the student-athlete is to include with his/her epinephrine administration kit.
2. If a Certified Athletic Trainer has a standing order for an Epi-pen he/she should administer subcutaneous epinephrine according to the following guidelines:

Under 3 lbs:	No Epi-Pen administration, support airway, all 911
33-65 lbs:	Administer Epi-Pen Jr., support airway, call 911
65+ lbs:	Administer Epi-Pen, support airway, call 911

3. If the Certified Athletic Trainer does not have a standing prescription for an Epi-Pen:

3.i. Administer basic life support/ CPR, call 911

4. Call 911 and evacuate to the nearest medical facility. Despite initial improvement after first adrenaline shot, symptoms often recur. Information to be provided to EMS should include:

4.i. Allergen to which patient is reacting, if known
4.ii. Signs and symptoms of distress
4.iii. Measures taken as per student emergency procedure
4.iv. Student-athlete's response to emergency measures
4.v. Times of all activities, including giving adrenaline

5. If student-athlete is not evacuated in 15-20 minutes, repeat dose of adrenaline
6. Monitor blood pressure. Elevate legs if pressure is low.

7. Cover with blankets if necessary to keep warm and do not allow blankets to interfere with treatment.

Update 1/2014