

Emergency Action Plan



JUNIOR/SENIOR HIGH SCHOOL

82 Turkey Lane
Cold Spring Harbor, NY 11724

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I. Introduction

Emergencies are an obvious risk to athletic competition. Preparedness on the part of medical staff, coaches, administrators, and supervisors is a necessary part of ANY athletic event. This includes games, practices, and individual workouts. Knowledge and implementation of the following procedures can potentially save the life of an individual at Cold Spring Harbor. Response time has been documented to be a crucial factor in medical emergencies, and efficiency of on-site personnel in times of medical emergencies will ensure appropriate medical care as rapidly as possible.

II. Emergency Personnel

Emergency personnel are defined as ALL Cold Spring Harbor appointed Staff to an athletic event. The following lists are **IN ORDER** of importance based on medical competency and availability. In the absence of the first person on the list, the next role shall take charge, and so on.

A. Practice Personnel

Certified Athletic Trainer- Will be on the grounds of Cold Spring Harbor High School from the hours of 2:30pm-7pm (or the end of the final athletic event of the day) weekdays, throughout the school year. Weekend hours will be determined based on athletic event scheduling. Coverage at away contests may take precedence over home practices or other home events.

Coach – Will be at all practices, both at Cold Spring Harbor and on any other grounds. In the absence of the head coach, an assistant coach will be present. All coaches must have a current CPR/AED and First Aid certification.

B. Game Personnel

Team Physician- may be present for high risk sports (football, ice hockey, lacrosse, etc...) contests. All medical decisions will defer to Team Physician. Please note that **ONLY** the Physician **designated** for that athletic competition may make medical decisions for Cold Spring Harbor Athletes.

Certified Athletic Trainer- Will be present for most athletic competitions on the grounds of Cold Spring Harbor. Coverage of away contests may take precedence over home games depending on sport and risk of injury.

Head Coach- a coach will be present at all games.

Assistant Coach- an assistant coach will be at all contests (provided one has been assigned to an individual team).

Supervisor- a supervisor will usually be assigned to athletic games at Cold Spring Harbor JR/SR High School. This is an adult who is not affiliated with the particular game or athletes at the moment of coverage.

III. Responsibilities of Emergency Personnel

In the event of an emergency the roles defined above shall be responsible for carrying out the following procedures. Adaptation may be necessary in the event that one or more of the emergency team is missing or unavailable. It will be the responsibility of the highest ranking supervisor (in order listed below) to delegate responsibility to available personnel. **ROLES WILL REMAIN EXACTLY AS LISTED IF ALL PERSONNEL ARE PRESENT.**

Team Physician- Evaluate injured person. Maintain vital signs and determine if Emergency Medical Services (EMS) is needed. In the event of multiple injuries, the Physician will decide which injury has the priority.

Certified Athletic Trainer -activate EMS if deemed necessary. The Athletic Trainer will evaluate an injured person should the situation dictate. The Athletic Trainer will notify an injured student athlete's parent in the event of an emergency and provide them with an assessment, timeline and location of transportation once immediate care has been issued. This will be done in person, or via phone utilizing the emergency card located within the team medical kit. The Cold Spring Harbor Certified Athletic Trainer will make **ALL** decisions of medical necessity when present.

Head Coach- Will radio the Athletic Trainer (if available) as they approach the injured person. Will maintain vital signs as Athletic Trainer is en route. Will make the determination if EMS is necessary and activate as soon as possible, if the Athletic Trainer is not immediately available. They will defer to the Athletic Trainer immediately upon their arrival. Will contact security if no Athletic Trainer is available. Will perform CPR/First Aid/AED if neither the Athletic Trainer nor Security is available, and deemed necessary.

Assistant Coach- will ensure all gates are accessible to ambulances. **YOU MUST HAVE THE PROPER KEY IN HAND TO UNLOCK ALL GATES** (Key marked "Chain" on CHS fields). The assistant coach will remain at the appropriate gate and signal the ambulance as to the location of the injury, this signal will be an overhead waive of both arms.

They will provide necessary support to the first responder (Athletic Trainer, Head Coach) as dictated. In the event that the Athletic Trainer is unavailable, the Assistant Coach may be called upon to activate EMS as directed by the Head Coach or Athletic Trainer. In the event that 2 assistant coaches are available, the 2nd assistant will keep all uninjured players away from the immediate scene of emergency.

The assistant coach may be asked to accompany any student athlete in an ambulance if the child's parent is not present.

Supervisor- Will contain ALL parents from entering the scene of injury. If a spectator claims to be a physician, they will ask "what type of Physician are you?" and then report this to the Athletic trainer as they are performing first responder duties. Spectators may only be invited into the scene if it is determined that their help is needed and appropriate. Only communication between the supervisor and Athletic Trainer/First responder is acceptable. **PARENTS AND SPECTATORS MUST BE CONTAINED AWAY FROM THE SCENE OF AN EMERGENCY.**

*****An injured person should NOT be moved in any way until trained medical attention is present. The ONLY reason to move an injured person is if CPR, or AED utilization is necessary and inaccessible in the current position.**

IV. Emergency Equipment

All teams MUST have at all times the following items. This will be required for all practices and games, both home and away:

Medical Kit- containing emergency cards with athlete contact information and past medical history. The kit will also contain any medications for special conditions, provided by athlete and physician. Kit will be stocked at start of each season by the Athletic Trainer with CPR mask, sterile gauze, and examination gloves. It will be the responsibility of the Head Coach to refill any used items throughout the season.

Personal Cell Phone- this is recommended for all coaches that possess a personal cell phone. They must be charged and turned on. Coaches that do not own personal cell phones must make arrangements with home Athletic Trainer for emergency contact before each season or away contest.

Automated External Defibrillator (AED)- To be received daily from the athletic training room and returned daily. This will ONLY be for **AWAY** contests or practices or in the event that no Athletic Trainer is present at home events. Home events will utilize the Athletic Trainer (when available) carrying an AED at all times.

Ice chest- containing ice and ice bags

Water- to be filled daily

Home events will also require:

2 way radio/walkie talkie- picked up daily from the athletic training room and tuned to **CHANNEL 2**. Radios must be charged in the athletic training room and placed on charger in the **OFF** position. **THIS RADIO MUST BE ON THE COACHES BODY AT ALL TIMES**. In the vicinity of competition is **NOT** acceptable.

Chain Key- this key unlocks the ambulance entrances to all Cold Spring Harbor fields. See map in appendix for specific locations. It is marked with the word CHAIN on each key.

V. Communication

Home events will be monitored utilizing a radio or walkie talkie system. All radios will be tuned to **CHANNEL 2** and will be charged nightly. It will be on the coaches body at all times during home competition. It will be utilized during an emergency to contact the Athletic Trainer. The proper call on the radio for the Athletic Trainer in an emergency is:

“EMERGENCY!!!!!! ATHLETIC TRAINER needed at field ____ (state field number/location) with ____ (sport)”

Away contests are monitored by cell phone access or previously arranged phone access. All coaches with cell phone ownership should have a fully charged and turned on cell phones to activate EMS in the event of an emergency. Those coaches without cell phone ownership should arrange phone access with home team prior to away contest, utilizing either the nearest land line or the opposing coach's cell phone. The Athletic Trainer and parent should be notified of any emergency medical situation involving a student athlete after the immediate threat has been controlled. The Athletic Trainer will contact any necessary administrators and will follow up with student athlete and parents when appropriate.

VI. Activation of Emergency Medical Services (EMS)

Home contests are under the emergency jurisdiction of Cold Spring Harbor Rescue Fire Department and they will be contacted in case of emergency at **911**. All events will utilize **911** as the primary source of Emergency Medical Services. This is in place of previous policies to call 631-692-4747. This protocol was given directly by Cold Spring Harbor Rescue Fire Department. Any person calling emergency services should:

1. State your name
2. Give exact location
3. Give your present phone number
4. State the nature of the injury
5. Confirm all information before hanging up
6. Hang up only after operator hangs up

IF YOU ARE IN DOUBT OF WHETHER TO CALL 911 OR NOT.....YOU SHOULD CALL!!!

HESITATION WASTES PRECIOUS SECONDS.

VII. Transportation

A school official should accompany any student athlete in an ambulance UNLESS that child's parent is present and able to accompany their child. The Athletic Trainer should never accompany a child if any event is still ongoing.

Huntington Hospital 270 Park Ave, Huntington, NY 11743 is the most likely destination for ambulances from home events based on proximity. The Athletic Trainer or Head Coach should ask the Emergency Medical Technicians (EMT) as to the final destination of the ambulance at both home and away events. This information will be relayed to parents and administrators after immediate care has been given.

VIII. Weather Emergencies

Lightning policy- ALL competition will stop at the sight of lightning **OR** the sound of thunder. The competition may resume 30 minutes after the LAST flash of lightning or sound of thunder. This will be strictly enforced by the Athletic Trainer and should be enforced by coaches and game officials. This policy is issued by New York State Public High School Athletic Association (NYSPHSAA) and is intended to prevent serious bodily harm.

Heat policy- if the heat index (to be measured by the Athletic Trainer on field, or researched by a coach online before competition) reaches:

96 – ALL ATHLETIC COMPETITION IS CANCELLED. There are no exceptions to this policy. This is in accordance with NYSPHSAA guidelines.

88- PRACTICES AND GAMES SHOULD BE MODIFIED TO INCLUDE FREQUENT WATER BREAKS, REST IN SHADED AREAS AND LOOSE CLOTHING WITHOUT PROTECTIVE EQUIPMENT (WHEN APPLICABLE).

Heat related illnesses including heat exhaustion and heat stroke have become a major cause for concern due to the deaths that may occur from improper adaptation to temperatures. These rules are governed by Suffolk County Section XI and are enforced to protect the student athletes from serious bodily harm.

Heat Exhaustion- Sudden, extreme fatigue as the body attempts to supply blood to the brain, exercising muscles and skin. It is marked by a core temperature rising above 103 degrees Fahrenheit. If the body remains un-cooled, Heat Exhaustion can progress to Heat Stroke.

Heat Stroke- Failure and subsequent shutdown of the body's thermoregulatory system. Marked by a core temperature above 105 degrees Fahrenheit, and absence of cooling mechanisms (e.g. sweating) heat stroke is a medical emergency and can result in death as quickly as 20 minutes if untreated.

IX. Concussion Guidelines

Cold Spring Harbor Athletics in accordance with its Team Physician, Dr Karl Friedman, have set a concussion protocol for evaluating and treatment of brain injuries. This protocol includes return to play (RTP) requirements utilizing baseline testing as well as a successful stepwise activity graduation. It is described and outlined separate from this document. Evaluation and return to play decisions should only be performed by the Certified Athletic Trainer or Physician.

Baseline Cognitive Testing

The Athletic Trainer will attempt to perform baseline neurological testing on all students in their 7th grade AND 10th grade years (September of those years). This will ensure that baselines have been utilized within the previous 2 years for any athlete. In the event a concussion is sustained, all athletes will repeat the testing and the scores will be compared to those of the baseline test. This provides for more objective return to play decision-making. **Coaches should be aware that research indicates high school aged athletes take from 7-15 days to fully recover from ANY CONCUSSION. Returning the athlete to play too soon following even a mild concussion can lead to death.**



Appendix A *IMPORTANT CONTACT INFORMATION FOR EMERGENCIES*

Cold Spring Harbor Emergency Squad.....911

Certified Athletic Trainer

Diego Garcia MA, ATC917-417-3178 (c)

.....631-367-6956 (o)

Team Physician (Dr. Friedman).....516-921-3131 (o)

.....516-680-7672(c)

Michael Bongino (Athletic Director).....631-367-6826 (o)

.....516-241-3805 (C)

Frank Papillo (Head of Security).....631-617-9226 (C)

High School Main Number.....631-692-8200

Appendix B Aerial View of Athletic Fields

