Holderness School Sports Medicine

EMERGENCY ACTION PLAN

Emergency situations may arise at any time during athletic practices or competitions. Expedient action must be taken in order to provide the best possible care to the student-athlete in the event of an emergency and/or life threatening condition. The development and implementation of an emergency action plan, as well as emergency action plan review and preparation, will help ensure that the best care is provided. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning.

For the purposes of this document, Emergency Injuries are defined as a student-athlete who:

- Is unconscious (assume head/neck injury)
- Has difficulty breathing or is not breathing at all
- Does not have a pulse
- Has persistent chest pain
- Has persistent abdominal pain
- Is dizzy or lightheaded
- Is having a seizure
- Has signs of shock (restlessness, altered consciousness, pale/ashen/cool skin, nausea/vomiting, blue lips/nail beds, rapid breathing, rapid pulse)
- Has suspected head, neck, or back injury
- Is having a diabetic emergency
- Is having an allergic reaction
- Has a suspected fracture or dislocation
- Has uncontrollable bleeding
- Is vomiting blood
- Appears to have been poisoned

The key components to an emergency plan are the following:

- Emergency personnel
- Emergency communication
- Emergency equipment
- Venue Specific Emergency Action Plans
- Emergency transportation
- Rehearsal
EMERGENCY PERSONNEL

The following describes the emergency personnel for all Holderness School athletic practices and competitions. The type and degree of sports medicine coverage for an athletic practice or competition may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. In addition to the Athletic Training staff, the emergency team may be made up of head and assistant coaches, athletic team members, administrators, athletic department staff, school nurse, school physician, emergency medical technicians, fire and police officials. It is also highly recommended that these individuals be certified in first-aid, CPR including AED training, and the prevention of disease transmission. A list of those certified is maintained in the office of the Dean of Faculty.

- **Certified Athletic Trainer**
  - Present or on campus during traditional season practices
  - Present at traditional and non-traditional competitions
  - Certified in CPR/AED for the Professional Rescuer and First Aid
  - Licensed by the state as a medical professional
  - Understands and can implement the Emergency Action Plan as outlined below

- **Athletic Training Student**
  - Present at practices and competitions when available
  - Certified in CPR, First Aid, and AED
  - Understands and is able to implement the Emergency Action Plan as outlined below
  - Assists Certified Athletic Trainer during emergencies

- **Coach**
  - If a practice is being held at an off campus location, if the athletic training staff is unavailable or unaware of a practice or game, it is the responsibility of the coach in charge to carry out proper emergency procedure
  - Certified in CPR/AED
  - Calls the Administrator on Duty (603)254-8912 if medical paperwork needs to be FAX’d to an emergency room.

- **Registered Nurse**
  - Understands and is able to implement the Emergency Action Plan as outlined below
  - Certified in CPR/AED for the professional rescuer and First Aid
  - Licensed by the state as a medical professional

- **School Physician**
  - Medical Doctor under contract of the school
  - Present at home football games
• **Administrator on Duty (AOD)**  
  - Holderness School Administrator who can be reached at (603)254-8912  
  - FAX’s medical paperwork to hospital needed

• **School Resource Officer**  
  - Town of Holderness police officer who acts as liaison between school and town.  
  - Oversees all school emergency plans  
  - Can be contacted at 603-254-9177

There are four basic roles of the emergency team:

1. **Establishing safety of the scene and immediate care of the student-athlete.**  
The most qualified individual at the scene should provide acute care in an emergency situation. Individuals should yield to those with more appropriate training.

2. **Activation of EMS as soon as the situation is deemed an emergency or life-threatening event.** May be done by anyone on the emergency team. This should be someone who is calm under pressure and communicates well over the telephone.

3. **Equipment retrieval.** May be done by anyone who is familiar with the types and location of emergency equipment needed.

4. **Direction of EMS to the scene.** May be done by police, coaches, athletes, or administration/staff.
EMERGENCY COMMUNICATION

If the first responder determines that an injury is an emergency situation, he/she will do the following:

1. Designate a member of the emergency team to contact EMS at 911 and inform the dispatcher that there is an emergency and that an ambulance is requested.

 Always provide the following information:

a. Your name  
b. Nature and location of the emergency  
c. Number of student-athletes in emergency crisis  
d. Condition of student-athlete(s)  
e. Treatment being initiated (e.g., CPR, AED)  
f. Other information as requested by dispatcher

Do not hang up until told to do so by the dispatcher

The first responder will designate a member of the emergency team to notify the ATC by cell phone (617-515-6820) of the injury if one is not at the scene (if this occurs during a practice when an ATC is not present, the head coach will provide emergency care until advanced medical support arrives.)

The ATC will respond with his/her athletic training kit and emergency supplies, stabilize the student-athlete, evaluate the injury, and provide appropriate care until the emergency team arrives.

The head coach will travel with, or designate an assistant coach to travel with, the student-athlete along with the student-athlete. If traveling to a hospital other than Speare Memorial Hospital the coach will call the AOD with information of where to FAX medical forms.

The adult present with the student-athlete should follow all medical communication protocols as listed in the Faculty Handbook. The Head Athletic Trainer will follow-up with the student-athlete the next day and schedule an appointment with the school physician if necessary.

** Off campus practices and competitions will use the 911 emergency system if an Athletic Trainer is not present
EMERGENCY EQUIPMENT
All emergency equipment should be quickly accessible. Personnel should be familiar with
the function and operation of each type of emergency equipment. Equipment should be
checked regularly and in good operating condition, and personnel must be trained in advance
in its proper use. The emergency equipment available should be appropriate for the level of
training of the emergency medical providers. It is recommended that a few members of the
emergency team be trained and responsible for the continued inspection and care of the
equipment.

The following is a listing of all emergency equipment, its location, and the responsible
parties for its inspection/care.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Location</th>
<th>Responsible Party for Inspection/Care</th>
<th>Log Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC Supply Kit</td>
<td>Sports Medicine Office</td>
<td>ATC</td>
<td>No</td>
</tr>
<tr>
<td>Team First Aid</td>
<td>Sports Medicine Office</td>
<td>Head Coach/ATC</td>
<td>No</td>
</tr>
<tr>
<td>Knee Immobilizers</td>
<td>Sports Medicine Office</td>
<td>ATC</td>
<td>No</td>
</tr>
<tr>
<td>C-Spine Collars</td>
<td>Sports Medicine Office</td>
<td>ATC</td>
<td>No</td>
</tr>
<tr>
<td>AED</td>
<td>Located with Athletic Trainer. Installed in Gallop, Weld, School House, Hagerman, and Livermore outside nurse’s office</td>
<td>ATC/RN</td>
<td>Yes</td>
</tr>
</tbody>
</table>
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

Medical Necessity for the use of AEDs
Defibrillation is a recognized means of terminating certain potentially fatal arrhythmia during a cardiac arrest. A direct current defibrillator applies a brief, high-energy pulse of electricity to the heart muscle. AEDs are widely used by trained emergency personnel and have become an essential link in the chain of survival as defined by the American Heart Association:

- Early access
- Early CPR by first responders or bystanders
- Early defibrillation
- Early advanced life support

Successful resuscitation is related to the length of time between the onset of a heart rhythm that does not circulate blood and defibrillation. The chance for successful defibrillation decreases by approximately 10% for every minute that it takes to respond. Athletic practices and competitions present a relatively high risk for cardiopulmonary emergencies.

AED Use
AEDs are an integrated step in CPR. Early defibrillation has been shown to exponentially increase rate of survival in cardiac emergencies. Use of the AED is indicated by the need to begin CPR.

AEDs are designed to analyze a victim’s cardiac rhythms and deliver a shock if indicated. Note that after analyzing a victim the AED may indicate “No shock advised”.

In the event of a cardiopulmonary emergency, the emergency action plan should be activated as quickly as possible. The first responders should provide initial care as appropriate to the situation and coordinate with other emergency personnel upon their arrival.

Organization and Administration
The following defines the roles of each of the participants of Holderness School’s Athletic Department AED policy:

Head Athletic Trainer
- Maintain all equipment and supplies
- Organize post-incident debriefing with employees involved
- Conduct an annual system assessment and seasonal system check

Department of Athletics Designated AED Responders:
- Certified in the use of AEDs
• Participate in post-incident debriefing and assist the Coordinator in publishing the Incident Response Report
• Responders include
  • Head Athletic Trainer
  • Assistant Athletic Trainer
  • Student Athletic Trainer
  • Certified Coach

Maintenance
• Seasonal check
  • Emergency kit supplies
  • AED battery life
  • AED operation and status
  • AED cabinet operation
Post-use check
  • Emergency kit supplies
  • Electrodes and wires
IN THE EVENT OF A NON-EMERGENCY INJURY AT A PRACTICE IF ATC IS NOT PRESENT:

1. The head coach will designate a member of the team to notify the ATC of the injury if one is not at the site. Call the ATC by cell phone.
2. The ATC will respond with his/her athletic training kit, stabilize the student-athlete, evaluate the injury, and provide appropriate care.
3. If it is deemed that the injury is a cardio-respiratory, medical, and/or orthopedic emergency, the emergency action plan will be activated. (911)

Emergency Transportation
In an emergency situation, the student-athlete should be transported by ambulance to a facility where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should never transport student-athletes in inappropriate vehicles. A member of the faculty/coaching staff will ride with the student athlete.

AWAY ATHLETIC COMPETITIONS

All head coaches are strongly encouraged to maintain current First Aid certification and CPR training including AED. All teams will be provided with a sport specific first-aid kit, and emergency phone numbers. Kits should be picked up before departure and returned when the team returns to campus. Head Coaches will be held responsible for lost kits.

While on the road:
- If there is an emergency during transit, instruct the driver to pull over and call 911. If calling from a cell phone, be sure to indicate your location so that the dispatcher may connect you to the local EMS.
- If staying in a hotel, be aware of the emergency numbers in the room.
- Be aware of the medical services available to you at the host site.
- Seek out the ATC providing coverage.
- Inform the Athletic Training staff of all injuries upon the team's return to campus.
- Contact the Head Athletic Trainer immediately following the emergency care of a student athlete.
LIGHTNING SAFETY
The Athletic Training Staff will utilize the **FLASH-TO-BANG** method to determine whether play can continue safety. The flash-to- bang method uses the seconds between the time that lightning is sighted to when the clap of thunder is heard to determine distance. A flash-to- bang count of 30 seconds or less indicates an unsafe proximity. The ATC covering the practice or competition is designated to monitor threatening weather and make the decision to remove the people from the site. If during a competition, the game officials will assist in the determination. The ATC has the final decision to suspend play. The nearest safe location on the upper fields is in Gallop. The nearest safe location on the Quad is School House or Weld. On the lower fields, utilize cars/busses if unable to get inside a campus building in a timely manner.

In order to resume activities, you must wait 30 minutes after the last sound of thunder and/or flash of lightning.
VENUE SPECIFIC EMERGENCY ACTION PLANS

Important Phone Numbers
EMS/Police/Fire: 911
Athletic Training Room: 603-779-5372
Officer Mike Barney, School Resource Officer, Holderness Police Dept: 603-254-9177
Administrator on Duty: (603)254-8912

Athletic Center  #21 Mount Prospect Road
Gallop: Basketball Court, Trampoline Pit, Weight Room
Bartsch: Athletic Training Room, Locker Rooms

Emergency Communication:
A land-line telephone is located in the Weight Room, Athletic Training room, the Athletic Director’s office, and in the Equipment Cage. Personal cell phone.

AED Location: Gallop Lobby outside Weight Room door

Ambulance Access: Off parking lot behind Gallop. Bartsch parking lot junction Rt.175/Rt. 175A

Upper Athletic Fields Approx. Address #21 Mount Prospect Road
Robert T. Low Turf Field
Hinman-Walker Football Field
Nordic Shed

Emergency Communication:
Personal Cell Phone. A land-line telephone is located in the Weight Room, Athletic Training room, the Athletic Director’s office, and in the Equipment Cage.

AED Location: Gallop Lobby outside Weight Room door. During competitions the Athletic Trainer will have an AED at the highest-risk sport.

Ambulance Access: Main access point is through Gallop parking lot. Additional access point: Bartsch lot at the junction of Rt. 175/Rt. 175A. Emergency Parking marked: Rt. 175 northbound parallel to football field.

Quad Fields
Baseball Field- Approx Address 82 Chapel Lane
Field Hockey Field- Approx Address 33 Chapel Lane

Emergency Communication:
Personal Cell Phone. Land-line telephones are located in the School House and inside Weld.

**AED Location:**
An AED is located in the School House entrance outside of the Administrative Offices. An AED is located in the Weld lobby.

**Ambulance Access:** Over low curb at Chapel Lane turn in. Over low curb on Chapel Lane at “Drop off only” sign opposite frog pond. Via footpath on right at Webster Dorm, just past Weld Hall.

**Lower Fields** Route 175A

**Emergency Communication:**
Personal cell phone

**AED Location:**
With Athletic Trainer at highest risk sport

**Ambulance Access:** Via driveway off Rt. 175A.

**Hockey Rink** #19 Mount Prospect Road

**Emergency Communication:**
Personal cell phone. Land line phone in Gallop.

**AED Location:**
An AED is located in the Gallop lobby outside the Weight Room doors. The Athletic Trainer will have an AED with them at competitions.

**Ambulance Access:** South-East corner of rink, near handicap parking signage.

**Tennis Courts** Approx Address #24 Stevens Way

**Emergency Communication:**
Personal Cell Phone

**AED Location:**
Nearest AED is in Woodward Dorm vestibule.

**Ambulance Access:** Via Stevens Way
Off Campus Sites

Emergency Communication:

Coaches will use personal cellular phone.

Emergency Equipment:

First Aid Kit

Other:

Inform Certified Athletic Trainer ASAP of the injury and incident. If the athlete is taken to hospital, please make note of hospital location, and follow appropriate communication protocol with parents, on-duty faculty, and the health center.
ATHLETIC CENTER EMERGENCY ACTION PLAN

Important Phone Numbers
EMS/Police/Fire: 911
Athletic Training Room: 603-779-5372
Officer Mike Barney, School Resource Officer, Holderness Police Dept: 603-254-9177
Administrator on Duty: (603)254-8912

Athletic Center  #21 Mount Prospect Road
Gallop: Basketball Court, Trampoline Pit, Weight Room
Bartsch: Athletic Training Room, Locker Rooms

Emergency Communication:
A land-line telephone is located in the Weight Room, Athletic Training room, the Athletic Director’s office, and in the Equipment Cage.  Personal cell phone.

AED Location: Gallop Lobby outside Weight Room door

Ambulance Access: Off parking lot behind Gallop. Bartsch parking lot junction Rt.175/Rt. 175A
UPPER ATHLETIC FIELDS EMERGENCY ACTION PLAN

Important Phone Numbers
EMS/Police/Fire: 911
Athletic Training Room: 603-779-5372
Officer Mike Barney, School Resource Officer, Holderness Police Dept: 603-254-9177
Administrator on Duty: (603)254-8912

Upper Athletic Fields Approx. Address #21 Mount Prospect Road
Robert T. Low Turf Field
Hinman-Walker Football Field
Nordic Shed

Emergency Communication:
Personal Cell Phone. A land-line telephone is located in the Weight Room, Athletic Training room, the Athletic Director’s office, and in the Equipment Cage.

AED Location: Gallop Lobby outside Weight Room door. During competitions the Athletic Trainer will have an AED at the highest-risk sport.

Ambulance Access: Main access point is through Gallop parking lot. Additional access point: Bartsch lot at the junction of Rt. 175/Rt. 175A. Emergency Parking marked: Rt. 175 northbound parallel to football field.
QUAD FIELDS EMERGENCY ACTION PLAN

Important Phone Numbers
EMS/Police/Fire: 911  
Athletic Training Room: 603-779-5372  
Officer Mike Barney, School Resource Officer, Holderness Police Dept: 603-254-9177  
Administrator on Duty: (603)254-8912

Quad Fields
Baseball Field- Approx Address 82 Chapel Lane  
Field Hockey Field- Approx Address 33 Chapel Lane

Emergency Communication:
Personal Cell Phone.  Land-line telephones are located in the School House and inside Weld.

AED Location:
An AED is located in the School House entrance outside of the Administrative Offices.  An AED is located in the Weld lobby.

Ambulance Access: Over low curb at Chapel Lane turn in. Over low curb on Chapel Lane at “Drop off only” sign opposite frog pond. Via footpath on right at Webster Dorm, just past Weld Hall.
LOWER FIELDS EMERGENCY ACTION PLAN

Important Phone Numbers
EMS/Police/Fire: 911
Athletic Training Room: 603-779-5372
Officer Mike Barney, School Resource Officer, Holderness Police Dept: 603-254-9177
Administrator on Duty: (603)254-8912

Lower Fields Route 175A

Emergency Communication:
Personal cell phone

AED Location:
With Athletic Trainer at highest risk sport

Ambulance Access: Via driveway off Rt. 175A.
HOCKEY RINK EMERGENCY ACTION PLAN

Important Phone Numbers
EMS/Police/Fire: 911  
Athletic Training Room: 603-779-5372  
Officer Mike Barney, School Resource Officer, Holderness Police Dept: 603-254-9177  
Administrator on Duty: (603)254-8912

Hockey Rink #19 Mount Prospect Road

Emergency Communication:
Personal cell phone. Land line phone in Gallop.

AED Location:
An AED is located in the Gallop lobby outside the Weight Room doors. The Athletic Trainer will have an AED with them at competitions.

Ambulance Access: South-East corner of rink, near handicap parking signage
TENNIS COURTS EMERGENCY ACTION PLAN

Important Phone Numbers
EMS/Police/Fire: 911
Athletic Training Room: 603-779-5372
Officer Mike Barney, School Resource Officer, Holderness Police Dept: 603-254-9177
Administrator on Duty: (603)254-8912

Tennis Courts  Approx Address #24 Stevens Way

Emergency Communication:
Personal Cell Phone

AED Location:
Nearest AED is in Woodward Dorm vestibule.

Ambulance Access: Via Stevens Way