

**WARDLAW + HARTRIDGE**  
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**SPORTS MEDICINE**  
**EMERGENCY ACTION PLAN**

*Revised 8/6/2021*

<b>Athletic Department Staff and Communication</b>	<b>3</b>
<b>Sports Medicine Staff Availability</b>	<b>3</b>
<b>Life Sustaining Mechanisms</b>	<b>4</b>
<b>Emergency Health Information</b>	<b>4</b>
<b>In Case of Emergency</b>	<b>4</b>
<b>Venue Directions for Ambulance</b>	<b>5</b>
<b>Serious Orthopedic Injuries</b>	<b>6</b>
<b>Minor Orthopedic Injuries</b>	<b>6</b>
<b>Emergency Equipment</b>	<b>6</b>
<b>Emergency Care Facility</b>	<b>7</b>
<b>Emergency Transportation</b>	<b>7</b>
<b>Non W+H Student-Athlete Medical Care</b>	<b>7</b>
<b>Catastrophic Incidents</b>	<b>7</b>
<b>Catastrophic Action Plan</b>	<b>8</b>
<b>Contacts of the Crisis Management Team (CMT)</b>	<b>8</b>
<b>Weather Related Emergencies</b>	<b>9</b>
Lightning Policy	9
Cold Exposure Policy	9
Signs of Cold Stress	11
Heat Exposure Policy	11
Signs of Heat Illness	12
Heat Illness Management	13
Heat Stroke Management and Response	14
Cold Water Immersion Guidelines	15
<b>COVID-19 Exposure</b>	<b>16</b>
<b>EAP Review</b>	<b>16</b>

The following Sports Medicine emergency action plan is in place for the Wardlaw+Hartridge School Athletics Department.

## Athletic Department Staff and Communication

The Sports Medicine staff is composed of 2 licensed and certified athletic trainers. A staff athletic trainer (AT) will be available during all practices and/or competitions. To ensure appropriate coverage of the numerous interscholastic teams, Wardlaw+Hartridge Sports Medicine will utilize the following system based on cell phone communication:

Cell numbers of staff athletic trainer(s) and other Athletics Department staff:

- Karl Miran (Athletic Director): 484-942-9532
- Courtney McClain (Asst. Athletic Director/AT): 609-367-5022
- Ryan Oliveira (Athletic Trainer) 732-275-5589

*Note: This information will be distributed to all coaches via email.*

## Sports Medicine Staff Availability

### In-Season and Other Segment:

At least one staff athletic trainer is on site from 10:00 AM until all athletic practices/competitions are completed. The Sports Medicine Staff office/Athletic Training Room is located in the Fitness Center just beyond the swimming pool.

### Summer and Off-Season Segment:

Summer school hours vary each month and are Monday-Friday:

- August: 8:30 – 3:30 (week before pre-season); 8:30am – 8:00pm (pre-season)
- All summer practices must be approved by the Athletic Department and follow all heat illness and department guidelines.

## Life Sustaining Mechanisms

### CPR Certification and Auto External Defibrillator (AED):

All coaching staff and staff athletic trainers are certified in CPR/AED and have been instructed about the location of each AED machine. There are 3 AEDs available for use. The Units are located in the Laidlaw Gym, Plumeri Gym, and the Nurse's Office.

### Location of AEDs in Athletics Facilities/Venues:

1. Laidlaw Gym: Inside entrance door on right
2. Plumeri Gym: Inside entrance door on left
3. Nurse's Office: Outside of doorway
4. Athletic trainers and coaches at remote home sites will also carry one

## Emergency Health Information

All emergency health information i.e. allergy and asthma plans are kept in the Nurse's Office. A copy of individual emergency plans is kept in the Sports Medicine office.

## In Case of Emergency

An emergency is any sudden life threatening injury or illness that requires immediate medical attention. Any individual (AT, coach, assistant coach, or other health care provider) certified in the knowledge of CPR/First Aid/AED present at the scene of an emergency may be required to act according to this protocol.

The following actions should be taken during any emergency or life-threatening situation (heart attack, cardiac arrest, respiratory arrest, seizure, serious head/neck injury, traumatic body injury, diabetic emergency, heat-related illness, anaphylactic emergency, significant blood loss, weather related incident):

1. Remain calm.
2. Contact EMS (911)
  - Give the dispatcher your name, location, and exact nature of the injury.
  - Stay on the line and answer all required questions.
3. Inform dispatch to the location of the incident and advise the best entrance for EMS to enter through.

4. Retrieve AED if necessary; located in Laidlaw Gym, Plumeri Gym, the motorized cart, and nurse's office
5. Provide basic life support (BLS) if no signs of life
6. If possible, send someone (coach/parent/school employee) to meet EMS or police.
7. Call a staff AT if they are not already present:
  - Ryan Oliveira (c) 732-275-5589
  - Courtney McClain (c) 609-367-5022
8. Contact the School Nurse, Angela Farese, at ext. 130

## Venue Directions for Ambulance

- Upper Turf Fields – Enter through the main entrance and keep right to the statue. Follow through the parking lot and the fields are directly ahead at the back of the school.
- Baseball/Softball Fields – Enter through the main entrance and keep right at the statue. Follow the parking lot and the fields are directly to the left of the turf fields.
- Front Grass Field – Enter through the main entrance and turn left at the statue. The fields are directly in front of the school and border Inman Avenue.
- Tennis Courts – Enter through the main entrance and keep to the right of the statue. Follow the road through the parking lot, turn left at the end of the parking area, and the courts will be @100 yards ahead.
- Laidlaw Gym – Enter through the main entrance and keep to the right of the statue. Follow the road through the parking lot, turn left at the end of the parking area, and the gym is on the left directly across from the US soccer fields.
- Plumeri Gym – Enter through the main entrance and keep to the right of the statue. Follow the road through the parking lot, turn left at the end of the parking area. Turn left at "Plumeri Gym" sign (also a fire hydrant on the left). The entrance to the building is at the end of this road.
- Swimming Pool – Enter through the main entrance and keep to the right of the statue. Follow the road through the parking lot, turn left at the end of the parking area. The emergency doors to the pool will be on your left just prior to the "Plumeri Gym" sign.

*Note: In the case of an emergency where an ambulance is called, student-athletes, coaches, parents, or other staff should be selected to provide directions to medical personnel on the whereabouts of the emergency.*

## Serious Orthopedic Injuries

In the case of a SERIOUS INJURY (Knee ligament, serious ankle sprain):

1. Remain Calm
2. Call the first available member of the Sports Medicine staff (see above)
3. Apply ice to the injured area (ice can be found in the ATR and in the supplied ice chests given to coaches)

## Minor Orthopedic Injuries

In the case of a MINOR INJURY (ankle sprain, muscle strain):

1. Notify an AT on the Sports Medicine staff and get guidance
2. Apply ice to the affected area as needed for pain (no more than 20 minutes every hour)
3. Keep the part elevated (when possible)
4. DO NOT HEAT THE AREA

## Emergency Equipment

### FIRST AID KIT

1. non-sterile gloves
2. adhesive bandages
3. gauze (sterile, non-sterile)
4. triple antibiotic ointment
5. white athletic tape
6. alcohol pads
7. pre-wrap
8. nose sponges
9. tongue depressors

## OTHER EMERGENCY EQUIPMENT

1. Crutches (ATR)
2. AED (Various locations)
3. Vacuum/Sam Splints (ATR, AT)

## Emergency Care Facility

JFK Medical Center	65 James Street Edison, NJ 08820	732-321-7000 <a href="http://www.ifkmc.org">www.ifkmc.org</a>
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## Emergency Transportation

Should an injury requiring emergency transportation be sustained during an event, priority will be given to ensure appropriate medical staff remains on-site. An identified person (coach, parent, guardian) will accompany the injured student-athlete to the emergency facility.

## Non W+H Student-Athlete Medical Care

Any injury suffered by a visiting student-athlete during a sanctioned contest at W+H School should be communicated to a staff athletic trainer. The staff athletic trainer should assist in referring the visiting student-athlete towards the appropriate medical care. Any recommended action, communication, and/or transportation of the involved student-athlete should be assisted by visiting team coaching staff or personnel.

Should a medical emergency occur to someone other than a student-athlete during an event i.e. spectator, the Athletics Department staff should be notified immediately.

## Catastrophic Incidents

In the event of a catastrophic/crisis incident, the policies and procedures found in the *Crisis Management Policy and Plan* will be followed. Catastrophes and Crises include:

- Sudden death of a student-athlete, coach or staff member
- Disability or life-altering injuries (paralysis, loss of a paired organ, diminished neurological capacity, loss of an extremity or diminished sense of sight, hearing)
- Other traumatic incidents

## Catastrophic Action Plan

The following action plan will be initiated by the on-site person (Athletic Trainer/Coach) to manage a catastrophic incident:

- Obtain pertinent facts regarding the incident accurately.
- Document all events including participants and witnesses.
- Secure any or all available materials/equipment utilized.
- Initiate communication within the Crisis Management Team (CMT).
- Members of the CMT, or designated individuals, shall communicate about the incident to family members, staff members, student-athletes or athletic department personnel.

## Contacts of the Crisis Management Team (CMT)

	<u>Cell Phone</u>	<u>Home Phone</u>	<u>School Ext</u>
● Andrew Webster (Head of School/CMT Coordinator):	718-483-1491	908-757-8593	107
● Donna Brack (Asst to Head of School):	732-221-8530		115
● John Pratt (CFO):	908-642-4425	908-561-8509	108
● Corinna Crafton (MS Head):	732-319-4503		121
● Bob Bowman (US Head):	908-451-6785		104
● Silvia Davis (LS Head):	856-207-7546	848-229-2419	141
● Dina Congregane (School Counselor):	973-714-5861		127
● Zoe Bongiovanni (School Counselor):	484-744-6300		127
● Angela Farese (School Nurse):	908-403-5761	732-396-9009	130
● Dawn Cancryn (Director of Auxiliary Services)	908-821-7527	908-561-6490	143
● Karl Miran (Athletic Director):	484-942-9532		129
● Gerard Gonnella (Director of Admissions & Financial Aid/Director of International Student Program)	908-616-8855		156
● Ana De Leon (Assoc. Director of Admissions)	732-217-9133		110
● Bill Jenkins (Asst. Head of Institutional Advancement)	908-303-2087	908-439-4657	111
● Rudy Brandl (Director of Communications)	908-720-1633	908-462-1999	106
● Leaford Thompson (Superintendent of Building and Grounds)	908-310-6415	908-754-3473	120
● Marc Spivak (Director of Technology)	917-957-3784		165
● Courtney McClain (Asst. AD/AT):	609-367-5022		315
● Ryan Oliveira (Athletic Trainer)	732-275-5589		146



## Weather Related Emergencies

### Lightning Policy

With prevention being the major goal of the Athletics Department, Wardlaw+Hartridge will utilize weather scans and forecasts to determine the threat of lightning during athletic participation and determine practice and/or game status.

- **Practices** – the staff AT will be responsible for determining the threat of lightning. At such time that lightning is seen in the area or detected or thunder is heard (flash-to-bang), the certified athletic trainer will make a decision and inform the coaching staff to remove the team from the playing field to a secure and safe location. Decisions about initiating a practice that has not begun or continuation of a practice that has started will be made by the staff AT who will inform the head coach.
- **Competition** – the staff AT will be responsible for determining the imminent presence of lightning. At such times that lightning is seen or detected in the area or thunder is heard within a range of 3-8 miles (flash-to-bang), Wardlaw+Hartridge will notify the opposing team and game officials of our intentions to remove our team from the playing field to a secure and safe location. Communication will be made to the spectators advising them to take shelter. Decisions about initiating a contest that has not begun or continuation of a contest that has started will be made with input and consultation of the staff AT, event management staff, game officials, and head coaches.

*Note: Wardlaw+Hartridge Athletics will not permit its teams to return to an open field for practice or competition until at least 30 minutes have elapsed since the last evidence of lightning in the area and an appropriate warm-up/stretching period is provided. Such safe locations will include Laidlaw Gym, Plumeri Gym, Fitness Center, and the boys' and girls' locker rooms.*

These policies were adopted from *NATA's Position Statement: Lightning Safety for Athletics and Recreation*.

Addendum to Lightning Policy:

- With the ongoing pandemic, indoor space is severely limited. In a case where lightning requires us to take shelter, indoor space will be utilized while still maintaining social distancing. Additional indoor areas can be utilized in the case where we need more space.

### Cold Exposure Policy

In cold weather temperatures, proper layered clothing should be worn and encouraged by the

Wardlaw+Hartridge Athletics department staff and coaches. These include:

- Several layers around the core of the body, especially for those individuals that are not very active.
- Long pants designed to insulate. On very cold days a nylon shell or wind pant can be worn on top of them for additional wind break.
- Long sleeve shirt/sweatshirt/coat designed to insulate and break the wind.
- Gloves
- Ear/face insulation.
- Wicking socks that do not hold moisture inside.

Clothing should be **layered** to allow adjustments as activity level may increase and decrease within a practice, which may elevate or drop body temperature. The first layer of clothing should wick sweat and moisture away from the body. The top layers should act as insulators to trap heat and block wind.

The following temperature guidelines have been established with aid from the *National Athletic Trainer's Association Position Statement: Environmental Cold Injuries* for the Wardlaw+Hartridge athletic teams during cold weather situations. The following guidelines have been established for Wardlaw+Hartridge Athletics practice and event participation.

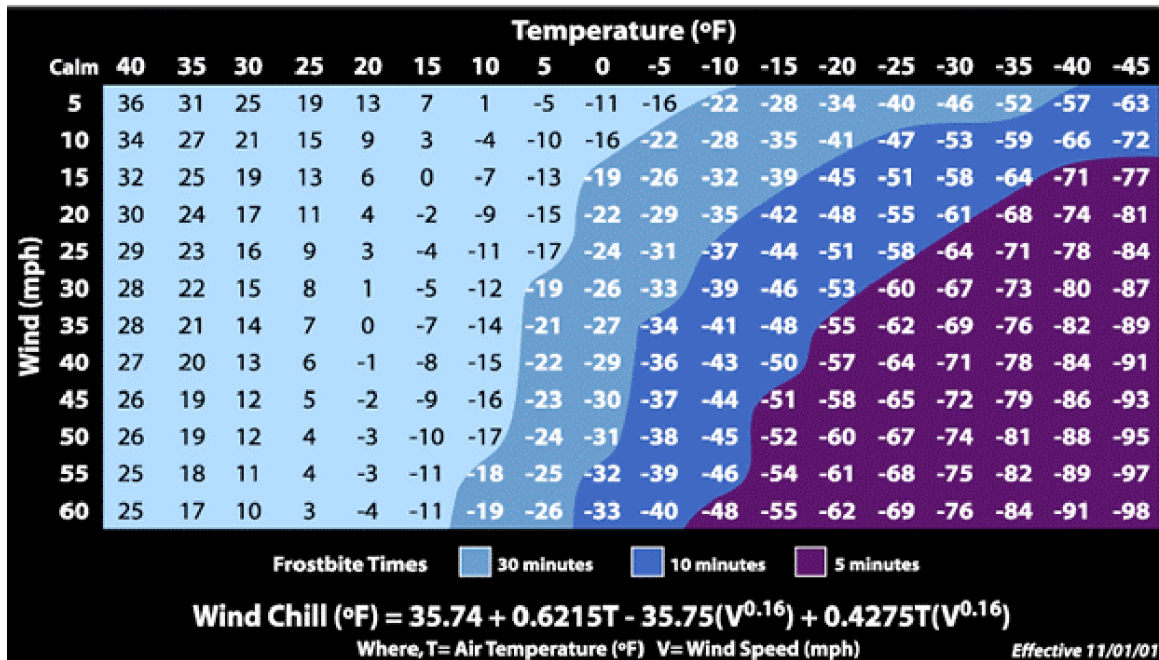
- 45°F and below (temperature or wind chill): Outside participation limited to 45 minutes.
- 32°F and below (temperature or wind chill): Outside participation terminated.

In addition to the above guidelines, it is recommended that additional directives are given to student-athletes:

- Cold exposure/activity requires more energy from the body. Additional calorie intake may be required.
- Cold exposure/activity requires similar hydration to that of room temperature; however, the thirst reflex is not activated. Conscious efforts before and after activity to hydrate should be initiated.



## NWS Windchill Chart



### Signs of Cold Stress

Student-athletes should be instructed on signs of cold stress (wind chill, frostbite and hypothermia). Fatigue, confusion, slurred speech, red or painful extremities, swollen extremities, blurred vision, red watery eyes, dizziness, headache, numbness, tingling of skin and extremities, shivering, uncontrollable shivering etc. are a few warning signs of cold stress.

### Heat Exposure Policy

Life threatening situations do occur in athletics and serious consequences can result from heat stroke especially. With prevention being the major goal of the Athletics Department, it is important certain safeguards are met to ensure the safety of our student-athletes.

During times of hot weather, a member of the Sports Medicine Staff will determine air temperature and relative humidity via a wet bulb thermometer. This will be used in conjunction with local heat index information available via local weather websites. Even when a particular sport has athletic trainer coverage, it is in the best interest of the head coach to obtain information pertaining to heat/humidity and follow appropriate procedures for each zone or risk.

Below is a table representing the activity and rest break guidelines under various wet bulb temperature readings

# Wardlaw+Hartridge Athletics

WBGT Reading	Flag	Risk for heat illness	Activity and Rest Break Guidelines
under 80°F	Green	Very low	Normal Activities-provide at least 3 separate rest breaks each hour of minimum duration of 3 minutes each workout
80°F-85°F	Yellow	Low	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
85.1°F-88°F	Orange	Moderate	Maximum practice time is 2 hours, For Football, Lacrosse and Field Hockey: All helmets and shoulder pads must be removed for practice and conditioning activities. If the WBGT rises to this level during practice, football players may continue to work out wearing football pants without changing into shorts. For All Sports: provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
88.1°F-90°F	Red	High	Maximum length of practice is 1 hour. For Football, Lacrosse and Field Hockey: No protective equipment may be worn during practice and there must be no conditioning activities. For All Sports: there must be no conditioning and there must be 20 minutes of rest breaks distributed throughout the hour of practice.
Over 90°F	Black	Very High	NO OUTDOOR WORKOUTS. Delay practice until a cooler WBGT level is reached.

## Signs of Heat Illness

The table below lists various signs and symptoms of heat exhaustion and heat stroke. While these are the more common signs and symptoms, please note that others may appear and it is important to be familiar with all of these.

Vital Sign	Heat Exhaustion	Heat Stroke
FACE	Pale	Red, Flushed
SKIN	Moist, Clammy	Hot, Dry
SWEATING	Profuse	None
TEMPERATURE	Normal (98.6 or slightly	Very High (105 – 110)

	higher)	
PULSE	Weak and Rapid	Strong and Rapid
CONSCIOUSNESS	Usually conscious	Possibly unconscious, headache is common symptom
BREATHING	Rapid, Shallow	Possible convulsions/ rapid, shallow
TREATMENT / FIRST AID	Move to a cool area Recline with feet elevated Ice or cold compresses Electrolyte solution Hospital or Doctor evaluation	Lower body core temperature immediately! Recline with head elevated No stimulants Undress/cold towels or ice/medical emergency transport

## Heat Illness Management

Participating in sports during hot weather increases the risk for developing heat illness. Heat illnesses vary in severity from mild (cramping) to severe (heat stroke, death). The following guidelines should be utilized to prevent heat illnesses:

1. Continue to hydrate yourself with water and/or electrolyte beverages:
  - Drink 24 oz. (1 water bottle) of cold fluids for every lb lost
  - DO NOT DRINK caffeinated beverages (coffee, tea, Coke, Pepsi, etc.), “energy drinks” (Red Bull, Monster, Amp, etc), and alcoholic beverages → they cause you to produce more urine, increasing the loss of fluids.
  - DO NOT DRINK carbonated beverages and sugary drinks (fruit juices, punch, etc.)
  - Drink enough to satisfy thirst during activity and drink after activity.
2. Eat a nutritious diet:
  - A good balance between macronutrients: carbohydrates, fats, and proteins
  - Fruits and vegetables
  - Stay away from fast foods
  - Lightly salt foods to taste and/or eat foods high in sodium (ham & cheese, pizza, tomato sauce, soup, tomato juice, pickles, pretzels, etc.)
3. Avoid taking any supplements, stimulants, and/or other medications unless prescribed by a physician.
4. Monitor urine color and output (urine color should be pale yellow to clear if properly hydrated).
5. Immediately contact first available staff AT if any of the following occur:
  - Cramping / muscle spasms / convulsions

- Nausea and/or vomiting
  - Elevated body temperature (>102°F)
  - Severe headache, dizziness, confusion, and/or lethargy
  - Staggering body control, decreasing level of consciousness, intense thirst
6. Have the athlete report to the Athletic Training Room before the next practice or competition for follow up evaluation.

These guidelines were made in conjunction with the *National Athletic Trainers' Association Position Statement: Exertional Heat Illnesses*.

## Heat Stroke Management and Response

Heat stroke, just like any other heat illness, requires immediate attention. If the athletic trainer/medical staff is onsite, utilize the principle of **Cool First, Transport Second**. When cooling, use cold water immersion or other approved cooling technique, until EMS arrives. If the athletic trainer/medical staff is not onsite, cool immediately until the athlete starts to shiver, or for a minimum of 20 minutes based upon the known cooling rate of 1 degree per 3 minutes. If the athletic trainer/medical staff **is not** present, EMS assumes control of the exertional heat stroke patient upon arrival and continues cooling for the minimum of 20 minutes or until rectal temperature is obtained.

## Cold Water Immersion Guidelines

WBGT Reading	Flag	Cold Water Immersion Tub Guidelines
Under 80.0F	Green	Mandatory alternative cooling measures of a cooler with ice and towels or a tarp (taco/burrito method) must be available at the practice, game and event site.
80.0 F – 85.0F	Yellow	A 150 gallon cold water immersion tub or a tarp (taco/burrito method) must be filled with water temperature of less than 60F and accessible for cooling within 5-10 minutes of the practice/contest site. Remove external clothing/equipment prior to cooling or immediately after entering the tub. Aggressively stir water during the cooling process.
85.1 F – 88.0F	Orange	A 150 gallon cold water immersion tub or a tarp (taco/burrito method) must be filled with water temperature of less than 60F and accessible for cooling within 5-10 minutes of the practice/contest site. Remove external clothing/equipment prior to cooling or immediately after entering the tub. Aggressively stir water during the cooling process.
88.1 F – 90F	Red	A 150 gallon cold water immersion tub or a tarp (taco/burrito method) must be filled with water temperature of less than 60F and accessible for cooling within 5-10 minutes of the practice/contest site. Remove external clothing/equipment prior to cooling or immediately after entering the tub. Aggressively stir water during the cooling process.
Over 90F	Black	<b>NO OUTDOOR WORKOUTS.</b> Delay practice until a cooler WBGT level is reached. If the WBGT rises to this level during practice, it is required a 150 gallon cold water immersion tub (or a tarp (taco/burrito method) must be filled with water temperature of less than 60F and accessible for cooling within 5-10 minutes of the practice/contest site. Remove external clothing/equipment prior to cooling or immediately after entering the tub. Aggressively stir water during the cooling process.

## COVID-19 Exposure

There could be interactions at times with someone who could show symptoms of the disease. After the interaction, the following steps should be taken to ensure the safety of yourself and others. COVID-19 has a wide variety of symptoms including but not limited to: fever, chills, sore throat, cough, shortness of breath, headache, fatigue, muscle or body aches, new loss of taste or smell, congestion, runny nose, nausea or vomiting, and diarrhea. There are varying degrees of these symptoms. It is important to know signs and symptoms of the COVID-19 virus and be able to recognize them. In the event that you observe or someone reports positive test results or a positive symptom, refer to the following steps listed below.

- Always practice social distancing and maintain a distance of at least 6 feet whenever possible
- Wear appropriate personal protective equipment (mask, gloves, etc.) and make sure it is donned and worn properly
- Report suspected cases and symptoms to the appropriate school personnel:
  - Ryan Oliveira (Athletic Trainer) 732-275-5589
  - Courtney McClain (Asst. AD/Athletic Trainer) 609-367-5022
  - Karl Miran (Athletic Director) 484-942-9532
- If possible, decontaminate yourself immediately after dealing with an athlete:
  - wash your hands for minimum of 20 seconds with soap and water
  - use hand sanitizer and scrub thoroughly
  - change your clothes if possible
  - change your mask (athletic department will have extras for you)

## EAP Review

The Wardlaw+Hartridge Athletics Department Emergency Action Plan is reviewed at the start of every school year by the Athletics staff and appropriate personnel. An updated copy should be available on [www.whschool.org](http://www.whschool.org) and posted in all AED cases on campus.