

University of Wisconsin-La Crosse

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**Make it
Happen**

Create Your Own ERT



For additional information
www.uwlax.edu/recsports/ert.htm

911...What Is Your Emergency?

Presented at NIRSA 2012



Download Includes:

- Employee review checklists
- 8 detailed and field tested “emergency scenarios” to help you get started today!
- Emergency action plans to help plan for medical situations, active shooter, fire and extreme weather
- Double bonus...sample reports for documenting injuries, incidents and transporting patients.

All documents are available as .pdf and editable MS Word documents.

This booklet is meant only as a supplement to the presentation titled “911...What Is Your Emergency?”

Download all the materials and relive the powerpoint by visiting www.uwlax.edu/recsports/ert.htm

Details of Accident: _____

Immediate Action Taken: _____

Follow Up: _____

Staff: _____ Date: _____

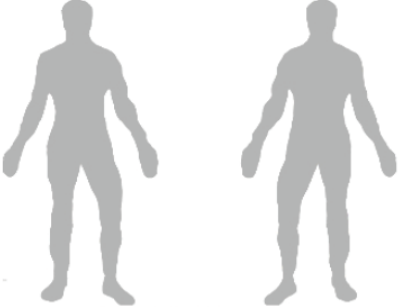
Name of Individual Filling Out Report: _____ Date _____



UW-L Recreational Sports Injury Report

Name: _____ Date: _____ Time: _____
 Student ID: _____ M F Student _____ Staff _____ Other _____ D.O.B.: ___/___/___
 Address: _____ Phone: _____

Location		Activity	Area of Participation
Indoor Facilities	Outdoor Facilities		
Mitchell Hall: _____	Rec: _____	<input type="checkbox"/> Aerobics <input type="checkbox"/> Raquet sports	<input type="checkbox"/> Intramural Sports
<input type="checkbox"/> Gyms	<input type="checkbox"/> Fieldhouse	<input type="checkbox"/> Basetball <input type="checkbox"/> Soccer	<input type="checkbox"/> Open Recreation
<input type="checkbox"/> Fieldhouse	<input type="checkbox"/> Aerobics Room	<input type="checkbox"/> Dodgeball <input type="checkbox"/> Ultimate Frisbee	<input type="checkbox"/> Special Events
<input type="checkbox"/> Racquetball Court	<input type="checkbox"/> Multipurpose Room	<input type="checkbox"/> Flag football <input type="checkbox"/> Volleyball	<input type="checkbox"/> Spectator
<input type="checkbox"/> Fitness Center	<input type="checkbox"/> Martial Arts	<input type="checkbox"/> Floor hockey <input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Racquetball Court		

Type of Injury:	Part of Body:	Front	Back
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Generalized <input type="checkbox"/> Pelvis	<input type="checkbox"/> Right <input type="checkbox"/> Left 	
<input type="checkbox"/> Bleeding	<input type="checkbox"/> Skull/Scalp <input type="checkbox"/> Shoulder		
<input type="checkbox"/> Contusion	<input type="checkbox"/> Eye <input type="checkbox"/> Upper Arm		
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Ear <input type="checkbox"/> Elbow		
<input type="checkbox"/> Fainting	<input type="checkbox"/> Nose <input type="checkbox"/> Forearm		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Mouth <input type="checkbox"/> Wrist		
<input type="checkbox"/> Frostbite	<input type="checkbox"/> Tooth <input type="checkbox"/> Hand		
<input type="checkbox"/> Heart	<input type="checkbox"/> Jaw <input type="checkbox"/> Finger		
<input type="checkbox"/> Heat Exhaustion	<input type="checkbox"/> Neck <input type="checkbox"/> Hip		
<input type="checkbox"/> Internal Injury	<input type="checkbox"/> Spine <input type="checkbox"/> Thigh		
<input type="checkbox"/> Laceration	<input type="checkbox"/> Chest <input type="checkbox"/> Knee		
<input type="checkbox"/> Shock	<input type="checkbox"/> Lungs <input type="checkbox"/> Lower Leg		
<input type="checkbox"/> Sprain	<input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle		
<input type="checkbox"/> Strain	<input type="checkbox"/> Back <input type="checkbox"/> Foot/Toe		
<input type="checkbox"/> Other: _____			

Place an "X" at the site of injury

Witness	Student Identification Number
1 _____	_____
2 _____	_____

Equipment Checked Out by First Aider:

Equipment _____ # _____

Equipment _____ # _____

****Also complete checkout slip or card and place on bulletin board at REC or in checkout box at Mitchell Hall****

Develop Your Own ERT

Follow these 5 steps to start an ERT on your campus

1. Create your team
2. Evaluate current procedures
3. Prepare emergency action plans
4. Develop & implement red shirt reviews
5. Evaluate progress



FRONT

EMERGENCY PROCEDURES

REC INFO COUNTER

LIFE-THREATENING SITUATION

- Remember check, call, and care. Perform emergency first aid and CPR if required. If available, utilize automated external defibrillator (AED).
- Use radio or send help to notify the Office/Information Counter to call 911 and University Police. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
- If training room/first aid room is open, use radio or send help to get first aider.
- If possible, get staff member to the scene with REC cell phone.
- When calling 911:
 - Dial **911**
 - State the following information:

My name is _____. I am calling from Recreational Eagle Center at UW-La Crosse. The address is **1601 Badger Street**. The phone number I'm calling from is **608-785-5225**.

Be prepared to give the following information:

 - DESCRIBE THE SITUATION**
 - NUMBER OF PERSON(S)** needing help
 - CONDITION OF PERSON(S)** - male/female, child/adult, conscious/unconscious
 - WHAT IS BEING DONE** for victim - first aider is performing CPR
 - YOU HANG UP LAST - let EMS hang up first.**
- Call University Police (either you or instruct someone else) to notify them of situation (extension 9-9999). When calling University Police:
 - Dial **9-9999**
 - State the following information:

My name is _____. I am calling from Recreational Eagle Center. **911 has been called** for...(explain scenario).
- Have someone meet ambulance at proper exterior door to direct help to

FIRST AID REVIEW GREEN

reported victim

Date: _____ Reviewed Staff: _____ Reviewers: _____

Situation A student was playing table tennis when he/she tripped and cut his/her cheek on the corner of the table.

Victim Approach a staff member holding your cheek showing the staff member the blood on your hand and face.

CHECKLIST - (verbalize words in parenthesis)

- Grab a first aid kit
- Check the scene (**scene is safe**)
- Tell him/her you are first aid certified and want to help; obtain consent
- Assist person to a seated position
- Before dealing with blood, put on gloves
- Apply pressure with a clean gauze pad
- Continue applying additional dressings as needed until cut stops bleeding
- Assist victim with bandage for location
- Monitor for signs of shock*
- Fill out an injury report
- Clean the area with appropriate solution
- Place all bloody materials into biohazard bag and place bag in biohazard container

OTHER

Does staff member have CPR pocket mask clipped on?

*Symptoms of shock: confusion, altered level of consciousness, pale or ashen, cool, moist skin, rapid breathing, excessive thirst, nausea or vomiting

Comments: _____

CPR/AED REVIEW RED

reported victim

Date: _____ Reviewed Staff: _____ Reviewers: _____

Situation A person is in a GroupX class when he/she starts to feel severe chest pain.

Victim Clutch your chest in pain, showing signs of cardiac arrest. Once staff member reaches you, collapse to the ground lying "unconscious" face up; there should be no response from you throughout the rest of the review.

Witness Run to the front counter staff member and explain your friend is having severe chest pain and needs help right away.

CHECKLIST - (verbalize words in parenthesis)

- Grab AED and first aid kit
- Check the scene (**scene is safe**)
- Check the victim; tap shoulder and shout "are you okay, are you okay?"

(victim does not respond *Consent is implied due to unconsciousness of the victim*)

- Direct someone to call 911 and University Police
- Radio staff for first aid kit & AED (if not already there)
- Ensure bystanders or other staff open doors and meet EMS
- Open the airway
- Do a 10-second check for breathing and other signs of life

(there are no signs of life)

If another staff member is with you have that person prepare the AED while you perform CPR

- Begin CPR based on certification
- Continue CPR until prompted by AED

If another staff member is NOT available

- Turn on AED and follow instructions
- Ensure no one and no objects are in contact with the person during AED analyzing and shocking
- Vocalize AED commands; "analyzing, stand clear" "shocking, stand clear"
- Continue until one of the following occurs:

(Ask staff member to list reasons they would stop)

1. EMS or another trained responder arrives and takes over
2. Person shows signs of life
3. Scene becomes unsafe
4. Responder is too exhausted to continue
5. AED arrives

After EMS has arrived and taken over

- Fill out injury report
- Call pro staff to report the emergency

Other

Does staff member have CPR pocket mask clipped on?

Comments: _____

scene.

8. Have someone open doors from lobby to fieldhouse (gym area) to allow for direct access.
9. Ensure bystanders are removed from scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
10. Be sure that injury report form (pink sheet) is completed (*by first aider if on duty or staff member*).
11. Contact Mo to notify her of the situation.

NON-LIFE-THREATENING

1. If athletic training/first aid room is open, use radio or send help to get first aider. He/she will make determination of severity and decide on further action. If you are unsure, CALL.
2. Use radio or send help to notify the Office/Information Counter.
3. If possible, get staff member to the scene with REC cell phone.
4. If you need an ambulance (but NOT life-threatening), still call 911.
5. If 911 is called, be sure to call University Police (9-9999).

SEE LIFE THREATENING EAP FOR 911 and U.P. CALLS

6. If 911 is not called but injured person needs transportation to emergency room or health care facility (Urgent Care, Student Health Center), call University Police (extension 9-9000).

When calling University Police (911 not called)

State the following information:

My name is _____. I am calling from Recreational Eagle Center. A student has been injured and needs to be transported to (Student Health Center, local hospital, etc.).

7. Have someone meet ambulance and/or University Police at proper door to direct help to scene.
8. Have someone open doors from lobby to fieldhouse (gym area) to allow for direct access.
9. Depending upon severity of injury, a friend may be available to provide own transportation.
Do not allow friends to transport serious injuries that deal with head, neck, back, and questionable levels of consciousness.
10. Give student **pink injury transportation form** and inform them of further care and transportation options.
11. Be sure that injury report form (pink sheet) is completed (*by first aider if on duty or staff member*).
12. Contact Mo to notify her of the situation if 911 and/or UP was called.

RED SHIRT PROGRAM OVERVIEW

The Red Shirt Review Program (RSR) is meant to refresh and educate the staff members of the University of Wisconsin-La Crosse Recreational Sports Department on how to react to possible emergencies within the facilities. The purpose is to create non-intimidating environment with real life situations for staff members to practice and become comfortable implementing EAP's. Each staff member will be reviewed at least once per academic year (ideally once per semester), provided that they pass their first red shirt review scenario. Facilitators will keep a database of each staff member's review date, scenario given, and comments for each review.

Emergency scenarios will include, but are not limited to a medical (first aid or CPR/AED) emergency, power outage, weather emergency (tornado, flood, blizzard, etc), active shooter, and bomb threat. Staff should follow procedures from start to finish of the scenario, including necessary paperwork and facility clean-up. The "reviewed" staff member will be informed when the review is over and all skills have been completed.

Facilitators of the red shirt reviews will be wearing red shirts that say "DRILL" to indicate to all other staff members and bystanders that they are practicing a drill and not an actual emergency situation. No open recreation members will be involved in the reviews. At no time should 911 or University Police be called or a real AED be used. If the situation requires CPR and an AED, Prestan and an AED trainer will be used.

The purpose of the red shirt reviews is to better prepare staff members. In no way is the program meant to "police", judge or prove anyone wrong.

Staff can prepare for red shirt reviews by reviewing the emergency action plans located at each service desk station, in the student employee handbook, the ERT website and/or the Red Cross reference cards at the REC Information Counter and Mitchell Hall office.

Radios

There will be a designated set of "red shirt review" radios that should be used during all reviews. In addition, over these radios, it should be announced at the beginning of the review that a red shirt review is occurring, then again repeated at the end over the radios to signify the completion of the review.

Evaluation

Reviews will be evaluated by using a checklist of steps that should be completed in each emergency situation. Since the goal of the program is to ensure that each staff member is knowledgeable and comfortable, there is more conversation than "grading or rating" during the experience.

If the student does not know the material and/or procedures, a follow-up review will be scheduled. This review will be similar in content and will be conducted within two weeks. The student should immediately review the emergency action plan and any other materials that will help complete the review successfully the second time. If the student has concerns the second time, a review will be required with a trained instructor (currently Mo).

If the student does not take the review seriously and continues foul play after being warned, the review will be stopped. The student will be reviewed again within a month. If the second review has problems again due to the same issue, a meeting will be required with Mo.



Pre-made Moulage Accessories & Kits:

www.moulage.net

www.militarymoulage.com

MAKE IT MORE REALISTIC

Fake Skin Base/Putty

1-2 boxes of powdered corn starch

1 jar of Vaseline

1-2 tsp cocoa powder (for skin color)

**Mix starch and vaseline together until it forms a dough-like substance. Continue adding starch until the mixture is no longer sticky. Add cocoa powder until desired skin-tone color is reached. When finished the putty base should easily form into desired shapes yet still adhere to the 'patients' skin.*

Bruises/Scratches

Red & Blue Eyeshadow or Halloween Oil Makeup

Dark Red & Dark Blue Hairspray

(spray onto skin)

Thick Blood

1 bottle liquid corn syrup

Tsp. powdered corn starch

Red Food Coloring

**Mix desired amount in a small container, adding a tiny amount of corn starch. This will decrease the chances of the food coloring dying the patients skin or clothing. (If clotted blood is desired, add a small amount of cocoa powder and Knox gelatin to darken and thicken the mixture).*

Other useful Moulage Kit Items

Alcohol Prep Pads

Baby Wipes

Q-Tips

Small Paint/Makeup Brushes