EMERGENCY PROCEDURES

REC INFO COUNTER

LIFE-THREATENING SITUATION

- 1. Remember check, call, and care. Perform emergency first aid and CPR if required.
- 2. Use radio or send help to notify the Office/Information Counter to bring first aid kit and AED to the scene
- 3. On-scene, call 911 <u>and</u> University Police. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
- 4. If possible, get staff member to the scene with REC cell phone.
- 5. When calling 911:

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B. State the following information:

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

Be prepared to give the following information:

- DESCRIBE THE SITUATION
- 2. NUMBER OF PERSON(S) needing help
- CONDITION OF PERSON(S) male/female, child/adult, conscious/unconscious
- 4. WHAT IS BEING DONE for victim performing CPR
- C. YOU HANG UP LAST let EMS hang up first.
- 6. Call University Police (either you or instruct someone else) to notify them of situation (extension 9999). When calling University Police:
 - A. Dial 608-789-9999, (9999 on campus phone).
 - B. State the following information:

My name is _____. I am calling from Recreational Eagle Center. 911 has been called for...(explain scenario).

- 7. Have someone meet emergency services at proper exterior door to direct help to 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 an accident report (Connect2)) is completed (by ATC if on duty or staff member).
- 11. Contact Mo to notify her is student was transferred to health care facility

MULTI-ACTIVITY COURTS (MAC)

If a student were to inform a Fitness Center staff member of an injury in the MAC, that person will serve as primary responder. Direct and clear communication should be made with info counter staff while responding to situation. Info counter staff should respond to emergencies in the MAC using the stairs closest to the Fitness Center or the Southwest door on the track.

EMS Arrival: Badger Street Side – Enter through Fitness Center doors; utilize Fitness Center elevator Farwell Street Side – Enter through North Fieldhouse emergency doors; utilize North elevator near custodial closet and cross track (make sure track side doors are open to the MAC)

EMERGENCY PROCEDURES

REC INFO COUNTER

NON-LIFE-THREATENING SITUATION

- 1. Use radio or send help to notify the Office/Information Counter.
- 2. Radio for AED and first aid kit to be brought to the scene.
- 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 (608-789-9999, 9999 on campus phone).

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

O.	if 911 is not called but injured person needs transportation to emergency room or health called facility
	(Urgent Care, Student Health Center), call University Police (608-789-9000, 9000 on campus phone).

When calling Univers	ity Police (911 not called), state the following informati	ion
My name	s I am calling from Recreational Eagle Center	·. A
student ha	is been injured and needs to be transported to (Student	
Health Ce	nter, 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 and/or 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.

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- 11. Be sure that an accident report (Connect2) is completed (by ATC if on duty or staff member).
- 12. Contact Mo to notify her if student is transferred to a health care facility

MULTI-ACTIVITY COURTS (MAC)

If a student were to inform a Fitness Center staff member of an injury in the MAC, that person will serve as primary responder. Direct and clear communication should be made with info counter staff while responding to situation.