

EMERGENCY ACTION PLAN

NORTH CAMPUS

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 for first aid kit and AED to be brought to the scene.
3. On-scene, call 911 and 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:

A. Dial 911.

B.State the following information:

My name is _____. I am calling from UW-La Crosse. The address is **880 East Avenue North**. The cell phone number I'm calling from is _____.

Be prepared to give the following information:

1. **DESCRIBE THE SITUATION**
2. **NUMBER OF PERSON(S)** needing help
3. **CONDITION OF PERSON(S)** - male/female, child/adult, conscious/unconscious
4. **WHAT IS BEING DONE** for victim - CPR is being performed

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 (608-789-9999, 9999 on campus phone).
7. Have someone meet ambulance at entrance to field.
8. Ensure bystanders are removed from scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
9. Be sure that an accident report (Connect2) is completed (*by a staff member on duty*).
10. Contact Professional Staff to notify them is student is transferred to health care facility

EMERGENCY ACTION PLAN

NORTH CAMPUS

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

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 (608-789-9000, 9000 on campus phone).

When calling university police (911 not called) state the following information:

My name is _____. I am calling from UW-La Crosse. The address is **880 East Avenue North**. The cell phone number I'm calling from is _____.

7. Have someone meet ambulance and/or University Police to direct help to scene.
8. 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.
9. Give student **pink injury transportation form** and inform them of further care and transportation options.
10. Be sure that an accident report (Connect2)s completed (by a *staff member on duty*).
11. Contact Mo to notify her is student is transferred to health care facility