

# EMERGENCY ACTION PLAN

## ATHLETIC COMPLEX

### LIFE-THREATENING SITUATION

1. Remember check, call, and care. Perform emergency first aid and CPR if required.
2. Use cell phone to call 911 and University Police. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
3. Radio for AED and first aid kit to be brought to the scene.
4. When calling 911:

A. Dial **911**

B. State the following information:

My name is \_\_\_\_\_. I am calling from UW-La Crosse campus. The address is **1820 Pine Street**. The phone number I'm calling from is \_\_\_\_\_. We have a life-threatening situation; please send an ambulance to the \_\_\_\_\_ entrance of the Athletic Complex.

Entrances:

**Turf:** 410 East Ave North

**IM Fields:** main entrance on La Crosse Street between Eagle Hall and tennis courts

**Athletics Soccer Field:** main entrance on Playfield Ln

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.**

5. Call University Police (either you or instruct someone else) to notify them of situation (608-789-9999).
6. Have someone meet ambulance at entrance of field.
7. Ensure bystanders are removed from scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
8. Be sure that injury report form (pink sheet) is completed (*by ATC if on duty or staff member*).
9. Contact Mo to notify her of the situation.

# EMERGENCY ACTION PLAN

## ATHLETIC COMPLEX

### 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 (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 9000).

**When calling University Police (911 not called), state the following information:**

My name is \_\_\_\_\_. I am calling from **1820 Pine Street**. 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. 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 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 if 911 and/or UP was called.

# EMERGENCY ACTION PLAN

## FIELD FOR KIDS

### LIFE-THREATENING SITUATION

1. Remember check, call, and care. Perform emergency first aid and CPR if required.
2. Use cell phone to call 911. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
3. Have the AED and first aid kit brought to the scene.
4. When calling 911:

#### A. Dial 911.

#### B.State the following information:

My name is \_\_\_\_\_. I am calling from Field for Kids. The address is 2500 Hauser Street, La Crosse, WI. The field is located off of Hwy B near the Kwik Trip Distribution Center on Livingston St.. Enter through the southwest parking lot. 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.**

5. Have someone meet ambulance at entrance of the arena.
6. Emergency personnel should use the main entrance and be directed to the ice.
7. Be sure bystanders are removed from the scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
8. Fill out injury report.
9. Call Mo: 608-792-8731 and Sport Club Coordinator.

# EMERGENCY ACTION PLAN

## GREEN ISLAND ICE ARENA

### LIFE-THREATENING SITUATION

1. Remember check, call, and care. Perform emergency first aid and CPR if required.
2. Use cell phone to call 911. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
3. Have the AED and first aid kit brought to the scene.
4. When calling 911:

#### A. Dial **911**.

#### B. State the following information:

My name is \_\_\_\_\_. I am calling from Green Island Ice Arena. The address is **2312 7<sup>th</sup> Street South, Lacrosse.** 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.**

5. Have someone meet ambulance at entrance of the arena.
6. Emergency personnel should use the main entrance and be directed to the ice.
7. Be sure bystanders are removed from the scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
8. Fill out injury report.
9. Call Mo: 608-792-8731 and Sport Club Coordinator.

# EMERGENCY ACTION PLAN

## LA CRESENT ICE ARENA

### LIFE-THREATENING SITUATION

1. Remember check, call, and care. Perform emergency first aid and CPR if required.
2. Use cell phone to call 911. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
3. Have the AED and first aid kit brought to the scene.
4. When calling 911:

#### A. Dial **911**.

#### B.State the following information:

My name is \_\_\_\_\_. I am calling from La Cresent Ice Arena. The address is **520 S. 14<sup>th</sup> Street, La Cresent, MN.** 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.**

5. Have someone meet ambulance at entrance of the arena.
6. Emergency personnel should use the main entrance and be directed to the ice.
7. Be sure bystanders are removed from the scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
8. Fill out injury report.
9. Call Mo: 608-792-8731 and Sport Club Coordinator

# EMERGENCY ACTION PLAN

## ONALASKA OMNI CENTER

### LIFE-THREATENING SITUATION

1. Remember check, call, and care. Perform emergency first aid and CPR if required.
2. Use cell phone to call 911. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
3. Have the AED and first aid kit brought to the scene.
4. When calling 911:

#### A. Dial **911**.

#### B. State the following information:

My name is \_\_\_\_\_. I am calling from Onalaska Omni Center. The address is **255 Riders Club Road, Onalaska**. 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
5. **SPECIFY WHICH ARENA YOU ARE IN** - Arena 1 or Arena 2.

#### C. **YOU HANG UP LAST - let EMS hang up first.**

5. Have someone meet ambulance at entrance of the arena.
6. Emergency personnel should use the main entrance and be directed to the ice.
7. Be sure bystanders are removed from the scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
8. Fill out injury report.
9. Call Mo: 608-792-8731 and Sport Club Coordinator

# EMERGENCY ACTION PLAN

## MITCHELL HALL

### 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 call 911 and University Police. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
  3. Radio for AED and first aid kit to be brought to the scene
  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 Mitchell Hall at UW-La Crosse. The address is **1820 Pine Street**. The phone number I'm calling from is **608-785-8696**.
- Entrances:
- |               |                                      |
|---------------|--------------------------------------|
| Swimming Pool | southeast entrance off Campbell Road |
| Gym 112       | southwest entrance off Campbell Road |
| Gym 113       | main entrance on Pine Street         |
| Gym 114       | main entrance on Pine Street         |
| Field House   | main entrance on Pine Street         |
- 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 (extension 9-9999). When calling University Police:
    - A. Dial **9999**
    - B. State the following information:

My name is \_\_\_\_\_. I am calling from Mitchell Hall. **911 has been called** for...(explain scenario).
  7. Have someone meet ambulance at proper door to direct help to scene.
  8. Ensure bystanders are removed from scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
  9. Be sure that injury report form (pink sheet) is completed (*by staff member*).
  10. Contact Mo to notify her of the situation.

# EMERGENCY ACTION PLAN

## MITCHELL HALL

### 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 (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 Mitchell Hall. 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. 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 injury report form (pink sheet) is completed (*by staff member*).
11. Contact Mo to notify her of the situation if 911 and/or UP was called.



# 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 to call 911 and University Police. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
3. Radio for AED and first aid kit to be brought to the scene.
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).
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 injury report form (pink sheet) is completed (*by a staff member on duty*).
10. Contact Professional Staff to notify them of the situation.

# 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 (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 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 injury report form (pink sheet) is completed (by a *staff member on duty*).
11. Contact Mo to notify her of the situation if 911 and/or UP was called.

# EMERGENCY ACTION PLAN

## RIVER CITY PARK

### LIFE-THREATENING SITUATION

1. Remember check, call, and care. Perform emergency first aid and CPR if required.
2. Use cell phone to call 911. Indicate injury and state of injured person (i.e. male adult with head injury, is unconscious).
3. Have the AED and first aid kit brought to the scene. AED may not be available.
4. When calling 911:

#### A. Dial 911.

#### B.State the following information:

My name is \_\_\_\_\_. I am calling from **River City Park, specifically on French Island, on Airport Beach.** The Address is **750 Fishermans Road, La Crosse, WI.** 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
5. **SPECIFY YOUR LOCATION AS EXACT AS POSSIBLE-** Landmarks you are near within the park

#### C. **YOU HANG UP LAST - let EMS hang up first.**

5. Have someone meet ambulance at entrance of the arena.
6. Emergency personnel should use the main entrance and be directed to the emergency.
7. Be sure bystanders are removed from the scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
8. Fill out injury report.
9. Call Mo: 608-792-8731 and Sport Club Coordinator