

# EMERGENCY ACTION PLAN

## MITCHELL HALL

### LIFE-THREATENING SITUATION

1. Remember check, call, and care. Perform emergency first aid and CPR if required.
  2. Designate a teammate to call 911 and University Police. Indicate injury and state of injured person (i.e. adult male with head injury, is unconscious).
  3. Designate another teammate to bring your first aid kit and AED (**located outside the south entrance to the fieldhouse – entrance closest to the pool**) to the scene and yet another teammate to notify Rec Sports Building Manager (if present, in Rec Sports office near north building entrance/lobby on first floor) there is an emergency.
  4. 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 \_\_\_\_\_.
- Be prepared to give the following information:
1. **DESCRIBE THE SITUATION**
  2. **NUMBER OF PERSONS** needing help
  3. **CONDITION OF PERSON(S)** – gender (if EMS asks), child/adult, conscious/unconscious, etc.
  4. **WHAT IS BEING DONE** for person(s) – example: CPR is being performed
- C. **YOU HANG UP LAST - let EMS hang up first.**
5. Call University Police (same person who called 911 or someone else) to notify them of situation (**608-789-9999**).
  6. Rec Sports Building Manager, if present, can assist with making sure necessary doors are unlocked and open. Teammates should be sent outside both the main north and south entrances of the building to meet University Police and EMS and direct them to the scene. **\*\*Person performing emergency care should continue to do so until EMS arrives.\*\***
  7. Once situation has been managed/EMS is on the way, notify Kylie (**608-397-2029**) immediately.
  8. Complete and submit an Injury/Emergency Report Form.

# EMERGENCY ACTION PLAN

## MITCHELL HALL

### NON-LIFE-THREATENING SITUATION

1. Remember check, call, and care.
2. Designate a teammate to bring your first aid kit and AED (**located outside the south entrance to the fieldhouse – entrance closest to the pool**) to the scene and another teammate to notify Rec Sports Building Manager (if present, in Rec Sports office near north building entrance/lobby on first floor) there is a situation.
3. If you need an ambulance (but the situation is **NOT** life-threatening), still have someone call 911.
4. If 911 is called, be sure to have someone call University Police (**608-789-9999**).

### **\*SEE LIFE-THREATENING EAP FOR 911 CALL SCRIPT AND NEXT STEPS\***

5. If 911 is **NOT** called, but injured individual needs transportation to Emergency Room or healthcare facility (Urgent Care, Student Health Center, etc.), have Rec Sports Building Manager, if present, call University Police dispatch to arrange ride via taxi OR have teammate who is an authorized driver for the club drive injured individual to healthcare facility (only if safe to do so). **\*\*A RMO MUST ALSO go along if person driving is not a RMO. A RMO MUST accompany injured individual if taking taxi to healthcare facility, as well.\*\***
6. Notify Kylie (**608-397-2029**) immediately if injured individual is being transported via ambulance to healthcare facility or is leaving club activities early to go seek medical attention.
7. Complete and submit an Injury/Emergency Report Form.