

EMERGENCY ACTION PLAN

NORTH CAMPUS BASEBALL, SOFTBALL, GRASS FIELDS

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 on bleacher side of 3rd base dugout of softball stadium; can remove from case**) to the scene.
4. When calling 911:
 - A. Dial 911.
 - B. State the following information:

My name is _____. I am calling from the North Campus fields at UW-La Crosse. The address is **857 East Avenue North**. The phone number I'm calling from is _____. The ambulance should come to the main gate off of the parking lot into the complex.
 - 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. Send teammate (with keys if have them) to make sure main gate is unlocked (**University Police can assist with unlocking gates if needed, as well as removing post in ground in front of main gate to allow ambulance to drive into complex**).
7. Send teammate(s) out to street (**near dog park**) to meet University Police and EMS and direct them into complex and to the scene of the emergency. ****Person performing emergency care should continue to do so until EMS arrives.****
8. Once situation has been managed/EMS is on the way, notify Kylie (**608-397-2029**) immediately.
9. Complete and submit an Injury/Emergency Report Form.

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NON-LIFE-THREATENING SITUATION

1. Remember check, call, and care.
2. Designate a teammate to bring your first aid kit and AED (**located on bleacher side of 3rd base dugout of softball stadium; can remove from case**) to the scene.
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 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.