

EMERGENCY ACTION PLAN

RECREATIONAL EAGLE CENTER (REC)

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 a teammate to bring your first aid kit to the scene and another teammate to notify nearest REC staff member there is an emergency and an AED is needed at the scene.
4. When calling 911:

A. Dial **911**.

B. State the following information:

My name is _____. I am calling from the Recreational Eagle Center at UW-La Crosse. The address is **1600 Farwell 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 staff will assist with making sure necessary doors are unlocked and open and sending two people outside the 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.

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RECREATIONAL EAGLE CENTER (REC)

NON-LIFE-THREATENING SITUATION

1. Remember check, call, and care.
2. Designate a teammate to bring your first aid kit to the scene and another teammate to notify nearest REC staff member there is a situation and to bring an AED 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 REC staff member 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.