

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, 9999 on campus phone**).
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 an accident report (Connect2) is completed (*by ATC if on duty or staff member*).
9. Contact Mo if student was transferred to health care facility

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 (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 **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 an accident report (Connect2) is completed (*by first aider if on duty or staff member*).
11. Contact Mo to notify her if student was transferred to health care facility