

## Emergency Response Team (ERT)

1. Committee Description
  - a. The Emergency Response Team seeks to ensure the readiness of the department for any potential emergency. They review departmental incident response plans and facilitate medical emergency and incident simulation activities for student staff members.
2. Committee Responsibilities
  - a. Conduct "Red Shirt Reviews" to simulate medical emergencies and incidents to help student staff members become more comfortable when responding to such situations
  - b. Work as first aid volunteers for departmental events such as Turkey Trot and select home sport club competitions
  - c. Serve as liaison between committee and departmental service areas represented, encouraging discussion, dissemination of information, and generation of ideas between groups
  - d. Other responsibilities as assigned/deemed appropriate based on departmental need or interest of committee members
3. Time Commitment & Payment
  - a. Meetings
    - i. Meetings are held once per month for one hour; the first meeting of the academic year is usually 1.5 hours long
    - ii. Committee meetings are paid
  - b. Outside Work
    - i. All Red Shirt Reviews are conducted outside of meeting times. At this time facilitation of Red Shirt Reviews is unpaid. Committee members should expect to volunteer for 1-2 hours per month completing Red Shirt Reviews.
    - ii. Committee members are also expected to volunteer for one unpaid 2-hour first aid shift at a home sport club competition or departmental event (Turkey Trot, Battleship, etc.) during the course of the academic year.
4. Membership
  - a. Size of Committee
    - i. The committee shall comprise of no more than 20 members
  - b. Representation
    - i. A minimum of one representative from each service area is ideal and encouraged, though not required.
      1. Outdoor Connection
      2. Climbing Wall
      3. EZONE
      4. CSR
      5. BM
      6. Competitive Sports
      7. Fitness Center
  - c. Application/Selection Process
    - i. An application will be available at the start of each semester

1. Spring applications will only be accepted if there are vacancies on the committee
- ii. Applications must be received by the first Wednesday of each semester
- iii. The committee advisor will select members in consultation with the Rec Sports pro staff
- d. Terms & Limits
  - i. Each member serves a one-year term. After their term, they would need to apply again to be on the committee
  - ii. Members may serve up to two years, however this may be extended if there are limited applications
- e. Advisor
  - i. The Rec Sports Athletic Trainer serves as the committee advisor
- f. Leadership
  - i. Roles
    1. Other than the committee advisor, the committee has 1-2 chairs/co-chairs
  - ii. Criteria
    1. Previous committee membership
    2. Preference is given to members who will be able to serve as a chair/co-chair for an entire academic year
  - iii. Selection
    1. Selection typically takes place in the late spring for the following academic year
    2. When new chairs/co-chairs are needed, vacancies will be offered on a rolling basis to current committee members who have served on the committee for at least one semester.
    3. Selection will be initially based on interest. If the number of members interested in the position matches the number of vacancies available, those interested will be offered the position.
    4. If the number of members interested in the position is greater than the number of vacancies available, interested members will complete an application for the open position(s). Applications will be reviewed by the committee advisor in consultation with Rec Sports Pro Staff members.
  - iv. Duties
    1. Attend committee leadership meetings once per month to plan committee meetings. Leadership meetings will be paid.
    2. Attend and lead paid committee meetings once per month - includes preparation of PowerPoints/materials/technology needed for meetings ahead of time (not paid)
      - a. Expectation is to attend at least one of the two committee meetings during meeting weeks, but attendance at both meetings is ideal
      - b. At least one chair/co-chair must be at each committee meeting
    3. Train new committee members on Red Shirt Review procedures
    4. Email/communicate with committee members as necessary

5. Create RSR scheduling & tracking document at start of each semester
  6. Log RSRs & maintain RSR binder
  7. Maintain committee "progress report" that indicates whether or not committee members are meeting committee expectations/requirements
- g. Expectations
- i. Attend and participate in all meetings. Email the advisor or chair of the committee prior to the meeting to obtain an excused absence.
  - ii. Complete RSRs in groups between monthly meetings. Depending on the service area staff size and size of the ERT committee itself, this can equate to facilitating roughly anywhere between 2-5 RSRs per month with your group.
  - iii. Volunteer as "first aider" for one departmental event or home sport club competition per academic year - roughly one 2-hour shift
- h. Removal of Members
- i. Members will be removed from the committee at semester break if they meet one of the following criteria
    1. Two or more meeting absences per semester, excused or unexcused
    2. Don't complete or volunteer for duties outside of meetings (RSRs, volunteer first aid shift, etc.)
- i. Benefits
- i. Opportunity to get involved with Rec Sports outside of or as an extension of typical job duties
  - ii. Play a role in departmental safety & risk management and associated decision-making
  - iii. Serve as unofficial liaison between committee and departmental service areas represented to encourage discussion, dissemination of information, and generation of ideas between groups regarding safety and risk
  - iv. Increase fellow staff members' readiness and comfortability to respond to emergencies, incidents, and injuries in our facilities and during our programming
  - v. Boost own confidence in responding to emergencies, incidents, and injuries and utilizing first aid/CPR/AED skills
  - vi. Get to know and develop relationships with staff members from other service areas
  - vii. Develop Eagle Advantage Career Ready Skills
  - viii. Bolster your resume
  - ix. Develop relationships with departmental professional staff
    - x. Provide service to the department
  - xi. Members will receive a Rec Sports t-shirt at the end of the year if they finish the year in good standing

