EMERGENCY PROCEDURES – REC INFO. COUNTER

LIFE-THREATENING SITUATION:
1. Remember check, call, and care. Perform emergency first aid and CPR if required.
2. Use radio or send help to notify the Office/Information Counter 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. If possible, get staff member to the scene with REC cell phone.
5. When calling 911:

   A. Dial 911
   B. State the following information:
      My name is _________. I am calling from Recreational Eagle Center at UW-La Crosse. The address is **1601 Badger Street**, The phone number I’m calling from is **608-785-5225**.

      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 - performing CPR

   C. **YOU HANG UP LAST - let EMS hang up first.**

7. Call University Police (either you or instruct someone else) to notify them of situation (extension 9-9999). When calling University Police:

   A. Dial 9-9999
   B. State the following information:
      My name is ___________. I am calling from Recreational Eagle Center. **911 has been called** for...(explain scenario).

8. Have someone meet emergency services at proper exterior door to direct help to scene.
9. Have someone open doors from lobby to fieldhouse (gym area) to allow for direct access.
10. Ensure bystanders are removed from scene and comforted. Gather names of bystanders for involvement in follow up debriefing sessions.
11. Be sure that injury report form (pink sheet) is completed (**by ATC if on duty or staff member**).
12. Contact Mo to notify her of the situation.
NON-LIFE-THREATENING:

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 (9-9999).

*SEE LIFE THREATENING EAP FOR 911 and U.P. CALLS*

7. 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 (extension 9-9000).

When calling University Police (911 not called), state the following information:
   My name is __________. I am calling from Recreational Eagle Center. A student has been injured and needs to be transported to (Student Health Center, local hospital, etc.).

8. Have someone meet ambulance and/or University Police at proper door to direct help to scene.
9. Have someone open doors from lobby to fieldhouse (gym area) to allow for direct access.
10. 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.
11. Give student pink injury transportation form and inform them of further care and transportation options.
12. Be sure that injury report form (pink sheet) is completed (by ATC if on duty or staff member).
13. Contact Mo to notify her of the situation if 911 and/or UP was called.