

Emergency Action Plan

An emergency action plan is a written outline detailing how Sport Club members are to respond in an emergency.

Our goal is to BE PROACTIVE, NOT REACTIVE! The Sport Club members and coaches/instructors need to take every precaution to prevent accidents and injuries, however accidents do happen. In the event of an Emergency at a Sport Club event, the Sport Club will take the following steps:

Action Plan Roles

1. **Initial Responder** renders immediate first aid and controls situation. If certified athletic trainer is not present, this is the individual on the team who has the highest level of medical training.
 - a. Emergencies are often charged with emotion and confusion. Someone needs to take charge. This person needs to be competent and have a sound knowledge of CPR & First Aid (Safety Officer). The "Person in Charge" should display confidence to keep others calm and collected.
2. **Call Person** is the individual appointed by the initial responder to call Police Services of 911.
3. **Sport Club Officer or designee in absence** will aid in crowd control and provide a completed incident report to the Sport Club Coordinator (Rob) within 24 hours of returning to campus or within 24 hours of the incident if on campus.

During a Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury:
 - a. **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life threatening situation.
2. When instructed by the **Initial Responder**, the **Call Person** will:
 - a. *On-Campus*: contact Police Services by dialing 911 from any University phone or university blue intercom phone or 707-664-4444 from a cell phone.
 - Police Services will automatically have an ambulance respond.
 - b. *Off-Campus*: call 911 for dispatch.
 - While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for meeting Police Services and/or the ambulance to direct them to the emergency.
4. **Sport club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. The **Sport Club Officer** will call the Sport Club Coordinator at 916-747-1212 as soon as possible. If voice message is received, please leave detailed message including: the name(s) of injured participant(s) and a number, description of the incident, what hospital the participant will be located and a phone number where you can be reached.
6. A **Sport Club Officer** is to complete an *Incident/Accident Report Form* and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Moderately Serious Injuries

1. If the injury is not life threatening but the injured party cannot walk (i.e. an ankle or knee injury, suspected broken bones), the **Initial Responder** will give immediate first aid while assigning a **Call Person**.
 - a. *On-Campus*: the **Call Person** will dial 707-664-4444, allowing Police Services to determine whether Emergency Medical Services (EMS) should be activated or not. Police Services will help arrange transportation to hospital if necessary.
 - b. *Off-Campus*: recommend the injured party seek further medical attention, and coordinate transportation.
2. A **Sport Club Officer** is to complete an *Incident/Accident Report Form* and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Less Serious injuries

1. If the injury is not life threatening and the injured party can walk on their own, the **Initial Responder** will give immediate first aid.
2. If, in the opinion of the **Initial Responder**, the injured person should seek further medical attention (even though the injured person may not), an *Incident/Accident Report Form* must be completed and submitted to the Sport Club Coordinator.

NOTE: If the injured party refuses assistance or transportation to medical help, be sure to note this on the *Incident/Accident Form*. The injured person must sign the form indicating their release of liability.

During Travel to and From a Sport Club Event

Life Threatening Medical Emergency

1. The **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation.
2. When instructed by the **Initial Responder**, the **Call Person** will contact Emergency Medical Services (EMS) at 911.
 - a. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Do not hang up the phone until all information is rendered.
3. **Call Person** is responsible for watching for EMS and directing them to the emergency.
4. **Sport Club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. The **Sport Club Officer** will call the Sport Club Coordinator at 916-747-1212 as soon as possible. If voice message is received, please leave detailed message including: the name(s) of injured participant(s) and a number, description of the incident, what hospital the participant will be located and a phone number where you can be reached.
6. A **Sport Club Officer** is to complete an *Incident/Accident Report Form* and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Injuries

1. The **Initial Responder** will give immediate first aid while assigning a **Call Person** if further medical attention is needed.
2. If instructed by the **Initial Responder**, the **Call Person** will contact EMS at 911.
3. Recommend the injured party seek further medical attention and coordinate transportation.
4. The **Sport Club Officer** will call the Sport Club Coordinator at 916-747-1212 as soon as possible.
5. A **Sport Club Officer** is to complete an *Incident/Accident Report* Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.

First Aid Kit Protocol

Each Sport Club is responsible for securing and maintaining a first aid kit and be present during all Sport Club events.

First Aid Procedures

1. Gloves must be worn when dealing with any injury where blood and or body fluids are present.
2. If you experience direct contact with another person's body fluids, wash immediately and report the incident to the Sport Club Coordinator as soon as possible.
3. A **Sport Club Officer** is to complete an *Incident/Accident Report* Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.
4. For insect bites and stings, inquire if the victim is allergic. For first time victims, keep them under observation for a minimum of 10 minutes and observe for any allergic reactions. If they do show signs of being allergic, call 911 immediately.

Incident Documentation

These forms will be filled out for any incident that involved a Sport Club member, coach, advisor or visiting team involved in a Sport Club event. It is recommended to keep these forms in your first aid kit for easy accessibility at all events.

NOTE: If a first aid kit is opened, documentation in the form of the following paperwork must be filled out.

Incident/Accident Report

This form is to be used for any injury that occurs in a Sport Club event. A **Sport Club Officer** is to complete an *Incident/Accident Report* Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.