

Emergency Response Plan:

Collegiate Sport Clubs Emergency Response Plan

1. Think

- a. Asses the situation and determine extent of emergency
- b. Administer first aid appropriate for the victim(s) to the level of your training
- c. If life threatening emergency call 911 immediately.
- d. If the injury is not life threatening but serious, recommend they go to the closest medical facility and assist them in finding transportation to a doctor or the Emergency Room.

2. Contact Club Sports Program (Use Phone Tree)

- a. Kris Schoech (Coordinator): 303-902-1594 cell, 303-492-5133 work
Patty McConnell (Coordinator): 303-263-4819 cell, 303-278-2834 home, 303-492-7206 work
- b. Tim Jorgensen (Associate Director): 303-881-8152 cell, 303-492-7678 work
- c. Cheryl Kent (Director): 720-278-8009 cell, 303-492-7399 work

**** If there is no answer leave a message. Continue to call until you reach a live person****

3. Report: Using the injury/accident report

- a. How injury occurred, date, time and location
- b. Nature and description of accident
- c. Suspected and/or visible injuries
- d. First aid administration – date & time
- e. Name, address, and phone number of victim(s)
- f. Witness report.

4. Other Important Information

- a. Professional staff will contact University personnel such as, Victim's Assitance, Vice Chancellor of Student Affairs and injured party's family as needed.

- **Life Threatening Injuries:** Immediately call 911 or if the accident occurs at the University of Colorado at Boulder call the University police at (303) 49 x2-6666.
- **Non-Life Threatening Injuries Occurring at the Recreation Center:** Contact building security at the front or back door or go directly to the facility supervisor office 303-492-2652.
- **Non-life threatening injuries occurring outside of the CU Recreation Center, not requiring an ambulance:** If an ambulance is not required have someone transport the injured person to the hospital. If there is no one to transport the person, call the University Police at (303) 49 x2-6666.
- **If an Ambulance is Needed:** If the injury occurs at the University of Colorado at Boulder contact University Police at (303) 49 x2-6666. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have his/her permission before transporting the person by ambulance because he/she will be responsible for payment.
- **Neck or Back Injuries:** Do not move the injured person until it is determined by a person certified in first aid or EMT and/or athletic trainer that the injured person can be safely moved.
- **Accident/Incident Report:** The Club President must ensure that an accident/incident report is filed with the Collegiate Sport Clubs Office within 24 hours of the injury.
- **Notification if an injury requires hospitalization:** If an injury to any Collegiate Sport Club participant requires a trip to the hospital, contact one of the Collegiate Sport Clubs Coordinators as soon as possible, regardless as to the time of day or night, see phone tree above.
- **Injuries to Individuals form Visiting Teams:** Students and individuals from visiting teams are not covered by Wardenburg Student Health Insurance and therefore, they should be taken to Boulder Community Hospital by one of their own team members. They will be responsible for their own medical bills.