General Travel:

Car Accident

In case of an accident:

- First priority is always life and injuries of all parties. Call 9-1-1 for police and emergency medical services (EMS) as appropriate. Render first aid to the level of your training as appropriate. Secure the scene, see that others are not put at risk from oncoming traffic, and remove vehicles from the roadway as quickly as possible considering the circumstances.
- Take photos, record other driver’s information (names, D/L number, date and time of the accident, witnesses, conditions and weather, damage to both vehicles, etc.)
- Any accident must be reported online through the Accident/Injury/Incident form, and reported to the Rec Clubs Manager within 24 hours.
- If the accident results in injuries, report it to the Rec Clubs Manager immediately (206-543-9499; cell 206-491-4572). Leave a complete message including your name, phone number, brief description of the accident, your location, etc.
- If you are driving a rental vehicle, follow procedures by contacting the rental car company directly. All drivers must still complete a Club Injury/Incident Report within 24 hours online.
- Make arrangements to take care of your damaged vehicle, depending on circumstances. If the vehicle cannot be driven, make arrangements to have it towed to a holding yard or other place. Your insurer may have useful information and provisions for this contingency.

At least one CPR/AED and First Aid-certified Safety Officer will be present at all travel events.

While traveling, a first aid kit will be available during travel and at all away competitions at all times.

A Trip Plan will be turned into the Rec Clubs office no later than 5 days prior to travel. Traveling Club MUST have fully completed and submitted ALL required participant paperwork to the Rec Clubs Office.

The trip leader for each event will travel with an Emergency Action plan and an Emergency Contact List. In the event of an emergency, one Safety Officer will be responsible for immediate contact with the Rec Clubs Manager.
EMERGENCY PROCEDURES FOR UW IMA FACILITIES

Safety Club officer in charge:

1. Assign one person to remain with the accident victim if possible (preferably one of the club's safety officers who can render first aid).

2. If serious enough, call 9-1-1. Alert the front desk and the First Aid attendant who is stationed at the IMA. He/she is trained to assess the seriousness of medical emergencies and also has a walkie-talkie to contact the EMS if necessary.

3. Please follow these instructions when calling 911:
   - Identify yourself
   - Report what has happened - Report where the accident has happened and give specific location of victim (e.g. IMA Building, IMA Field #1W at Waikikum Ln., Waterfront Activities Center)
   - Report what aid is needed. If it is a life-threatening situation, make sure you communicate this to the dispatcher.

4. Notify Chris Delaune, the Rec Clubs Manager, as soon as possible with the details of the situation at (206) 543-9499 (office), 206-491-4572 (cell). If you cannot reach Chris by phone, promptly email the details to delaune@uw.edu.

Automated External Defibrillator (AED)
   - If the victim has collapsed, is unconscious, and they are not breathing normally, even though they may be making gasping or snoring noises, call 911 from any university phone, pay phone or cell phone.
   - Call the IMA First Aid Office (206-543-7393) or send someone to the office (located on the lower level of the IMA) to report the emergency and to obtain an AED. The AED is located in the silver cabinet so labeled above the manager’s desk.
   - An AED is also located next to the elevator on the second level of the IMA in a glass cabinet so identified.
   - Use the AED only if you have been trained.
   - A Rec Clubs AED is available for checkout for home competitions only; provided that the club has shown proof (to Rec Clubs Manager) of First Aid/CPR/AED certification.

CHAIN OF COMMAND FOR EMERGENCIES

(EMS)— 9-1-1

UW Police – 685-UWPD (8973)

Chris - Rec Clubs Manager – 206-543-9499 (office); 206-491-4572 (cell)

In the event of a serious injury, Safety Officers must not only notify UWPD and/or EMS of the matter and for help, but also the Rec Clubs Manager no later than 24 hours after the incident.
# Campus Emergency Telephone Locations

<table>
<thead>
<tr>
<th>Area</th>
<th>Nearest Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dempsey Center</td>
<td>South Wall (Near Training Room)</td>
</tr>
<tr>
<td>Golf Range</td>
<td>Golf Range (206) 543-8759</td>
</tr>
<tr>
<td>Husky Stadium/East Field</td>
<td>North Gate #21 (Concourse Level)</td>
</tr>
<tr>
<td>Hutchinson Hall</td>
<td>Hutchinson Hall (Southeast corner on main level near exit)</td>
</tr>
<tr>
<td>Hutchinson Outdoor Facilities (Denny Field, etc.)</td>
<td>Hutchinson Hall or Residence Hall Offices</td>
</tr>
<tr>
<td>Intramural Activities Building (IMA)</td>
<td>IMA Offices or Lobby (206) 543-4590</td>
</tr>
<tr>
<td>IMA Sports Field 1</td>
<td>IMA Front Entrance</td>
</tr>
<tr>
<td>IMA Sports Fields 2, 3 &amp; 4</td>
<td>Golf Driving Range (206) 543-8759</td>
</tr>
<tr>
<td></td>
<td>4209 Union Bay Place, 98195</td>
</tr>
<tr>
<td>Outdoor Climbing Rock</td>
<td>Entrance to WAC (206) 543-9433</td>
</tr>
<tr>
<td></td>
<td>(Lower level pay phone and upper level hallway) WAC Issue Room (lower level)</td>
</tr>
<tr>
<td>Pavilion Swimming Pool</td>
<td>Pavilion Pool Office (206) 543-4556 (On pool deck)</td>
</tr>
<tr>
<td>Pavilion Main Floor</td>
<td>Pay phones (main floor and concourse)</td>
</tr>
<tr>
<td>Pavilion North Court</td>
<td>Lobby alcove (west entrance)</td>
</tr>
<tr>
<td>Nordstrom Tennis Center</td>
<td>Main lobby</td>
</tr>
<tr>
<td>Waterfront Activities Center</td>
<td>Entrance to WAC (206) 543-9433 (Upper level hallway) WAC Issue Room (lower level)</td>
</tr>
</tbody>
</table>
GENERAL RISK MANAGEMENT

CLUB SAFETY OFFICERS

Responsibilities of Club Safety Officers:

- At least one officer needs to be at every club event/practice.
- Have current first aid/CPR/AED certifications (submitted to Rec Clubs Manager).
- If an injury occurs, provide assistance to the injured individual not acting outside the scope of your training.
- For any injury, submit a Department Injury/Incident Report Form to the Rec Clubs Manager as soon as possible after the occurrence.
- If the injury is an emergency: Contact EMS by dialing 9-1-1; stabilize the injured by caring for life threatening conditions until emergency medical personnel arrives.
- If the injury is not an emergency: Provide first aid, not acting outside your scope of training; refer the individual to the Rec Clubs Manager; follow up on the injured individual by making sure they have spoken to the Rec Clubs Manager about their injuries.
- See that first aid kit requirements are met on a regular basis.
- Develop and implement the emergency action plan for all club events.
- Be in contact with the Rec Clubs Manager with any safety concerns regarding your club.
- Complete Concussion Safety Education Module online.
- Ensure all club members have completed online waivers.

WAIVERS/EMERGENCY CONTACT FORM

- ALL MEMBERS of clubs should have a Waiver/Emergency Contact form on file.
- Please ensure this by looking at your club roster in the club database.
- Waivers are to be filled out each academic year, regardless if someone has been with the club before or not.

FIRST AID KITS

- Teams should replenish their kit with the items they use, and the IMA can provide some limited general supplies to help.
- Clubs should always travel with their own first aid kit, and it’s recommended that they have one at all practices outside of the IMA Building.
OBTAINING CONSENT

- Before giving first aid to a conscious adult, you must obtain his or her permission to give care. This permission is referred to as consent. A conscious person has the right to either refuse or accept care.

To obtain Consent –

1.) State your name.
2.) Tell the person you are trained in first aid.
3.) Ask the person if you can help.
4.) Explain what you think may be wrong.
5.) Explain what you plan to do.

Important points to remember include – DO NOT give care to a conscious person who refused it. If a person does not give consent, you should still call 9-1-1.

INJURY/INCIDENT REPORT

- Fill out the report completely with name of event, location, what part of the person was injured, and all pertinent information, etc.
- It’s important to get a signature from a participant if they refuse medical attention. If someone seriously injures their head, neck or spine, it’s required to call UWPD (on-campus) and/or EMS (on/off campus) even if they refuse your assistance.
Practices:

At least one CPR and First Aid-certified Safety Officer will be present at all practices.

While practicing, a first aid kit should be on scene and accessible at all times.

At least two officers should have a fully charged cell phone at all practices. **Always** notify the Rec Clubs Manager after calling Campus Police/EMS.

Outline a brief emergency action plan for emergencies while practicing, including first responder responsibilities, responsibility of calling Campus police/911, responsibility of “flagging” emergency vehicles from practice/competition area.

At least one Safety Officer will be present at all practices and have an Emergency Contact List, club emergency contact information, and accident/injury reports at the practice location.

Document the location of nearest AED to your practice location.

*Club Specific:* Instructors and officers will encourage members to rest or hydrate if they begin to feel exhausted or dehydrated. Practices should have designated water breaks every 15-30 minutes depending on the sport and activity.

*Club Specific:* Plan variances in practice routines for different participants’ skill level in order to prevent cardiac emergencies.

*Club Specific:* Include any before practice injury prevention (e.g., stretching, hydration, equipment checks, etc.)

*Club Specific:* Include any procedures used to ensure that the participation area (e.g., fields, mats, gym floor, ice, water, etc.) is safe, clean, and ready for member use. These procedures may be set forth by a club’s national governing body. Playing surfaces will be checked for divots, holes, sharp objects and any other hazards. These hazards will be brought to the attention of the Rec Clubs Manager.
**Competition:**

At least one CPR/and First Aid certified Safety Officer will be present at all competitions.

While competing, a first aid kit will be on scene and accessible at all times.

(If Applicable): For all home competitions hosted on campus, an athletic trainer will be made available and have full medical jurisdiction during the competition unless EMS arrive on scene. The Athletic Trainer will have an AED available for cardiac emergencies. It is the Club’s responsibility to contract with an athletic trainer.

All official competitions must officiated by a referee that is certified with the league or the sponsoring national governing body.

Include any specific emergency action plans enforced by external facilities (off-campus) used by the club for competitions.

*Club Specific:* Include any specific competition requirements required by the club or national governing body (e.g., sanctioning as an official competition by NGB).