

SOUTHWESTERN UNIVERSITY
INTRAMURAL & RECREATIONAL ACTIVITIES
SPORT CLUB PROGRAM

NON-EMERGENCY-INJURY PROCEDURES

Club Officer/Coach in charge:

1. Assess the extent of injury and determine the appropriate level of care. Should 911 be called? If so, turn page over and follow emergency procedures described. If the injury is one that you as a first responder can treat and the person does not have an immediate need to visit the emergency room, the dentist or another health care provider, then proceed to #2 below.
2. If it is a non-emergency (nothing life threatening or broke, etc.) consult Glenn Schwab (Southwestern's Head Trainer) or a member of the Athletic Training Staff before the injured club member seeks medical attention. Glenn suggests that when such a situation occurs (e.g. twisted ankle or other injury which does not require an immediate visit to a doctor) contact him and/or his staff in the following manner:
 - 1) Call x1312 - Training Room Main Phone Number
 - 2) Call x1697 - Glenn's Phone/Voice Mail
 - 3) Call Glenn's cell phone #818-1561
 - 4) Call 0 (on-campus) or 863-6511 (off-campus) - Campus Operator who can reach Glenn's staff by walkie-talkie
 - 5) Stop by the Training Room (CJR 130) or find a training staff member who is out on the Snyder/Moses field if applicable

If you are unable to contact a member of the training staff, follow this protocol when recommending treatment:

1. Listen to and respect the wishes of the injured person. If they want to be driven to the emergency room, try to facilitate a ride for them. If they want an ambulance called, then you should do it. You may also call Jason Reitz (Sport Club Director) for advice when you are unsure of the most appropriate treatment 863-1606 (office), 512-966-7749 (cell), 819-7374 (home).
2. SIRA recommends that Safety Officers allow injured participants to provide care for themselves, thereby reducing potential exposure to disease. This recommendation includes allowing an injured participant to clean and bandage small cuts and abrasions with materials from the kit. For more serious injuries, Safety Officers should refer to their CPR and First Aid training, as well as the emergency procedures enclosed in the Sport Club's first aid kit.
3. Make sure to fill out an accident report and leave Jason a voice mail about any injury that occurs. In most instances, the injured person will opt for the appropriate course of action. However, if no one is sure what to do, injured individual should go to the emergency room and get it checked out to avoid further complications.

IMPORTANT NOTE - Be sure to call Jason at anytime (see #'s above) that someone is taken to the emergency room. If he is unavailable please call Derek Timourian (SIRA Director) at 863-1665 (office), 818-9993 (cell) or 512-388-3073 (home). If you cannot reach Jason or Derek, then call the University's Nurse, Dinorah Martinez-Anderson at 948-5284 (cell), 863-1555 (office), or 869-0609 (home). If Dinorah is unavailable, please call the campus operator (0 - on campus or 863-6511 from off-campus) and have Dr. Mike Leese paged and inform him of the situation.

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EMERGENCY PROCEDURES FOR ROBERTSON CENTER

(see reverse side of form for non-emergencies)

Club member 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. Locate the nearest phone and call 911 for immediate assistance. Phones are located throughout the building in offices and some activity areas. Cell phones may not work in the Robertson Center, please familiarize yourself with the location of these phones:
 - A) Proctor desk at building entrance
 - B) Lounge at building entrance
 - C) First floor locker rooms
3. Please follow these instructions when calling 911
 - A) Identify yourself
 - B) Report what has happened
 - Report where the accident has happened and give specific location of victim (e.g. Walzel Courts in first floor of the Robertson Center).
 - Report what aid is needed. If it is a life-threatening situation, make sure you communicate this to the dispatcher.
4. Call the campus operator at "0" and request police assistance to help direct EMS and to assist if needed.
5. Please notify Jason Reitz (Sport Club Director) immediately with the details of the situation - 863-1606 (office), 512-966-7749 (cell), or 819-7374 (home). If he is unavailable please call Derek Timourian (SIRA Director) at 863-1665 (office), 818-9993 (cell) or 512-388-3073 (home). If you cannot reach Jason or Derek, then call the University's Nurse, Dinorah Martinez-Anderson at 948-5284 (cell), 863-1555 (office), or 869-0609 (home). If Dinorah is unavailable, please call the campus operator (0 - on campus or 863-6511 from off-campus) and have Dr. Mike Leese or paged and inform him of the situation.

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EMERGENCY PROCEDURES FOR SNYDER/MOSES FIELDS

(see reverse side of form for non-emergencies)

Club member 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. Alert the Student Athletic Trainer who is stationed at the fields. He/she is trained to assess the seriousness of medical emergencies and also has a walkie-talkie to contact the EMS if necessary. If no trainer is present, call 911! If you do not have a cell phone there is a phone in a black call box outside the Police Office's (located in the Fieldhouse across the street) front door (south side of building – closest to Hwy. 29). Open the box and push the button to activate the phone, then dial 911.
3. Please follow these instructions when calling 911:
 - A) Identify yourself
 - B) Report what has happened
 - Report where the accident has happened and give specific location of victim (e.g. Snyder Athletic Field on Maple Street at Southwestern).
 - Report what aid is needed. If it is a life-threatening situation, make sure you communicate this to the dispatcher.
4. Call the campus operator at "0" and request police assistance to help direct EMS and to assist if needed.
5. Please notify Jason Reitz (Sport Club Director) immediately with the details of the situation - 863-1606 (office), 512-966-7749 (cell), 819-7374 (home). If he is unavailable please call Derek Timourian (SIRA Director) at 863-1665 (office), 818-9993 (cell) or 512-388-3073 (home). If you cannot reach Jason or Derek, then call the University's Nurse, Dinorah Martinez-Anderson at 948-5284 (cell), 863-1555 (office), or 869-0609 (home). If Dinorah is unavailable, please call the campus operator (0 - on campus or 863-6511 from off-campus) and have Dr. Mike Leese paged and inform him of the situation.

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EMERGENCY PROCEDURES FOR OFF-CAMPUS

(see reverse side of form for non-emergencies)

Club member 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. Locate the nearest phone and call 911 for immediate assistance. Please follow these instructions when calling 911:
 - A) Identify yourself
 - B) Report what has happened
 - C) Report where the accident has happened and give specific location of victim.

Note: If using a cell phone it is very important that you give accurate information about your location. The 911 operator will have no other way to know your location since even "enhanced 911" systems do not recognize cell phone locations.

D) Report what aid is needed. If it is a life-threatening situation, make sure you communicate this to the dispatcher.

3. Please notify Jason Reitz (Sport Club Director) immediately with the details of the situation - 863-1606 (office), 512-966-7749 (cell), 819-7374 (home). If he is unavailable please call Derek Timourian (SIRA Director) at 863-1665 (office), 818-9993 (cell) or 512-388-3073 (home). If you cannot reach Jason or Derek, then call the University's Nurse, Dinorah Martinez-Anderson at 948-5284 (cell), 863-1555 (office), or 869-0609 (home). If Dinorah is unavailable, please call the campus operator (0 - on campus or 863-6511 from off-campus) and have Dr. Mike Leese paged and inform him of the situation.