EMERGENCY ACTION PLAN FOR CLUB SPORTS

On Campus Protocol

Emergency telephone numbers:
- UNE Safety & Security - x366 or 207-602-2298
- Campus Center Front Desk – x2546
- Forum Front Desk - x2111

Medical Emergency:
1. Attend to Victim. Make sure coach is aware/involved in the situation.
2. Notify the appropriate Supervisor based on your location:
   a. Home Games – notify the Club Sports Site Supervisor assigned to your game
   b. Campus Center – Building Manager
   c. Hazard Field 2 – Campus Center Building Manager (or IM Supervisor if on site)
   d. Forum – Building Manager or Rink Supervisor (if available)
   e. Blue Storm Stadium/Blue Bolt Field – Forum Building Manager
3. Have the Supervisor/Building Manager radio or call UNE Safety & Security if further evaluation is necessary. Only one person should contact Safety & Security to avoid the lines being tied.
4. If no Supervisor on duty, call UNE Safety & Security directly:
   a. Tell the dispatcher what the emergency is and what kind of care you need. If you believe that Biddeford EMS (in addition to on-campus EMS) should be dispatched please clearly state so.
   b. IDENTIFY YOURSELF.
      o Ex.: “My name is Joe, I am a club hockey player at practice here at the Forum.”
   c. Give the LOCATION that you are calling from and the location of the injured person.
      o Ex.: “I am calling from the Forum Rink and we have an injured male participant on the ice”
   d. State the CIRCUMSTANCES regarding the injury and give the vital signs from the injured participant.
      o Ex.: “The participant fell and hit their head. They are breathing and have a pulse but appear to be unconscious.”
   e. Give the CALL-BACK TELEPHONE NUMBER and leave another person the telephone until help arrives.
      o NOTE: do not leave the injured party at any time.
5. STAY with the injured person and provide care until help arrives.
6. When help arrives, provide the HISTORY of the injury and updated vital signs, and then supply the EMS personnel with information for the hospital.
7. Fill out the appropriate accident and/or incident forms and turn in to the Club Sports Director (Forum 269) immediately.
8. If a serious condition, notify the Club Sports Director ASAP.
   a. Patty Williams – x2831 or 207-590-1596

Off Campus Protocol

Notify facility manager of situation and follow their emergency protocols. If this is a facility you utilize frequently, request a copy of their emergency action plan to review as a club annually.