



Recreational Sports

SAFETY & RISK MANAGEMENT PLAN



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INCIDENT RESPONSE PLAN

University of Wisconsin – La Crosse Recreational Sports (Rec Sports) is committed to providing safe facilities and programs for our patrons and participants. This Incident Response Plan (IRP) has been designed to serve as a guide by providing procedures necessary to handle safety and risk related situations. All Rec Sports professional staff and student employees are responsible for the well-being of those using our facility spaces at all times.

Responsibility & Prevention

In order to ensure the safety of all participants, Rec Sports employees need to understand all of the guidelines that are in place for each facility or program in which they work. Although employees may not work directly in that facility or program, employees have a duty to act, and must work as a team to be proactive in managing risk by knowing and understanding all guidelines and procedures of the departmental Incident Response Plan (IRP). It is imperative Rec Sports employees understand:

- All employees have a duty to act, a legal responsibility to act in an emergency. Failure to do so could result in legal action due to negligence while on the job.
- All employees are expected to meet the minimum standard of care, which is established by our Safety & Risk Management Plan, required certifications, trainings, and in-services.
- All employees must communicate proper information and warnings to help prevent injuries, recognize someone in need of care, attempt to aid those needing assistance and provide emergency care according to your level of training.
- All employees are expected to control or stop any behaviors that could result in harm or injury. Be observant and enforce policies!

Failure to adhere to what is listed above could result in negligence which could place liability on Rec Sports or the University.

Confidentiality

Victims deserve privacy and should not be concerned that a vulnerable moment could be documented without their consent and/or used for personal enjoyment. In addition, the Health Insurance Portability and Accountability Act (HIPAA) protects personal information in health/medical records. Please consider the following:

- Information (written & verbal) is confidential and only meant to be shared with those on a need-to-know basis
- NEVER take video of security camera feeds
- DO NOT take any photos or videos of emergency situations.
- DO NOT discuss details of emergency situations with anyone except those who were involved. This helps to prevent the spread of unnecessary rumors and keep our victims' safe.
- DO NOT speak to the media, insurance companies, attorneys, or any curious people. All questions are to be directed to UW-La Crosse Marketing & Communications.

Incident Response Plan (IRP) Steps

In the event of an incident, the following six basic steps should be used:

- Step One: Check
- Step Two: Call
- Step Three: Care
- Step Four: Document
- Step Five: Chain of Command
- Step Six: Clean-Up & Next Steps

Step One: Check

- The primary responder (first person to see an accident or incident or to be notified of such) should assess the scene and victim(s) if applicable.

Step Two: Call

- Determine the severity of the incident and call for additional support, if required

- The primary responder should contact the Building Manager (BM), professional staff or other available staff member via the radio (if applicable) and then begin responding to the incident, including giving appropriate care if necessary.
- Building Manager (BM), professional staff or other available staff member should immediately respond to the location indicated
 - Respond with the Building Manager cell phone and iPad
 - In the event of a medical emergency, respond with the First Aid Kit and AED
- In the event of an emergency
 - FIRST: Call 911 (not necessary for a fire alarm)
 - It is recommended, though not required, to call from the Building Manager phone, so that the person that is calling can be more mobile.
 - State the following information:
 - Your Name
 - Location, address and telephone number you are calling from (see EMS contact chart).
 - Answer all questions asked by the dispatcher. Don't hang up the phone until EMS hangs up first.
 - NEXT/CONCURRENTLY: Call University Police
 - The person that is calling 911 may be on the phone for an extended period. Have another person call University Police if possible, so not to delay a call to them.
 - Dial 608-789-9999 or 9999 on a campus phone
 - State the following information
 - Your Name
 - Location
 - 911 has been called
 - Explain the scenario

Step Three: Care

- Respond to the situation you find based on the Incident Response Plan and the training you have received.
- Responding to emergencies in our first responsibility. Always prioritize emergency response over programming, closing the facility, etc.

Step Four: Reports

- In the event that an accident or incident occurs, it is important that the situation be documented via the Injury/Illness Report or Incident Report by using the Connect2 app on a departmental iPad or desktop computer.
 - Injury/Illness Reports are to be used when documenting all medical related issues.
 - Incident Reports are to be used to report anything out of the ordinary that happens (i.e. elevator failure or a disruptive patron).
- Keep in mind the following when completing a report:
 - DO NOT wait to complete the report; reports should be filled out immediately following an accident or incident
 - Be as detailed as possible. Make sure you complete all areas of the report.
 - Include step-by-step account of everything that happened from the time of notification to when/how EMS left the facility (if applicable)
 - Contact information for those involved is crucial for incident follow-up
 - Do not use personal opinion or statements of what occurred; state facts only.
 - Do not diagnose an injury or explain how *you think* it happened.
 - Everyone involved in the incident/accident should be involved in filling out the report. Try to include witness accounts when possible and applicable
 - Add pictures (if applicable) for incident reports

Step Five: Chain of Command

- Employees need to communicate “up the chain” for all medical emergencies, fires, bomb threats, active shooter

incidents, fights that require a medical response, or serious facility issues/incidents. In addition, notify the Chain of Command anytime 911 is called or someone is transported to the hospital by EMS.

- The Building Manager (BM) will call the Director via the listed cell phone number on the Frequent Call List
 - It is recommended, though not required, to call from the Building Manager phone.
- If the Director does not answer, leave a message and call the Associate Director of Operations via the listed cell phone number on the Frequent Call List
- If the Associate Director of Operations does not answer, leave a message and begin the process again for one additional round of calls.
- Whichever professional staff member is first to respond, it is their responsibility to alert all other necessary professional staff either through a phone call (leave a voicemail if no answer) or a text message.
- If the situation warrants it, the Director shall notify the Vice Chancellor for Student Affairs and/or Student Life Office

Step Six: Clean-Up & Next Steps

- Clean up the scene. Contact the on-duty custodian to assist with clean up in the Hetzel Fieldhouse, and if necessary, at the REC and Mitchell Hall.
 - Blood Born Pathogen Cleanup Procedures
 - Wear the appropriate personal protective equipment (gloves, etc.)
 - Make sure to communicate the presence of blood with others around you to prevent tracking
 - Get the Bloodborne Pathogen (BBP) Kit on-site. They are located in the Mitchell Hall Office and the REC Info Counter.
 - Utilize Red Z Fluid Solidifier and the scooper/scrapper to clean up any fluids.
 - Very bloody/saturated gloves, clothing, towels, etc. should be treated as biohazards and disposed of properly. They must be placed into a red biohazard bag. The bag must then be placed in the Biohazard Container.
 - Biohazard bags are available in the Bloodborne Pathogen (BBP) Kits
 - Biohazard Containers are located in the REC Athletic Training Room & Hetzel Fieldhouse Athletic Training Room
 - Biohazard bags from Mitchell Hall can be brought to the REC Athletic Training Room.
 - Items that are not saturated (will dry easily) can be disposed of normally.
 - Bloody IM Jerseys should be placed in a biohazard bag and put in front of the washer in the REC. Complete an incident report. Do not throw away bloody jerseys.
 - Ensure the entire facility is clean, including anywhere the injured person may have walked (bathrooms, locker rooms, etc.). Utilize CaviCide Surface Disinfectant Cleaner to clean the area.
 - Use ha sanitizer and practice proper hand washing immediately following contact
- Put all equipment back in appropriate location
- Place used AED in the Associate Director of Operations office. If the AED is taken off-site by EMS, document it as such in the Injury/Illness Report.

Post-Emergency

- The area must remain cleared until the incident has been resolved, the area has been cleaned (if necessary) and normal operating procedures are in effect.
- A staff debriefing of the incident may take place among all involved in the incident.

Radio Procedures

Radios are the primary source of communication between employees during an emergency, therefore it is critical that everyone knows how to use them appropriately.

Always make sure you collect your radio (if applicable), your radio is turned on and audible.

Radios have the ability to use several frequencies: (1) Recreational Sports; (3) Weather Radio. Always keep the radio on

frequency (1) unless checking the weather (return to 1 after checking). When replacing radio to battery charger, look for light to come on to ensure that it is going to recharge.

Be sure to depress button first, then talk, then release. Many times, the button does not get pushed soon enough or long enough and conversations are cut off.

Make all transmissions as brief and concise as possible. For long conversations, use the phone. Any discussions on the radio should be work-related only. Conversations must be professional in nature and to the point! Unnecessary transmission may delay another radio user from reporting or responding to an emergency incident.

When communicating between Mitchell Hall and the REC, it may be necessary to use the “base station” in Mitchell as the relay. Staff members working in the office may need to repeat information back and forth. It is also helpful for the person calling from the REC to take radio outside on the campus side of the building.

Due to the nature of their jobs (meetings, etc.), professional staff may not be available by radio at all times. You may need to call their office line, or email them to get them a message.

Radio Language: Medical Emergency

- Individual who either sees or is told about the occurrence will radio the Building Manager, professional staff or other available staff member using the radio protocol.
 - " Attention, Attention, Attention: There is a Medical Emergency in (location-be specific) and (event details/resources needed)."
 - Example: Attention, Attention, Attention: There is Medical Emergency in the REC MAC. A patron is having a seizure please bring an AED
- Staff will respond and proceed to location with urgency
 - “Copy. This is (person), I am on my way”

Radio Language: Incidents/Assistance

- (Position/person/location) to (position/person/location)
- “This is the (position/person/location), go ahead”.
- Include incident/need, location and event details/resources needed.
 - There is a participant with an ankle injury on REC Court 4. Please bring the first aid kit and ice.
 - There is a water leak in the REC Fitness Center. Please bring a mop and bucket.
 - Can you please come to the REC Climbing Wall for customer assistance?
 - There is a fight in the Mitchell Hall Gyms between two intramural sports participants.
 - Please come to the REC Aerobics Room to check in a class?
 - Can you come to the OC to cover me?
- Staff will respond and proceed to location.
 - “Copy. This is (person), I am on my way”

Types of Incidents

Incidents can happen at any time. All employees have a responsibility to respond based on the level of training and certifications required for each position. Adherence to the training provided and following the steps of the Incident Response Plan are of the utmost importance.

Medical Emergencies & Incidents

Medical emergencies can occur from a variety of situations. Before care can be given, it is critical to determine which type of emergency is present. Rec Sports employees must first make a decision as to whether the emergency is a life threatening or non-life threatening and then activate the Incident Response Plan according to the severity of the situation found. In the event of a medical emergency or incident:

- The primary responder should provide appropriate care until another employee takes over, further advanced medical care arrives and takes over, or the incident is resolved. If victim refuses care, document on appropriate

- report.
- Never provide care outside your scope of training.
 - The Building Manager (BM), professional staff or other employee responder may take the role of scene manager, delegating responsibilities and coordinating the team's response.
 - Have someone meet responders at the proper exterior door to direct help to the scene
 - Have someone clear a path to the incident (prop open locked doors, etc.) to allow for direct access.
 - Ensure bystanders are removed from the scene and comforted. Gather names of bystanders for follow-up.
 - Anyone has the right to refuse care. If they do refuse care, be sure to complete the Refusal of Care Form section of the Injury/Illness Report.
 - If you believe, based on your certifications, that EMS should be called, make sure to tell the participant:
 - "Based on my certifications, I believe it is in your best interest for EMS to be called. When they arrive, you may refuse their care if you wish."
 - If you suspect a concussion:
 - If an individual experienced a mechanism of injury that could lead to a concussion and is now exhibiting or experiencing ANY one or combination of the above listed signs and/or symptoms of a concussion, they should be removed from participation immediately.
 - Rec Sports employees have the authority to restrict an individual's participation if they suspect a concussion. When in doubt, sit them out!
 - An individual removed from participation for a suspected concussion should be denied participation for the remainder of that day. It is the injured individual's responsibility to contact a licensed medical professional within 24 hours of the incident.
 - Sports Club members are not allowed to participate until cleared by the Rec Sports Athletic Trainer.
 - Call 911 if any of the "red flag" signs and/or symptoms are present.
 - Give the participant a Concussion Handout and review it with them.
 - If a friend is with them, give a copy to the friend as well.
 - A note will be added to the Injury/Illness Report that the handout was given and discussed.
 - If you suspect an opioid drug overdose:
 - Call 911
 - If you are in the REC, utilize the Opioid Overdose Reversal Box
 - Installed in the South entrance of the REC near the women's restroom and the fire extinguisher.
 - Within this box is the lifesaving drug Naloxone/Narcan in a nasal spray form. It is sprayed into the nostril of the person suspected of opioid overdose while the person lays on their back. Instructions are supplied in the box.
 - See the appendix for other FAQs
 - Never diagnose an injury or give medical advice beyond suggesting someone receives follow-up medical care.
 - At no time should any Rec Sports employee distribute or administer any medications whether over the counter or prescribed such as aspirin, Tylenol, etc.
 - Responders may assist in the administration of inhalers or Epi-Pens, per their level of medical certification
 - Never leave an injured participant unattended. A staff member should stay with the injured participant until they have left the facility. Utilize other employees to gather supplies such as ice, the wheelchair, etc.
 - Have empathy for those involved, including injured participants.
 - Rec Sports employees who are on shift are not permitted to leave with the victim in the ambulance or to travel by car to the hospital. If a Rec Sports employee is off duty, not currently on shift, then they may leave at their own risk.
 - In the event of a medical incident, if 911 is not called but the injured person needs transportation a local health care facility (Urgent Care, Student Health Center):
 - Depending upon severity of injury, a friend may be available to provide transportation.
 - Do not allow friends to transport serious injuries and/or injuries that deal with head, neck, back, and questionable levels of consciousness.
 - Call the University Police Non-Emergency Number (dispatch) at 608-789-9000, 9000 on campus phone to arrange free transportation to a local health care facility.

- This service is limited. When unavailable, injured persons must make their own transportation arrangements via Uber, Lyft or a local cab service (See Injury Form)
 - It is not guaranteed. Limited or no service may be available after 6pm.
 - This service is for UWL students/faculty/staff only.
- Prior to calling, gather person's name, ID number, and preferred health care facility.
- State the following information:
 - Your Name
 - Location
 - A person has been injured and needs to be transported to (Student Health Center, local hospital, etc.).
 - Address to send the taxicab service to (see above)
- In the event of a Medical Emergency, have the injured person call their parent/guardian or emergency contact. If the injured person is not able to make the call themselves, see if a friend can do it for them.
- Provide the injured person with an Injury Handout and inform them of further care and transportation options.
 - If there is ANY chance that they may seek further medical attention (doctor, hospital, urgent care, Student Health Center), then give them the Injury Handout. This includes possible sprains, strains, dislocations, broken bones, concussions, etc. The handouts are located within the Safety & Risk Management Binders within each service area.

Medical Emergency

A life-threatening medical emergency involves an injury or illness that if left untreated or not identified quickly, could lead to a life-changing condition, or someone's death. These types of emergencies result in the need for advanced medical attention or the calling of an ambulance transport. Rec Sports employees should identify these emergencies as "Medical Emergencies".

- Rec Sports will begin care but EMS will need to be called for these emergency situations
 - Unresponsive or an altered level of consciousness (LOC)
 - Breathing problems (difficulty breathing or no breathing)
 - This would NOT be a result of fatigue
 - Chest pain, discomfort or pressure lasting more than a few minutes or that goes away and comes back or that radiates to the shoulder, arm, neck, jaw, stomach or back
 - Persistent abdominal pain or pressure
 - No pulse
 - Severe life-threatening bleeding
 - Uncontrollable (bleeding does not stop with direct pressure)
 - Vomiting blood or passing blood
 - Severe (critical) burns
 - Life threatening, potentially disfiguring or disabling
 - Dislocations (other than finger)
 - Suspected poisoning
 - Seizures
 - Stroke
 - Shock
 - Painful, swollen, deformed areas or an open fracture
 - Victims condition is unclear or is worsening
 - Any victim recovered from underwater who may have inhaled water
 - Water inhalation after being recovered from under water
 - Suspected or obvious injuries to the head, neck or spine.
 - Loss of sensation or weakness or tingling/burning in the arms/legs. Not due to fatigue.
 - Does not include minor cuts, abrasions, and/ or bumps to the head
 - Red Flag Concussion Symptoms
 - Double vision

- Neck pain or tenderness
- Severe or increasing headache
- Deteriorating conscious state
- Vomiting directly related to a head injury
- Increasingly restless, agitated, or combative
- Weakness, numbness, or tingling/burning in arm(s) or leg(s)
- Seizure or convulsion
- Loss of consciousness

Medical Incident

A non-life-threatening medical incident involves an injury or illness that is less severe and does not typically need more advanced medical attention. With the exception of medical needs due to a pre-existing injury or injuries that occur when a Rec Sports Athletic Trainer is on-site, all injuries, no matter their severity must be reported when care or resources (ice, bandages, etc.) is provided via an Injury/Illness Report. Rec Sports employees should identify these injuries or illnesses as “Medical Incidents”.

- Rec Sports will be able to give care without needing to call for EMS. However, EMS can be called upon request from the patron or at the discretion of Rec Sports staff.
 - Sprain/strain
 - Laceration/Controllable Bleeding
 - Non-open fractures
 - Finger dislocations
 - Fainting (no head injury)
 - Bruise
 - Bloody Nose
 - Other (Non-Red Flag) Concussion Symptoms
 - Physical
 - Blurred vision
 - Dizziness or problems with balance
 - Fatigue or feeling tired
 - Feeling “off” or not right
 - Headache or feeling pressure in the head
 - Nausea
 - Ringing in the ears
 - Seeing stars or flashes of light
 - Sensitivity to light or noise
 - Trouble falling asleep
 - Cognitive- State of mind
 - Confusion
 - Difficulty concentrating or remembering
 - Feeling dazed or “in a fog”
 - Slowed down, fatigue, low energy
 - Emotional/Behavioral
 - Irritable, sad, more emotional than usual
 - Nervous, Anxious, depressed

Concussion symptoms should initially be reported as a Medical Incident, however if red flag concussion symptoms are present, report or upgrade the incident to a Medical Emergency.

If the injury or illness present is unclear or the primary responder is uncertain of which call to use, err on the side of caution and call a “Medical Emergency.”

Fights

If a fight occurs in the facility, Rec Sports employees should:

- Use their voice to try to break up the fight, but should never become physically involved in the altercation by restraining or grabbing anyone involved.
- If the participants involved in the incident do not stop immediately, or it appears that one or more participants are at risk of injury, UWL Police should be called
- During the incident, employees should take note of the participants involved and try to prevent any additional participants from becoming involved. After the situation is under control, medical care should be provided, and appropriate forms should be completed.
 - No Injuries: Incident Report
 - Injuries: Injury/Illness Report(s) & Incident Report

Bomb Threats

- If you observe a suspicious object (including mail) or potential bomb on campus, do not handle the object. Clear the area and immediately notify UWL Police at 608-789-9999 or 9999 from a campus phone.
- Any person receiving a bomb threat should ask the caller:
 - Exact location of bomb (building, floor, room, etc.).
 - Time bomb is set to explode
 - Kind of bomb, timing device, etc.
 - Keep talking to the caller as long as possible and record the following:
 - Date and time of call
 - Location of alleged bomb
 - Detonation time of alleged bomb
 - Type of bomb
 - Speech pattern, accent, distinguishing characteristics, etc.
 - Background noise
 - Critical statements made by caller
 - After hanging up, pick up and listen for dial tone and dial 157 for call trace.
 - Immediately notify UWL Police at 608-789-9999 or 9999 from a campus phone.
 - If the threat of an explosion is imminent, activate the fire alarm and evacuate the building.
 - Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat. Alert emergency personnel of their location.
 - Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
 - Do not return to an evacuated building unless authorized by University Police.

Active Threat

An active threat is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active threats use firearms or other deadly weapons and there is no pattern or method to their selection of victims.

If a Rec Sports employee sees an active threat, use the radio to call “Active Threat” and the location to notify others of the threat. These types of incidents are unpredictable. The following guidelines are based on past experiences. How you respond to an active threat is dictated by the specific circumstances of the encounter, bearing in mind there could be more than one threat involved in the same situation. If you find yourself involved in an active threat situation, try to remain calm and use the ALICE guidelines below to help you plan a strategy for survival.

Alert

If you observe a dangerous person, notify UWL police department immediately at 608.789.9999 or dial 911.

Answer the dispatcher’s questions as accurately as you can. This will include providing the description of the person or person’s height, weight, clothing, weapon, and the suspect’s location.

Lockdown

If receive an alert notification through email, phone, or text and cannot escape the building, you should find a secure room and close and lock the door immediately. However, there are many doors on campus that cannot be locked. If you encounter one of these doors, try to barricade it. Alternately, wrap a belt or cord around the handle or swing arm of the door to assist in keeping it shut. In an alert situation, prepare yourself to distract an intruder and start planning how you might escape. If an intruder enters a room, do not hide under a desk or in a corner. Instead, spread out to create a distraction and prepare to counter the intruder or escape.

Inform

In a crisis-situation, getting accurate information is crucial to improve your chances of survival. This information will give you the knowledge to make the right decision about your safety. In the event of an emergency, UWL will provide information several ways. Text messaging, email, and phone messages will be sent by the UWL police emergency notification system.

Counter

The main goal in this step is to disrupt the intruder's ability to use a weapon. If the armed intruder enters your location, and escape is not possible, everyone should throw some type of object -- a book, backpack, purse, water bottle, chair, or whatever else may be available -- at the head of the intruder. Then scatter around the room and head towards an exit or swarm and subdue the attacker. If you can control the intruder's head, you can control the body. However, you must immobilize the intruder first by having people take hold of each of the arms and legs and force the intruder to the ground while another person controls the head. If the weapon comes free, grab it, and remove it from the area of the struggle. Place the weapon in a garbage can and phone UWL police while continuing to hold the subject on the ground until the police arrive.

Evacuate

The best-case scenario is to exit the room as quickly as possible to escape the danger. As you enter a room for the first time, take a moment to observe different ways you can exit a room in case of an emergency. If there is only one door to the room, observe the windows. Do the windows open manually or would you need to break them to exit. How would you break the windows safely to avoid injury? When an intruder enters, do not attempt to hide in a corner or under a desk. Everyone should scatter, run towards an exit, or swarm the assailant.

Think about these questions to develop an escape plan before trouble occurs. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you encounter. Do not attempt to remove injured people. Leave wounded victims where they are and notify authorities of their location as soon as possible.

Robbery/Theft

Rec Sports sells goods and services, but does not handle cash transactions, therefore the chance of a robbery attempt is not likely. However, that does not mean one will not occur. If there is a robbery attempt during operational hours.

- Remain calm, follow the robber's instructions, do not make any sudden movements
- Do your best to note the robber's description (height, weight, hair color, race, gender, clothing and which way they exited the building).
- Contact UWL Police immediately following the robbery
- Notify the BM or professional staff via the radio.

If a participant notifies an employee that their personal belongings have been stolen.

- Notify the BM or professional staff via the radio
- Responders will check location where items were last seen
- Ask the individual if they would like to call UWL Police
- Complete an Incident Report

Facility Incidents

A facility incident such as power failures, HVAC issues and plumbing issues occur when some portion of the facility is not operating at the level as it is intended. Facility incidents can occur at any moment without warning.

In the event of a facility incident:

- Notify the BM or professional staff immediately.
- If the incident is severe, notify Facilities Management, alternatively, if the incident is occurring after hours or on the weekends, call the UWL Police Department non-emergency number.
- Operations should be suspended temporarily if conditions are unsafe (ie. lighting or power loss to equipment, etc.). If Facilities Management cannot fix the issue within a reasonable time, the building or location that has been affected may need to be evacuated or closed.

Elevator Failures

- If there is an elevator failure:
 - Notify the Building Manager or professional staff immediately.
 - The Building Manager or professional staff will contact Facilities Management.
 - If Facilities Management cannot repair or restore the elevator, it should be labeled as, "Out of Order," with proper signage until it is fixed and ready for use.
- If someone is trapped inside the elevator:
 - Notify the Building Manager or professional staff immediately.
 - The Building Manager or professional staff will contact Facilities Management and UWL Police immediately
 - The individual should use the emergency telephones located inside the elevator to contact UWL Police
 - Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians, and fire/rescue personnel are permitted to conduct elevator rescues.

Fires

Before a Fire Occurs

- Learn the location of fire exits and fire alarms pull stations where you work
- When on rounds, take note of any participants that are visually, hearing or mobility impaired in case an emergency evacuation takes place those participants need assistance

In the Event of a Fire or Fire Alarm

- If you see or suspect a fire, remain calm and activate the fire alarm.
 - Take appropriate precautions to assure your personal safety. If a fire is in a room, and all people have exited the room, close the door to the room.
- In case of a fire alarm, notify UWL University Police at 608-789-9999 or extension 9999 from a campus phone. There is no need to call 911.
 - Always evacuate a building when the alarm is ringing. Immediately stop activities and encourage patrons, participants and employees to exit the facility through the nearest un-obstructed exit.
 - Staff should retrieve and take their radio, keys, and UWL ID
 - Ensure radios are on channel 1 and the volume is at the correct level
 - Do not use elevators
 - Staff members should not attempt to clear the building. It is not the responsibility of Rec Sports staff to ensure the evacuation of every person. Should an individual not want to comply with instructions given, leave the facility and communicate the location and description of the individual who stayed to the Building Manager or professional staff.
 - If persons with disabilities cannot safely evacuate the building, assist them to the nearest un-obstructed stairwell. Alert emergency personnel of their location.
 - Once outside, usher all people at least 100 yards from the building. EXCEPTION: if inclement weather and you are SURE of a false alarm, people may stand in the entrance area between interior and exterior doors.
 - Keep streets and walkways clear for emergency vehicles and crews.
 - Do not return to or enter an evacuated building unless authorized by a City of La Crosse Fire Department official.

- If shelter is needed during inclement weather, direct users inside to a nearby public access building (non-residence hall)

Building Specific Procedures

Recreational Eagle Center

- Make the following announcement that is posted near the microphone: “Attention, Attention, Attention: all REC users: Please leave through the nearest emergency exit as quickly as possible.”
- If there is a wheelchair user on the 2nd level, quickly move the patron to the area of rescue assistance. Ideally stay with that person until help arrives. Use radio to inform co-workers of your location so that firefighters can provide immediate assistance.
 - The Building Manager or professional staff will take control of the incident.
 - If there are two staff members present, one should exit the south entrance (campus side) while the other exit the north entrance (parking lot side).
 - Once emergency personnel determine the facility is safe, notify all staff that they can reenter the facility by giving a “Rec Sports staff return to your positions”_radio call. Staff must re-enter through the main entrance and be in position before allowing patrons re-entry.
 - Confirm all staff are in position via a radio check with each position.
 - The Building Manager or professional staff will make an announcement of the entry and check-in procedures. All users will be required to check back into the facility.

Weather Emergencies

Lightning

- If there is a threat of lightning during outdoor programming, follow the steps below.
- The Rec Sports Athletic Trainer and/or the Competitive Sports Coordinator should monitor the weather and alert staff if the forecast calls for storms
- In the event of forecasted storms or storms in the area, Rec Sports staff have the responsibility and authority to make weather related decisions based on the following methods and criteria:
 - Flash or Bang: If lightning is seen, or thunder is heard, move into postponement protocol and clear the fields immediately.
 - WeatherBug App’s Spark Lightning Feature: If closest lightning strike is between 11-30 miles away, proceed with caution. If closest strike is under 10 miles away, move into postponement protocol and clear the fields immediately.
- Once the determination to clear the fields has been made, staff should clear the fields and inform individuals to make their way to a safe indoor shelter.
 - These include, but are not limited to: Mitchell Hall, the Fieldhouse or the Soccer/Lacrosse Building.
 - If a safe indoor shelter is not available, individuals should go to their vehicles. Opposing teams may also return to their bus or vans (with windows rolled up).
 - The following are not safe shelters: dugouts, covered bridges, open press boxes, convertible/soft-top vehicles, club cars/golf carts, canopies.
 - If an individual will not clear an activity area or move to the nearest available shelter, calmly explain the severe weather procedure. If they continue to refuse, explain they are going against recommendations and will be proceeding at their own risk.
 - Play shall be suspended until 30 minutes after the last recorded lightning strike within 10 miles of the fields. If another strike occurs within 10 miles, the 30-minute clock is restarted. Weather will continue to be monitored even after the decision to resume play has been made.
 - If the lightning delay will cause significant delay in operations, staff may need to cancel programming for the remainder of the day.

Severe Thunderstorm or Tornado Watch

In the event of a severe thunderstorm or tornado watch, staff should be weather aware. Sources for up-to-the-minute

weather information includes but is not limited to: channel 3 on the hand-weld radios, the mounted TV in the REC lobby, weather websites and apps, and the weather radio base stations at the Recreational Eagle Center Info Counter or the Mitchell Hall Office. Steps to take:

- Work with the Competitive Sports Coordinator to cancel all outdoor activities
- Ensure all staff members have a radio for constant communication.
- Check routes to dedicated evacuation areas, to make sure they are clear of obstructions.

Severe Thunderstorm Warning

A Severe Thunderstorm Warning is issued when a thunderstorm is or is expected to produce wind gusts of 58 mph or higher, or 1" diameter size hail or larger. In this case, either severe weather has been reported or the thunderstorm looks severe based on Doppler Radar. The warning is typically in effect for 30 to 60 minutes and usually covers a county.

If a warning is issued, take the following steps:

Recreational Eagle Center

- Radio to all staff indicating the warning.
 - Ensure they have their radios on their person
 - Inform staff to stay on alert and communicate any hazards to the Info Counter.
- Make an announcement on the PA system
 - Press "paging" and then select "Page All Zones"
 - Make the following announcement: "Attention, Attention, Attention: A severe thunderstorm warning has been issued by the National Weather Service. Sheltering is not required at this time, however, if conditions require, we will seek shelter in the basement of the Fitness Center. Please listen for further updates."
 - Repeat the announcement every 10 minutes for the duration of the warning.
- Monitor the weather conditions and be on alert for hazards. If hazards arise, staff may take the following actions:
 - Instruct patrons to stay away from windows
 - Require that patrons seek shelter in the basement using the procedure in the tornado warning section below, with announcement alterations for a severe thunderstorm warning.

Mitchell Hall & Fieldhouse

- Communicate to all Rec Sports staff that a warning has been issued
 - Inform staff to stay on alert and communicate any hazards to the Mitchell Hall Rec Sports Office
- Monitor the weather conditions and be on alert for hazards. If hazards arise, staff may take the following actions:
 - Instruct patrons to stay away from windows
 - Require that patrons seek shelter in the basement (Lower Level in the Fieldhouse) using the procedure in the tornado warning section below

Outdoors

- Staff should clear the fields and inform individuals to make their way to a safe indoor shelter.
 - These include, but are not limited to: Mitchell Hall, the Fieldhouse or the Soccer/Lacrosse Building.
 - If a safe indoor shelter is not available, individuals should go to their vehicles. Opposing teams may also return to their bus or vans (with windows rolled up).
 - The following are not safe shelters: dugouts, covered bridges, open press boxes, convertible/soft-top vehicles, club cars/golf carts, canopies.
- If an individual will not clear an activity area or move to the nearest available shelter, calmly explain the severe weather procedure. If they continue to refuse, explain they are going against recommendations and will be proceeding at their own risk.
- Play shall be suspended until the Severe Thunderstorm Warning has expired.

Tornado Warning

A Tornado Warning is issued when a severe thunderstorm is or is expected to produce a tornado. In this case, either a

tornado has been spotted or rotation is being detected within the thunderstorm on Doppler Radar. The warning is typically in effect for 30 to 60 minutes and usually covers a county.

In the event of a Tornado Warning alert for La Crosse County, you don't need to have users seek shelter unless the outdoor sirens go off, the University issues an alert, or you are told to seek shelter by the UWL Police Department. Just because a Tornado Warning is issued for La Crosse County does not mean a Tornado Warning is needed for the city of La Crosse. When an warning alert sounds on the weather radio base station, that is your warning to pay attention to the outdoor sirens and look out for alerts from the university. If in doubt, or you have questions on whether to seek shelter, call the UWL Police Dispatch at 608-789-9000.

If the outdoor sirens sound, you receive an alert from the university, or you are told to seek shelter:

Recreational Eagle Center

Shelter Location: Basement of the Fitness Center

- Once an alert is issued, all available employees should begin assisting with tasks including:
 - Radio to all staff indicating the warning.
 - Ensure they have their radios on their person
 - Coordinate the placement of available staff
 - Make an announcement on the PA system
 - Press “paging” and then select “Page All Zones”
 - Make the following announcement: “Attention, Attention, Attention: A tornado warning has been issued by the National Weather Service. Please take shelter in the basement of the Fitness Center. Do not use the elevator.”
 - Repeat the announcement 2 more times.
 - Ensure one staff member is visible and directing patrons at the top of each basement stairwell: Hetzel Fieldhouse & Fitness Center. The Hetzel Fieldhouse entrance to the basement stairwell needs to be unlocked!
 - Open doors to the lobby near the entrance turnstile to accommodate lobby users and guests from the outside. In addition, the Campus Child Center will need to enter through those doors.
 - If the Campus Child Center is in operation:
 - Clear the Men’s Locker Room of patrons. The Campus Child Center will use the Men’s Locker Room as their severe weather shelter location.
 - Bring the Info Counter First Aid Kit and AED to the basement
 - After the facility is cleared, to the best of your ability, all staff should join patrons in the basement.
 - Instruct individuals to stay away from the high storage shelves.
 - If necessary, instruct individuals to sit in a tucked position with arms covering their head.
 - Do not leave area until an “all clear” message is issued by the university. Once an “all clear” message is received staff should:
 - Check the facility for broken glass, fallen ceiling tiles, etc. and other safety hazards
 - Once conditions have been assessed and the facility is deemed safe, give the “okay” for patrons to leave the designated shelter area

Mitchell Hall

Shelter Location: Basement of Mitchell Hall

- Once an alert is issued, all available employees should begin assisting with tasks including:
 - Notify all staff and users of the warning
 - User all staff and users into the basement of Mitchell Hall
 - Bring the Mitchell Hall Office First Aid Kit to the basement
 - After the facility is cleared, to the best of your ability, all staff should join users in the basement.
 - If necessary, instruct individuals to sit in a tucked position with arms covering their head.
- Do not leave area until an “all clear” message is issued by the university. Once an “all clear” message is received staff should:

- Check the facility for broken glass, fallen ceiling tiles, etc. and other safety hazards
- Once conditions have been assessed and the facility is deemed safe, give the “okay” for patrons to leave the designated shelter area

Hetzel Fieldhouse

Shelter Location: Lower-Level Hallway of Hetzel Fieldhouse

- Once an alert is issued, all available employees should begin assisting with tasks including:
 - Notify all staff and users of the warning
 - User all staff and users into the lower-level hallway outside the locker rooms. Stay away from the lower-level lounge.
 - Bring the Hetzel Fieldhouse First Aid Kit to the basement
 - After the facility is cleared, to the best of your ability, all staff should join users in the lower level hallway.
 - If necessary, instruct individuals to sit in a tucked position with arms covering their head.
- Do not leave area until an “all clear” message is issued by the university. Once an “all clear” message is received staff should:
 - Check the facility for broken glass, fallen ceiling tiles, etc. and other safety hazards
 - Once conditions have been assessed and the facility is deemed safe, give the “okay” for patrons to leave the designated shelter area

Outdoors

- Staff should clear the fields and inform individuals to make their way to a safe indoor shelter.
 - These include, but are not limited to: Mitchell Hall, the Hetzel Fieldhouse or the Recreational Eagle Center
 - Follow the procedures for the building used as a shelter

SAFETY & RISK MANAGEMENT ADMINISTRATION

Certifications

Certifications are required for most staff members.

Adult & Pediatric First Aid, CPR & AED Certifications

All staff, with the exception of those listed below, are required to hold a current Adult & Pediatric First Aid, CPR and AED certification from a reputable provider which includes hands-on instruction. Accepted providers/certifications include:

- American Red Cross
- American Heart Association

In addition, any Lifeguard (that includes CPR & AED), EMT or Paramedic certification may substitute for Adult & Pediatric First Aid, CPR & AED Certification.

These employees are exempt from needing First Aid, CPR and AED certifications due to the nature of their job functions:

- Intramural Sports Scorer
- Intramural Sports Official
- Office Assistants
- Bike Mechanics
- Fitness Equipment Specialists
- Student Custodial Assistants

Those that carry a BLS certification from the American Red Cross or American Heart Association and have worked in a healthcare facility in the last year are exempt from needing a first aid certification.

In most cases, students must be certified by their first day of work. In the event of an emergency hire, new staff may have 30 days from their date of hire to get certified.

Lifeguard Certification

All lifeguards must hold a Lifeguard certification.

Certification Management

- The Rec Sports Athletic Trainer is responsible for managing certification records for all professional & service staff.
- The Fitness Coordinator is responsible for managing certification records for all Group Fitness Instructors and Personal Trainers.
- The Associate Director of Operations is responsible for managing certification records for lifeguards.

Equipment & Supplies

Locations & Contents

Radios

Radios are the primary source of communication between employees. Radios are expected to be turned on at most workstations and carried on person by Building Managers.

Radios are located in the following locations:

- Recreational Eagle Center
 - Information Counter
 - Outdoor Connection
 - Fitness Center
 - EZONE Esports & Gaming
 - Climbing Wall
 - Conditioning Room
 - Aerobics Room
 - Student Office
 - Pro Staff Offices
- Mitchell Hall
 - Office

Weather Radio Base Stations

Weather radio base stations are located at the REC Info Counter and the Mitchell Hall Office. The base stations are set to alert when a severe weather warning is issued for La Crosse County, WI.

Transport Chair (Wheelchair)

Use the transport chair to transport an injured person from the injury site to a vehicle. Transport chairs must not be taken off the premises. They should always be returned to their storage location.

In the REC, the transport chair is located in the Athletic Training Room. In Mitchell Hall or the Hetzel Fieldhouse, ask the Athletics Facility Manager for access to a transport chair.

First Aid Supplies

First Aid Kits

A basic first aid kit is in the following locations:

- Recreational Eagle Center
 - Info Counter – on top of mounted AED
 - Fitness Center – on top of mounted AED
 - Climbing Wall – in cabinet labeled “First Aid” under climbing shoe cubbies
- Mitchell Hall
 - First aid supplies can be found in a cabinet underneath the front counter of the Rec Sports/Facility

- Manager (FM) Office
 - A first aid kit for the lifeguards in the pool is also stored in the cabinet in the office
- Hetzel Fieldhouse
 - First aid supplies can be found in a drawer at the Front Desk.
 - Rec Sports is not responsible for restocking the supplies
 - Supplies may not resemble the list below
 - If you notice supplies are low, complete an Incident Report

Each first aid kit contains the following supplies:

- Band-aids
 - Finger/strip
 - Knuckle
 - Large
- Triple antibiotic ointment packets
- Cotton nose plugs
- Gauze
 - Sterile
 - Non-sterile
- Non-adherent pads
- Gloves
- White athletic tape
- PowerFlex (stretchy tape)
- Tourniquet

Competitive Sports First Aid Fanny Packs

Competitive Sports First Aid Fanny Packs are stocked with first aid supplies that Competitive Sports Supervisors are to have on/near their person for indoor intramural sports shifts. They are located:

- REC: In the cabinets underneath the POS/turnstile station/desk at the REC Info Counter
- Mitchell Hall: In the first aid cabinet underneath the front counter of the Rec Sports/FM office
- Hetzel Fieldhouse: In a cabinet behind the Front Desk

Each fanny pack contains the following supplies:

- Band-aids
 - Finger/strip
 - Knuckle
 - Large
- Triple antibiotic ointment packets
- Cotton nose plugs
- Gauze
 - Sterile
 - Non-sterile
- Non-adherent pads
- Gloves
- White athletic tape
- PowerFlex (stretchy tape)
- Tourniquet

Competitive Sports First Aid Backpacks

Competitive Sports First Aid Backpacks are stocked with first aid supplies that Competitive Sports Supervisors are to have on/near their person for outdoor intramural sports shifts. The backpacks are stored on a shelf in the Receiving Room.

Each backpack contains the following supplies:

- Band-aids
 - Finger/strip
 - Knuckle
 - Large
- Triple antibiotic ointment packets
- Hydrocortisone cream packets
- Cotton nose plugs
- Gauze
 - Sterile
 - Non-sterile
- Non-adherent pads
- Gloves
- White athletic tape
- PowerFlex (stretchy tape)
- Biohazard bags
- CPR breathing barrier
- Tourniquet

Ice

Ice is available in the following locations:

- REC Athletic Training Room
 - Staff have access via key
 - Ice bags can be found on top of the ice machine
- Mitchell Hall Athletic Training Room
 - Staff are to ask the Athletics Facility Manager for access to the ice machine in the Mitchell Hall Athletic Training Room.
 - Ice bags can be found in the first aid cabinet underneath the front counter of the Rec Sports/FM office in Mitchell Hall.
- Hetzel Fieldhouse Athletic Training Room
 - Staff are to ask the Athletics Facility Manager for access to the ice machine in the Hetzel Fieldhouse Athletic Training Room.
 - Ice bags can be found near the machine

Athletic Training Supplies

Only the Athletic Trainer is allowed to issue equipment such as crutches, braces, splints, slings and ace wraps.

Bloodborne Pathogen (BBP) Kits

These kits are located at the REC Info Counter and the Mitchell Hall Rec Sports/FM Office. Bloodborne Pathogens Kits contain:

- E-118 solution and/or hydrogen peroxide
- CaviCide Surface Disinfectant Cleaner
- Red Z Fluid Solidifier
- Scoop/Scraper
- Paper towels
- Biohazard bags
- Hand Sanitizer
- Gloves

In the Hetzel Fieldhouse, staff are to call the Facility Manager and/or Custodian for bloodborne pathogen clean-up.

CPR Masks

CPR Masks are mounted on the wall in the following locations:

- Recreational Eagle Center
 - Admin Office
 - EZONE
 - Multipurpose Room
 - Climbing Wall
 - Aerobics Room
 - Conditioning Room
 - Outdoor Connection
 - Multi-Activity Courts
 - Track Level - West
- Mitchell Hall
 - Rec Sports/Facility Manager Office
- Hetzel Fieldhouse
 - Front Desk

CPR Masks can also be found in all AEDs.

Automated External Defibrillators (AEDs)

AEDs can be found in the following locations:

- Recreational Eagle Center (REC)
 - Info Counter
 - Fitness Center
- Mitchell Hall
 - Outside the entrance to the Hetzel Fieldhouse closest to the Pool
- Hetzel Fieldhouse
 - Near the Front Desk on the 1st Level
 - Near the stretching area on the 2nd Level, north side
- Soccer/Lacrosse Complex
 - Mounted on the exterior of the building facing the field.
- North Campus
 - Post near Softball Field
- Veterans Memorial Field
 - South stadium wall outside stadium Athletic Training Room
- Portable AEDs
 - Stored on a shelf in the Receiving Room during periods of time when outdoor intramurals and sport club events are occurring, usually September through late October/early November in the fall and mid-late March through late May in the spring. During the winter months or during the summer, the portable AEDs are stored in the REC Athletic Training Room.
 - Brought daily to each outdoor intramural sports location, as well as to all outdoor sport club events on campus covered by Rec Sports staff/Athletic Trainer.
 - Brought to any off-campus sport club event that is covered by Rec Sports staff/Athletic Trainer.

Inspection & Inventory

Radios

Daily

Staff in each area are expected to make sure all radios are accounted for via their Connect2 checklists. Staff are to do a “radio check” before each use and report inoperable radios via the Work Order Form in Connect2.

Monthly

The Athletic Trainer or designee is required to inventory and inspect all radios on a monthly basis.

Weather Radio Base Stations

Daily

Staff should check to make sure the radio is powered on via their Connect2 checklist.

Monthly

The Athletic Trainer or designee is required to inventory and inspect all base stations on a monthly basis.

First Aid Supplies & Bloodborne Pathogen (BBP) Kits

Daily Monitoring

The Athletic Trainer or designee should monitor Injury/Illness Reports and restock first aid and BBP kits as needed.

Monthly

The Athletic Trainer or designee is required to inventory, inspect and restock first aid and BBP kits on a monthly basis. The inspection log should be completed each month.

CPR Masks

Monthly

The Athletic Trainer or designee is required to inventory CPR masks on a monthly basis. The inspection log should be completed each month.

Automated External Defibrillator (AEDs)

Daily

Staff are to inventory and inspect AEDs on a daily basis through their Connect2 checklist. The daily inspection is to make sure the AEDs are in their correct locations and that the green indicator is showing. Staff are to report any abnormalities to professional staff via an Incident Report.

Monthly

The Athletic Trainer or designee is required to inventory and inspect AEDs on a monthly basis. During the monthly inspection, the Athletic Trainer or designee should ensure that the AEDs are in their correct locations, the green indicator is showing, the units are operable, and the batteries and pads are not expired. Staff are to report any abnormalities to Facilities Management. The inspection log should be completed each month.

Training

All service staff shall receive Safety & Risk Management training during New Employee Orientation (NEO), annual fall staff training, spring refresher training and during unit/program area staff meetings or in-services throughout the year. New Employee Orientation (NEO) is required to be completed within 30 days of their first non-training shift.

Volunteers

All volunteers, not on Rec Sports payroll, must have a volunteer letter on file with the Director of Rec Sports. They must also be background checked if applicable.

Background Checks

According to the [University of Wisconsin System Criminal Background Check Policy](#), staff members and volunteers must obtain a background check before they are able to work if they are in a “position of trust”. Position of trust” is defined as a paid or volunteer position with one or more of the following responsibilities:

- Access to valuable populations
- Property access
- Financial/fiduciary duty
- Executive positions

All positions except the following are required to complete a Criminal Background Check:

- Graphic Designer
- Group Fitness Instructor
- Office Assistant
- Official
- Personal Trainer
- Scorer

After Incident Response

Injury/Illness Report Follow-Up

The Athletic Trainer or designee is to follow-up on each Injury/Illness Report. Follow-up should be documented and consist of:

- Following up with each injured participant/user to check on their current condition and experience receiving care
- Providing feedback to staff on their response

Major Incident Debrief

After major incidents, the Director of Rec Sports may activate a Safety & Risk Management Committee to evaluate the Incident Response Plan and the response of Rec Sports personnel with the intention of improving the department’s Safety & Risk Management Plan and future responses. Questions asked of those involved may include, but are not limited to:

- What went well? What didn’t? Why?
- What was supposed to happen? What did happen? Why was there a difference between what we expected to happen and what did?
- Were there any barriers or constraints? If so, what were they and how did you overcome them?
- How can we do better next time?

APPENDIX

EMS Contact Sheet

Recreational Eagle Center	
1600 Farwell Street	
Location	Phone Number
Info Counter	608-785-5225
Fitness Center	608-785-5210
Admin Office	608-785-5222
Outdoor Connection	608-785-8860
Climbing Wall	608-785-5205
EZONE Esports & Gaming	608-785-8921
Building Manager Cell	608-792-5617

Mitchell Hall		
1820 Pine Street		
Location	Phone Number	EMS Entrance
Rec Sports/FM Office	608-785-8696	Main Entrance on Pine Street
Pool	608-785-8692	Southeast Entrance off Campbell Road
Building Manager Cell	608-792-5923	N/A
Gym 112	N/A	Southeast Entrance off Campbell Road
Gym 113	N/A	Main Entrance on Pine Street
Gym 114	N/A	Main Entrance on Pine Street
Hetzel Fieldhouse	N/A	Main Entrance on Pine Street

Hetzel Fieldhouse		
2019 Pine Street		
Location	Phone Number	EMS Entrance
Front Desk	608-785-5393	Main Entrance on Pine Street

Outdoor Locations		
Location	Address	EMS Entrance
North Campus	880 East Avenue North	Turn left (west) off of East Ave onto Myrick Park Dr, continue all the way to end of road into baseball field parking lot; enter through main gate off parking lot into the complex
Football Stadium Turf Field	410 East Ave North	North end of the stadium via the parking lot in front of White Hall
Soccer/La Crosse Turf Field	1900 Farwell Street	Double gate near Intersection of Farwell St and 19th Street North near Reuter Hall
Athletic Complex Grass Field	2100 Playfield Lane	Double gate on Playfield Lane

Opioid Overdose Reversal Box FAQs

An Opioid Overdose Reversal Box has been installed in the South entrance of the REC near the women's restroom and the fire extinguisher. Within this box is the lifesaving drug Naloxone/Narcan in a nasal spray form. You can safely give the drug if you suspect an opioid overdose. Important FAQs are listed below.

- What is Narcan and what are its effects?
 - Narcan is a medicine that rapidly reverses an opioid overdose by attaching to opioid receptors and reversing and blocking the effects of other opioids.
 - Narcan can quickly restore normal breathing to a person if their breathing has slowed or stopped because of an opioid overdose.
- How is Narcan administered?
 - Narcan is a pre-filled, needle-free device that is sprayed into the nostril of the person suspected of opioid overdose while the person lays on their back. Instructions are supplied in the box.
- How do you know when to administer it?
 - Signs of an opioid overdose may include:
 - Unconscious and unresponsive, even when shaken
 - Slowed or stopped breathing
 - Slow or erratic pulse
 - Snoring or gurgling sounds
 - Cold or clammy skin
 - Body is very limp
 - Discolored (usually blue) lips or fingernails
- Who can administer Narcan?
 - Narcan was developed to be easy for anyone to administer without formal training.
 - Emergency medical assistance (911) should always be contacted immediately before administering Narcan to ensure safety and follow-up assessment/care.
- Is the Narcan just intended for use in the REC?
 - No, emergency or not, anyone can take and keep the Narcan in the box. The Narcan will be restocked frequently if necessary.
- Is training in Narcan administration required?
 - Training is not required to administer Narcan, as easy-to-follow instructions are contained in each Narcan rescue kit, much like automated external defibrillators (AEDs).
- What are the potential effects of administering Narcan?
 - Administering a dose of Narcan carries minimal risk if given to an individual if they are not experiencing a drug overdose. Side effects from Narcan are rare, but people might have allergic reactions to the medicine.
 - Importantly, Narcan generally will have no effect on someone who does not have opioids in their system.
- Can there be liability for administering Narcan?
 - UW employees generally enjoy broad protection under state law from liability for negligence based on both sovereign immunity, which protects the State from many lawsuits for monetary damages, and discretionary immunity, which protects state employees who make discretionary decisions, even if those decisions are erroneous.
 - Specific to Narcan, Wisconsin law generally allows anyone to administer it and contemplates that someone who possesses it may deliver or administer it to someone else. Anyone administering Narcan should be trained in its use, although this does not require formal training and could include the instructions provided with the Narcan or at the distribution site.
 - Wisconsin Stat. § 895.48(1) provides more generally that any person who renders emergency care at the scene of any emergency or accident in good faith shall be immune from civil liability for their acts or omissions in rendering such emergency care.
- Is anyone obligated to administer Narcan?
 - No one is obligated to administer Narcan, and, as noted above, we should not obligate anyone to administer Narcan by policy, training, or directive.
 - The most important action is to call 911 if someone sees anyone in medical distress. Of note, Narcan instructions for use include calling 911 as discussed above



Concussion Handout

For Recreational Sports participants with a suspected concussion

A concussion is a mild traumatic brain injury with both physical and functional components. It is caused by a blow to the head/face/body, a rapid twisting motion or whiplash that causes the brain to move quickly within the skull.

Signs & Symptoms

Signs: observable clues witnessed by others

- Physical
 - Dazed or vacant look
 - Decreased playing ability
 - Facial injury following head trauma
 - Grabbing or clutching the head
 - Lying motionless on the ground or slow to get up
 - Poor coordination or balance
 - Slurred speech
- Cognitive
 - Confusion
 - Difficulty concentrating
 - Easily distracted
 - Slow reaction/response time
- Emotional/Behavioral
 - Strange or inappropriate reactions

Symptoms: feelings and sensations reported by the person

- Physical
 - Blurred or double vision
 - Dizziness or problems with balance
 - Fatigue or feeling tired
 - Feeling "off" or not right
 - Headache or feeling pressure in the head
 - Neck pain
 - Nausea or vomiting
 - Ringing in the ears
 - Seeing stars or flashes of light
 - Sensitivity to light or noise
- Cognitive
 - Trouble falling asleep
 - Confusion
 - Difficulty concentrating or remembering
 - Feeling dazed or "in a fog"
 - Slowed down, fatigue, low energy
- Emotional/Behavioral
 - Irritable, sad, more emotional than usual
 - Nervous, anxious, depressed

Any participant who sustains a significant blow to the head, face, neck, or body followed by ANY one or a combination of concussion signs or symptoms should be removed from participation and evaluated for a concussion by a medical professional. It is not necessary for a person to exhibit all or even most of the common signs & symptoms to have a concussion.

Some individuals will exhibit or experience signs and/or symptoms right away, while for others it may take 24-28 hours, and sometimes longer, for the injury to be noticed by those experiencing it or those around them.

Red Flags: Call 911

Call 911 if one or more of the following red flag signs or symptoms are present:

- Neck pain or tenderness
- Double vision
- Weakness, numbness, or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Next Steps

- **Don't hide it.** When in doubt, sit it out! Tell your friends, roommates, and/or teammates. If you have ANY of the above symptoms you should not participate in physical activity, including recreational activities, until you have been evaluated by a medical professional. Do not try to judge the severity of the injury yourself.
- **Get checked out.** You are receiving this handout because Rec Sports staff suspect you may have a concussion. It is your responsibility to contact a licensed medical professional within 24 hours of the incident.
- **Take time to recover.** If you have a concussion, your brain needs time to heal. The decision about return to physical activity is a medical decision that must be made by a licensed healthcare provider.

We recommend those with a suspected concussion should NOT:

- Be left alone initially (at least for the first 1-2 hours).
- Drink alcohol or use recreational, prescription, or over the counter pain relievers, drugs, or tobacco.
- Drive a motor vehicle/bike until cleared to do so by a licensed medical professional.

This handout has been provided to you by UW-La Crosse Recreational Sports for informational purposes only and should not be considered a replacement or substitute for medical examination, diagnosis, or care provided by a licensed professional.

Injury Handout



Injury Handout

If you need immediate medical attention, **call 911** or the University Police Emergency Line at 608-789-9999. If your situation is not initially urgent and later worsens, **call the Student Health Center** on campus at (608) 785-8558 (see open hours below) or go to one of the local medical centers via their Urgent Care or Emergency Room.

If you live in a residence hall and need assistance, please contact a member of the hall staff to assist you.

If arrangements are made for you to be transported from campus to a local hospital by Bee Cab Inc. (UWL students only), transportation back to an on-campus location may be arranged by calling University Police Dispatch at (608) 789-9000 at the completion of your care. Dispatch will then reach out to Bee Cab Inc. to return you to campus when available. Transportation to an off-campus residence should be arranged through a friend or by using one of the services listed below.

UWL Student Health Center

(608) 785-8558

1300 Badger Street, Suite 1030 (On Campus)

Hours

Fall/Spring Semesters

- Monday-Friday: 8am-4pm

Winter Break & Summer hours vary.

Physical Therapy

The Physical Therapy (PT) Department at the Student Health Center on campus offers a variety of services, including:

- Evaluation and treatment of musculoskeletal injuries or conditions
- Braces, splints, crutches, and immobilizers
- Therapeutic exercise programs

Please call (608) 785-8558 to schedule an appointment. *Physical therapy is closed during the summer.*

Other Local Medical Centers:

Mayo Clinic Health System	(608) 785-0940	700 West Avenue South	1.4 mi – about 4 min
Gundersen Health System	(608) 782-7300	1900 South Avenue	2.5 mi – about 8 min

Transportation Services:

City of La Crosse MTU (Bus)	(608) 789-7350	Free for UWL Students w/Student ID
Uber or Lyft		
Bee Cab Inc.	(608) 784-4233	
Coulee Region Taxi	(608) 881-2050	
Bullet Cab	(608) 519-3200	

UWL Police Department

University Police Dispatch	(608) 789-9000	605 17 th Street North	On Campus
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