

**APPENDIX E**  
**College of William and Mary Campus Recreation**  
**Campus Recreation EMERGENCY PROTOCOLS**

**A. Life Threatening Injury**

1. Call 911. Give them the necessary information. They will contact the EMS. Reaction time is critical.
  - a. Give police the following information
    - i. Location
    - ii. Nature of life threatening injury (sudden illness, head, back, etc.) - **DO NOT TRY TO DIAGNOSE AN INJURY TO THE VICTIM, A BYSTANDER, OR THE INJURY REPORT FORM.**
    - iii. How to gain access to the facility or area
    - iv. Where they will be met
  - b. Note the time of the call
  - c. Remain calm- **DO NOT PANIC**
2. Have a First Aid / CPR certified supervisor, official, or other qualified individual administer initial care to the best of his / her training and ability, until EMS arrives.
3. Notify a Campus Recreation Professional Staff member or Graduate Assistant using the **chain-of-command** on the back of this form.
4. While you are waiting for EMS to arrive and transport the victim, have someone fill out an Injury/Incident Report (Appendix I).
5. Follow-up on the care provided and status of the victim with the Campus Recreation Professional Staff member or Graduate Assistant using the **chain-of-command** on back.

**B. Major Non-Life Threatening Injury**

If, in your opinion, an injury is a *major injury, but not life-threatening*, take the following steps:

1. Have a First Aid / CPR certified supervisor, official, or other qualified individual administer initial care to the best of his / her training and ability.
2. Contact local / campus Police (911). Inform them that it is not a life-threatening injury.
3. Notify a Campus Recreation Professional Staff member or Graduate Assistant using the **chain-of-command** on the back of this form.
4. Once police/EMS arrive, they will determine if the victim should be transported by the EMS, if the victim should seek medical attention, or if the victim should be released.
5. A staff member should stay with the victim and gather pertinent information using the Injury / Incident Report Form (Appendix I),
6. **DO NOT DIAGNOSE AN INJURY TO THE VICTIM, A BYSTANDER OR ON THE INJURY REPORT FORM.**
7. Interview witnesses for additional information. (Get names and phone numbers)
8. Fill out the Injury / Incident Report Form completely. Do not share this information with anyone.
9. Follow-up on the care provided and status of the victim with the Campus Recreation Professional Staff member or Graduate Assistant using the **chain-of-command** below.

**C. Concussion Protocol**

1. An intramural participant who shows signs or symptoms of a concussion, according to a list of symptoms on a SCAT-2 card, must be removed from the game and is not permitted to return to play on the same day of the injury. Further, an intramural participant may not return to participate in any Campus Recreation activities without a written note from a licensed healthcare professional specifying return to participation guidelines. Participants may seek examinations at the Student Health Center.
2. If you believe there is a possible concussion, based on watching the injury take place or after administering the SCAT-2 card, call an ambulance. Head, neck, and spine injuries are very serious and can be life threatening. The participant can always refuse the ride to the hospital, but it is better to be on the safe side.

**D. First Aid Kits**

The Campus Recreation Department provides a fully stocked first aid kit at all Intramural events.. Contents of a fully-stocked first-aid kit are listed below:

Antiseptic cleansing wipes	Anti-biotic ointment	Assortment of bandages
Gauze Pads	Sterile Dressing Pads	Triangular Bandages
Ace Bandages	Instant Cold Compress	Gloves
Scissors	Tweezers	Tape

**E. Minor Incident Form**

1. This is to be used when performing general or incidental first-aid such as giving out a band-aid. Use the major injury form when administering ice.

**Campus Recreation Chain-Of-Command**

**After contacting campus, local, or state police, follow the following chain-of-command until you reach a Professional Staff member or Graduate Assistant.**

<b>VA State Police (804-674-2000, or #77 from cell phone): W&amp;M Campus Police: 757-221-4596</b>		
1 <sup>st</sup> Attempt	Daniel Gardner, Assistant Director	w-221-2959, c-757-816-2363
2 <sup>nd</sup> Attempt	Linda Knight, Director	w-221-3312; h-757-564-3410; c-757-876-9261
3 <sup>rd</sup> Attempt	Joe Tighe, Associate Director	w-221-3314; c-757-784-1881
4 <sup>th</sup> Attempt	Courtney White, Graduate Asst.	w-221-7413; c-757-597-8589
5 <sup>th</sup> Attempt	Bob Gough, Associate Director	w-221-3499; c-910-297-6238