

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

A. Life Threatening Injury

1. Call 911 (if you are on-campus, this number will ring at Campus Police. Give them the necessary information. They will contact the EMS). Reaction time is critical.
 - a. Give campus police the following information
 - i. Location
 - ii. Nature of life threatening injury (sudden illness, head, back, etc.) - **DO NOT TRY TO DIAGNOSE AN INJURY!**
 - 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 club member(s), trainer, coach, 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. 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 club member(s), trainer, coach, or other qualified individual administer initial care to the best of his / her training and ability.
2. Notify a Campus Recreation Professional Staff member or Graduate Assistant using the **chain-of-command** on the back of this form.
3. Contact local / campus Police (911). Inform them that it is not a life-threatening injury. Once they 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.
4. A staff member should stay with the victim and gather pertinent information using the Injury / Incident Report Form (Appendix I),
5. **DO NOT DIAGNOSE AN INJURY TO THE VICTIM, A BYSTANDER OR ON THE INJURY REPORT FORM.**
6. Interview witnesses for additional information. (Get names and phone numbers)
7. Fill out the Injury / Incident Report Form completely. Do not share this information with anyone.
8. 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. First Aid Kits

The Campus Recreation Department recommends each club keep and maintain its own first-aid kit at any on-campus practices. The Campus Recreation Department requires a fully stocked first aid kit at off-campus practices, and any club game or event (regardless of whether it is on or off-campus). Contents of a fully-stocked first-aid kit are listed below. You will check out one First Aid Kit for your club for the entire academic year. You may also check-out an additional kit as needed from the SCC for use at practices, games, and club events. It is the club's responsibility to maintain a fully stocked first aid kit, using supplies provided by the department of campus recreation. Basic supplies include, but are not limited to:

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

C. Vehicle Accident Procedures - In the event of a vehicle accident, take the following steps:

1. Stop immediately and first assess any injuries. Avoid obstructing traffic, if possible.
2. If injuries are present, follow appropriate protocol A or B on front page of this appendix.
3. Unless there is immediate danger, do not attempt to move the injured person(s)
4. Use roadside emergency kit to place emergency reflectors, flares, or flags in plain sight of traffic.
5. While tending to the injured person(s), have someone call for help using cellular phone, or ask passing car to call for help.
6. Report the Accident:
 - a. **Accident Reporting for Personal / Enterprise Rental vehicle while on club trip:**
 - i. Contact state / local police
 - ii. Contact Campus Rec Employee using **chain-of-command** below. We will contact Enterprise if you were in a rental vehicle at time of accident.
 - iii. Exchange insurance information with driver of other vehicle
 - iv. Get witnesses' names and phone numbers
 - v. Record all accident details, including injuries and subsequent treatment, using Injury / Incident Report Form (Appendix I).
 - vi. Submit all paperwork to the Sport Club Asst. Director upon return from trip.
 - b. **Accident Reporting For Campus Recreation / State vehicle:**
 - i. Contact state / local police – Copy of the police report must be mailed to the Office of Administration, College of William & Mary, Williamsburg, VA
 - ii. Contact Campus Rec Employee using **chain-of-command** below. We will contact our insurance company.
 - iii. Do not admit fault
 - iv. Use paperwork in van rental packet to get witness' contact information
 - v. Exchange insurance information with driver of other vehicle
 - vi. Record all accident details, including injuries and subsequent treatment, using Injury / Incident Report Form (Appendix I).
 - vii. Submit all paperwork to the Sport Club Asst. Director upon return from trip.

D. Vehicle Breakdown Procedures during club travel

1. Park vehicle as far from the traveled portion of the road as possible. Turn on hazard lights.
2. Keep passengers in vehicle unless vehicle is on fire or poses other dangers to occupants.
3. Assess the situation and determine the best option to make the needed repair.
4. If repair / towing is needed:
 - a. Personal Vehicle – Find out if a club member has AAA or similar membership that has access to roadside assistance.
 - b. Campus Recreation vehicle – contact a Professional or Graduate Assistant Employee to get AAA roadside assistance membership #
 - c. Enterprise Rental Vehicle – Contact Enterprise at 1-800-RENT-A-CAR for roadside assistance.
5. If repairs cannot be made on roadside, make alternate transportation arrangements for all vehicle occupants (taxi, rental service).
6. If vehicle is in need of repair and you are unable to return to campus at the time specified on your trip form, then notify someone from the Chain-of-Command list below to let them know.

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.

VA State Police (804-674-2000, or #77 from cell phone): W&M Campus Police: 757-221-4596		
1 st Attempt	Daniel Gardner, Assistant Director	w-221-2959, c-757-816-2363
2 nd Attempt	Linda Knight, Director Rec Sports	w-221-3312; h-757-564-3410; c-757-876-9261
3 rd Attempt	Bob Gough, Associate Director	w-221-3349; c-910-297-6238
4 th Attempt	Courtney White, Graduate Asst.	w-221-7413; c-757-597-8589
5 th Attempt	Joe Tighe, Asst. Director	w-221-3314; h-757-221-0592; c-757-784-1881