

CAPITAL UNIVERSITY
INTRAMURAL & RECREATIONAL ACTIVITIES
CLUB SPORT 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 broken, etc.) consult Robert Thorne (Capital's Head Trainer) or a member of the Athletic Training Staff before the injured club member seeks medical attention. Robert 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 x6622 - Training Room Main Phone Number
 - 2) Stop by the Training Room or find a training staff member who is out on the Stadium Field or Grass 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 Josh Racette 614-563-2024.
2. It is recommended 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 Josh Racette 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 Josh Racette at 614-563-2024 (Intramural/Club Sports Director) at any time that someone is taken to the emergency room.

CAPITAL UNIVERSITY
INTRAMURAL & RECREATIONAL ACTIVITIES
CLUB SPORT PROGRAM

EMERGENCY PROCEDURES FOR CAPITAL CENTER

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, some activity areas, and the front desk x6791.
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. Multipurpose courts on first floor of the Capital Center).
 - Report what aid is needed. If it is a life-threatening situation, make sure you communicate this to the dispatcher.
4. Call the Capital Police Department at 614-236-6666 and request police assistance to help direct EMS and to assist if needed.
5. Please notify Josh Racette (Intramural/Club Sports Director) immediately with the details of the situation at 614-563-2024.

CAPITAL UNIVERSITY
INTRAMURAL & RECREATIONAL ACTIVITIES
CLUB SPORT PROGRAM

EMERGENCY PROCEDURES FOR CAPITAL FIELDS

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 call box located at the Alumni House or if the Capital Center is open, go to main desk for help.
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. Multipurpose courts on first floor of the Capital Center).
 - Report what aid is needed. If it is a life-threatening situation, make sure you communicate this to the dispatcher.
4. Call the Capital Police Department at 614-236-6666 and request police assistance to help direct EMS and to assist if needed.
5. Please notify Josh Racette (Intramural/Club Sports Director) immediately with the details of the situation at 614-563-2024.

CAPITAL UNIVERSITY
INTRAMURAL & RECREATIONAL ACTIVITIES
CLUB SPORT PROGRAM

EMERGENCY PROCEDURES FOR OFF-CAMPUS

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.
4. Call the Capital Police Department at 614-236-6666 and request police assistance to help direct EMS and to assist if needed.
5. Please notify Josh Racette (Intramural/Club Sports Director) immediately with the details of the situation at 614-563-2024.