

EMERGENCY

THE SAFETY OFFICER

MANDATORY SPORT CLUB POLICY!!

**Clubs must have the Safety Kit at ALL practices and competitions (home and away).
Safety kits must be checked once a semester by Rec Sports Staff.**

Who Can Be a Safety Officer?

- Eligible student member of the specific Sport Club.
- Designated person/officer for the specific Sport Club who is responsible to ensure the health and safety of Club members.

What are the Safety Officer Responsibilities?

- Attend annual Safety Officer Training held by the Sport Club Office.
- Ensure that at least one person who is CPR & First Aid/**AED** Certified is present at all Club activities.
- **Maintain current CPR & First Aid/AED certification from the American Red Cross or other nationally recognized organization. Online certification is ok for Safety Officers.**
- Comply with policies, procedures, and emergency action plans.
- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.
- Ensure that a First Aid Kit is available at all practices and competitions. In addition, keep the kit stocked with fresh and necessary supplies.
- **Ensure that NO individuals participate in practice unless they are approved members of the Sport Club and they have a release form on file in the Sport Club Office via Do Sports Easy** (This includes coaches and volunteer assistants.)
- Be familiar with recognizing a potential concussion and be familiar with CSU policy/procedures.
- Understand the symptoms of a concussion and how to prevent a concussion.
- **Must come in for a Safety Kit Check early every semester.** (Supplies are kept in RWC 101)
- Must notify the office of any injuries that occur during practice/competition via an [Accident/Injury Report](#).
- Collaborate with the Trip Leader to ensure all safety measures are taken when traveling.

How will the Safety Officers Be Trained?

- All Safety Officers must attend the Safety Officer Training offered by the Sport Club Office every fall semester.
- The Safety Officer will take possession of the Safety Kit and Safety Officer Handbook. Handbook will be used as reference at all practices and competitions.

How Many Eligible Safety Officers Should Each Club Train?

- ❖ Two. Having more than one Safety Officer is recommended to ensure there is always at least one Safety Officer at practices and games. Depending on roster size for your specific Sport Club, more than one person will need to be CPR & First Aid Certified. This can be the Trip Leader, as they are required to be CPR & First Aid/AED Certified.

IN CASE OF EMERGENCY

Although this is not meant to be a comprehensive instruction manual, this document should give supervisors, club leaders and coaches a good plan for handling many types of emergencies that could occur related to Sport Club activities.

It is important that anyone charged with supervision at any Sport Club event use good judgment and act in the best interest of safety for all participants, staff and spectators in every situation. In addition, depending on the type of emergency, the staff member or leader should be prepared to contact the Director of Sport Clubs or other designated full time representative of the University for additional procedures or instructions related to the emergency.

EMERGENCY PROCEDURES

1. Contact appropriate emergency services: medical, fire, law enforcement
 - Dial 911
2. Provide, or obtain, emergency CPR, First Aid/AED
 - Trip Leaders & Safety Officers are CPR & First Aid/AED Certified, if within the scope of your training provide CPR & First Aid/AED if necessary
3. Contact Sport Club Coordinator
 - Call the Sport Club office or Sport Club Coordinator to report the incident/accident and get further instructions. These are the people you should try to contact in this order.
KEEP CALLING UNTIL YOU TALK TO ONE OF THESE CONTACT PEOPLE:
 - ☐ Paul Wells, Sport Club Coordinator
Work - (707) 826-5965
Cell - (707) 834-2726
 - ☐ Campus Recreation Director
Work - (707) 826-3362
 - Call UPD
(707) 826-5555
 - Tell the contact person who you are, what team you are with, and what the emergency is.
 - The contact person will take over making appropriate contacts with other University entities, such as Risk Management, on your behalf.
4. Post Trip: Submit Documentation
 - If the emergency involves a motor vehicle accident of any kind, complete the [Vehicle Accident Report form](#).

- Complete and submit [Injury/Accident form](#) if necessary.

Injuries at Practice

- Sport Club practices should always be planned and run with safety in mind. However, since Sport Club practices DO NOT have a certified athletic trainer on site and even the safest practice has inherent risks associated with it (including the possibility of minor to serious injury or in some cases even death), club leaders and coaches should be familiar with the emergency procedures plan as it applies to injuries at practice. In the event of an injury at a Sport Club practice, you should follow this protocol:
 - Every practice should have at least one person from the club (officer, Trip Leader, coach) in attendance who is first aid/CPR certified. This person should take the lead in any injury emergency.
 - Assess the severity of the injury as minor (i.e. cuts, scrapes, bruises, mild strains or sprains), moderate (i.e. more severe strains or sprains, breaks, moderate bleeding) or severe (i.e. head, back, neck injuries, unconscious, impaired breathing, heavy bleeding, impaired cardiac function).
 - Minor injuries may be treated on site if possible.
 - Moderate injuries should be referred to the Student Health Center or other walk-in medical facility as available. The Student Health Center is available 8am-5pm Monday through Friday. If after hours or off campus, club leaders should pre-determine the nearest appropriate medical treatment facilities.
 - Severe injuries should be referred IMMEDIATELY for medical treatment. If life threatening or the possibility of self-transport could cause additional injury, call 911 and seek emergency medical aid. If severe but not life threatening, arrange for immediate transport of the injured participant to the appropriate level of medical treatment facility.
- IF SEVERE OR LIFE THREATENING INJURY OCCURS, AFTER SEEKING MEDICAL HELP, CONTACT A STAFF MEMBER IMMEDIATELY FOR FURTHER INSTRUCTIONS LOCATED IN THE EMERGENCY PROCEDURES.

Injuries at Competition

All on-campus and some off-campus competitions should have a certified athletic trainer or certified emergency medical technician on staff for the event. In these cases, although there may be other first aid trained persons on-site, the designated ACT or EMT will make all injury assessment and determination of need for additional medical treatment. Club leaders and event supervisors should work together to assist the ACT or EMT in any way possible, and will take the lead in completing the Injury/Incident Report.

In the event that a location prevents the use of ACT or EMT or the host team fails to provide this service, the injury protocol will be the same as “Injuries at Practice” above.

Incidents During Travel

Travel poses the greatest risk of severe injury for all Sport Club participants. It is of utmost importance to follow all the procedures and recommendations in the Trip Leader binder to try to reduce those risks. However, in the event of an injury related to travel, club leaders should follow the protocol below:

- In the event of an accident, the first priority is to clear move-able vehicles from the roadway to prevent further accident and/or injury.
 - Assess the severity of any injuries to any occupants as minor (i.e. cuts, scrapes, bruises, mild strains or sprains), moderate (i.e. more severe strains or sprains, breaks, moderate bleeding) or severe (i.e. head, back, neck injuries, loss of consciousness, impaired breathing, heavy bleeding, impaired cardiac function).
 - If the vehicle damage is minor (i.e. dented fender, bumper, etc.) exchange insurance information with any other drivers and continue on. Report the incident to the Director of Sport Clubs as part of the Post-Trip Report filed by the Trip Leader.
 - If damage to vehicles is significant or injuries occur, call 911 to report the accident and seek medical help if necessary. Never continue the trip in a vehicle with significant damage or damage to safety equipment such as lights, mirrors or windows.
- IF SEVERE OR LIFE THREATENING INJURY OCCURS, AFTER SEEKING MEDICAL HELP, CONTACT A STAFF MEMBER IMMEDIATELY FOR FURTHER INSTRUCTIONS LOCATED IN THE EMERGENCY PROCEDURES.

Blood Injuries

Microorganisms that are present human blood can carry pathogens that cause diseases such as Hepatitis A, B and C viruses and Human Immunodeficiency Virus (HIV). During any situation that involves uncontrolled bodily fluids, you should treat all of these fluids as potentially hazardous. When you are faced with a blood injury or uncontrolled bodily fluid injury, follow these guidelines:

- Use sterile gloves when possible for contact with individuals who are bleeding, or there is contact with mucous, vomit or saliva.
- Dispose of gloves after contact and do not use the same gloves on two or more individuals.
- If gloves are not available, or after removing gloves, wash hands, arms, and other skin surfaces thoroughly with soap and warm water immediately.
- All blood or fluid contaminated items (gloves, clothing, bandages, etc.) should be discarded as follows: if the items are not soaked to the point that they leak fluid when compressed, place in a regular trash bag and dispose of in common trash. If, however, they do leak fluid when compressed (UPD should be called at this point **(707) 826-5555** and they will handle the situation as a biohazard and dispose of the item as required by Environmental Health and Safety)
- Cleanup of porous surfaces (clothing, soft equipment) should be done with a bleach solution if possible. (Still wearing gloves) Bleach solution mix should be at least 10:1 ratio.
- Cleanup of non-porous surfaces (hard surfaces) can be done with a spray bottle of the bleach solution. Leftover solution loses its effectiveness after 12 hours, so any remaining should be discarded.

Hazardous Weather

Recreational Sports full-time staff members regularly monitor the weather to determine impact on department sponsored outdoor events. If severe weather is forecasted, and event cancellation is warranted, participants and employees will be immediately notified.

Obviously, at times it becomes necessary to cancel or suspend games or practices at the point of play due to weather. Coaches, club officers, or Sport Club Supervisors are authorized to close playing fields at the point of play under any of the conditions listed below. This list is in no way

exhaustive and should not replace common sense. If field conditions appear unsafe, activities should be canceled or suspended until the weather has sufficiently passed.

When activity is suspended, coaches, club officers, and Sport Club Supervisors will clear participants from fields and playing areas. Participants should seek shelter by going into a nearby facility or returning home.

- **Rain/Snow:** A light rain or unlikely snow on a field that is in good condition may not be enough to cancel an activity. However, light rain or snow at practice on a field that is already saturated would probably require cancellation. Basically, anytime that rain creates slippery field conditions, it is time to cancel practice. For games, once play has started, it will continue until and unless cancellation is called by the officiating staff on site.
- **Fog:** Heavy fog, or any other type of weather that creates a lack of visibility, will result in the cancellation of practice at the discretion of the club coach and officers on site. For games, the officiating staff will use their discretion regarding the ability to safely continue under foggy conditions.
- **Freeze:** Like snow, freezing temperatures in Arcata are unlikely. However, if freezing conditions exist, it is likely that the field conditions are both slippery and very hard. Thus, cancellation of practice is warranted and should be enacted by club coaches and officers. For game play, field closures would be enacted prior to game play by the Director of Sport Clubs.
- **Lightning:** If lightning starts during practice or play, activity should be immediately suspended and participants and spectators should be removed from the field. In some instances there will be enough rain with the lightning to require field closure. However, if there is dry lightning or lightning accompanied by light rain, play may resume after 30 minutes without lightning since the last strike.
- **Smoke/Air Quality:** Practices and games will be canceled if air quality index reaches 150 for a 1 hour period. This will be communicated to coaches and presidents if practice or games are going to be canceled.

Hazardous Field/Facility Conditions

Prior to any Sport Club practice or game, the field/facility should be pre-inspected to ensure the venue is safe for activities. For practices, the coaches and club officers should inspect the facility prior to use.

For home games, the Sport Club supervisor should use the Recreational Sports Facility Pre-Inspection Form attached to their event day clipboard. Completion of the form should include any and all hazardous conditions present prior to the start of play and what corrective actions were taken to make the field/facility usable.

Sport Club supervisors may encounter field/facility conditions that he/she cannot correct. In this situation, it may be necessary to move the event to an alternate facility, or cancel the event. A field that is not well lit or a dangling light cover in the gym are just two examples of such situations. Depending on the nature of the situation, event supervisors or safety officers should call and leave a message detailing the hazard with Facilities Management at (707) 826-3646. This action may allow Facilities Management to correct the problem early the following morning, thus limiting the impact on the next day's user groups.

Bomb Threat/Suspicious Person

If you see a suspicious object or potential bomb at your practice or game venue, DO NOT HANDLE THE OBJECT. In the case of suspicious objects, immediately take the following steps:

- Clear the area immediately and direct other people to block entry to the area until help arrives.
- Call University Police at (707) 826-5555.
- Give a complete description of the object and location, and wait for further instructions.

If you receive a phone call threatening that a bomb or explosive device has been placed in the facility or venue, attempt to keep the caller on the line and ask the following questions:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- When is the bomb set to explode?
- How can it be deactivated?

After getting as much information about the bomb threat as possible, note the exact time of the call, the caller's gender, accent or jargon used and immediately call University Police at (707) 826-5555 with a full description of the call. UPD will make a decision whether or not to evacuate the building.

Our clubs occasionally come in contact with people who appear to be mentally ill, under the influence of alcohol/drugs, or may have intent to instigate criminal acts (theft, violence). In any of these cases, it is important to recognize the potential problem, and to either move your activities away from the suspicious person, or take steps to have campus police make contact with or remove the suspicious person. You or your club members are NOT recommended to confront persons whose behavior may be unpredictable or potentially violent. Leave any contact to the professionals at UPD or Arcata Police.

Missing Person

Missing person incidents can include a child missing at a Sport Club event, or an adult member of the Sport Club traveling party missing during a trip. Either situation must be handled quickly and efficiently in order to ensure the safety of each and avoid possible serious outcomes.

Missing Child at Sport Club Event

- If an individual reports to any staff member, club officer, or coach that a child is missing at a Sport Club event, the supervisor in charge of the event will become the leader in the search for the child. The supervisor will obtain a detailed and accurate description of the child including:
 - Gender
 - Race
 - Height
 - Weight
 - Age
 - Eye and hair color
 - Any distinguishing characteristics

- Location or area last seen
- Clothes worn
- The supervisor will use whatever means of communication (walkie-talkies, cell phones, PA system) to initiate a search for the child. The supervisor will also designate staff and/or club members to monitor exits to the event while other staff and/or club members search for the child.
- If, using these techniques, the child is not found within 10 minutes, call University Police at (707) 826-5555. If the child is found and merely lost, reunite them with their parent/guardian.
- If the child is found accompanied by someone other than a parent or legal guardian, staff and/or club members shall attempt to delay their departure without putting the child, staff, club members, or patrons at risk or in harm's way. University Police should be notified and provided with a detailed description of the person accompanying the child.

Missing Member of the Sport Club Traveling Party

- Although club members and other members of the traveling party on a Sport Club trip are rarely if ever minors, the club is responsible for the whereabouts of all those listed on the manifest of a club trip.
- If a member of the traveling party reports to any other member of the traveling party that one or more of the party are missing while on a club trip, the Trip Leader should be immediately notified.
- The Trip Leader will take charge of the search for the missing travel party members by first ascertaining who is missing, when they were last seen, and a physical description of the missing member including the following:
 - Gender
 - Race
 - Height
 - Weight
 - Age
 - Eye and hair color
 - Any distinguishing characteristics
 - Location or area last seen
 - Clothes worn
- The trip leader, where possible, should gather together the rest of the travel party and determine if anyone knows where the missing member may be. If not possible to gather the party together, the trip leader will use whatever communications means necessary to find out from other members of the travel party if they know where the missing member may be.
- After checking with the rest of the travel party, and a thorough search of the area where the missing person should be (i.e. stadium, locker rooms, hotel, restaurant, bathrooms, etc.) the Trip Leader should seek to contact management from whatever facility at which they are missing the travel party member. For example, if missing from a hotel, contact the hotel manager, if missing from a playing site, contact the host site manager. Use the local facility management to help broaden the search for the missing travel party member.
- If, after contacting all remaining members of the travel party, searching the area for the missing person, and seeking help from local management, your efforts still do not turn up the missing travel party member, local law enforcement should be contacted by dialing 911. AFTER SEEKING HELP FROM LOCAL LAW ENFORCEMENT, CONTACT A STAFF MEMBER IMMEDIATELY FOR FURTHER INSTRUCTIONS LOCATED IN THE EMERGENCY PROCEDURES.

CONCUSSION MANAGEMENT

Evaluate

- Know these signs and symptoms of concussion. Every athlete is unique and may experience different combinations of reactions.

Common signs of concussion- Things you can observe:

- Behavior or personality changes
- Blank stare, dazed look
- Changes to balance, coordination, or reaction time
- Delayed or slowed spoken or physical responses
- Disorientation (confused about time, date, location, game)
- Memory loss of event before, during or after injury occurred
- Slurred/unclear speech
- Trouble controlling emotions
- Vomiting

Symptoms of concussion- Things the athlete tells you:

- Blurry vision/double vision
- Confusion
- Dizziness
- Feeling hazy, foggy, or groggy
- Feeling very drowsy, having sleep problems
- Headache
- Inability to focus, concentrate
- Nausea (stomach upset)
- Not feeling right
- Sensitivity to light or sound

Take Action

What should I do if an athlete has a head injury during a game?

- Immediately address safety concerns. If the person is unconscious (knocked out). Check his or her airway.

Airway:

- Check that the mouth and throat are not blocked

Breathing:

- Be sure the person is breathing normally

Circulation:

- Check that the person's heart is beating regularly
-

If you suspect the person may have a neck injury or if the person is unconscious:

- Do not move the head, neck or spine. This could worsen any spinal injury to the neck.
- Contact emergency medical services with any concern about breathing circulation, or spinal injury.
- Do not let the athlete return to play until examined and cleared by a licensed health care provider trained in diagnosing and managing concussions.

Seek Care

What should I do if it appears the athlete has a concussion?

Remove the athlete from play immediately. If a concussion is diagnosed, the athlete should not return to play, and the following procedures should be followed:

- Have the player checked out by the Athletic Trainer at the game
 - If no AT is available, refer student to Student Health Center
- After getting evaluated by AT or Health Center and a Concussion is confirmed, the player will need to work with the North Coast Concussion Program to go through a series of steps before they can “return to learn” and “return to play”.
- Do not let the athlete return to play until evaluated and cleared by a licensed health care provider trained in diagnosing and managing concussions.

APPENDICES

The following items should be located in your binder in addition to this handbook. These items will also be available at <https://recsports.humboldt.edu/sport-clubs>.

- Injury/Incident Report Forms
 - Injury
 - Vehicle accident
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- Head Injury Information (Handouts)