

EMERGENCY PROCEDURES

Purpose: To delineate the actions to be taken in the event a medical/accident emergency should occur.

Policy: All Athletic Training Staff members working an FIU sponsored event on campus grounds will follow the following outline procedures in order to efficiently manage an emergency situation.

Procedure:

1. ATHLETIC TRAINER EVALUATION

The Athletic Trainer in charge immediately attends to the injured athlete, evaluates the injury and begins necessary emergency measures. If a cellular telephone is available, all calls are made from the scene. If not, utilizing hand radio, use channel 1 to call a member of the Facility Staff personnel, indicate your exact location and instruct them to activate the emergency medical plan.

2. CALL 911

While on campus, dial 305-348-5911 (x75911 for campus lines) to dispatch FIU Public Safety. They will in turn notify Miami-Dade Fire Rescue to respond to the appropriate location. Public Safety will respond to the emergency as well as meet Fire Rescue. Make sure a member of the Facility Staff is notified that Fire Rescue has been called. A member of Facility Staff will also meet and escort FIU Police and Fire Rescue. Let Fire Rescue know that you prefer all emergencies to go to Doctor's Hospital.

3. CALL EMERGENCY ROOM

Call the Emergency Room and alert them of our situation (786-308-3911) and give them all the details. Be sure they know the patient is an FIU athlete and what type of injury has occurred.

4. CALL ER REGISTRATION

Call the Emergency Room Registration (786-308-3041) and notify them that an FIU athlete is being transported via ambulance. Tell them you will be faxing the parent information form and medical referral form including insurance information (786-308-3040). Make sure you document all the names of the individuals you speak to.

5. CALL TEAM PHYSICIAN

Call Dr. Keith Hechtman (305-588-0940) or the fellow on-call to help in speeding up the process in the Emergency Room.

6. PERFORM FIRST AID

While calls are being made, the Athletic Trainer in charge makes the student-athlete as comfortable as possible and follows emergency procedures to stabilize/monitor the student-athlete.

7. RETURN TO FIELD

The person who made the calls returns to the field/playing surface and informs the Athletic Trainer in charge that an emergency vehicle is now on the way.

8. FOLLOW-UP

The athletic trainer in charge will make arrangements to see that the following things are taken care of after the injured student-athlete has been transported and is in the hands of the physician:

- A. A representative of the Athletic Department should accompany the injured student-athlete to the hospital (ie. Athletic Trainer, Athletic Training Students, Coach).
- B. Inform the Head Coach and the Senior Associate Athletic Director as to the extent of the student-athlete's injuries.
- C. Make arrangements to get the student-athlete's clothes to the hospital.
- D. Check with the physician and coach regarding the necessity of calling the parents. Contact the parents to obtain consent for treatment if the student-athlete is less than 18 years old.

9. INJURY REPORT

Complete injury report and file in student-athlete's file. This information will be reviewed by the Head Athletic Trainer. Daily Progress, follow-up notes and copies of hospital records must also be filed. Be sure to inform the insurance coordinator so necessary claim forms can be filed with the secondary insurance company.

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