



**RAVENS**

Department of Recreation and Athletics  
Carleton University  
EMERGENCY PROCEDURES FOR RAVENS FIELD

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In the case of an Emergency, Incident or Evacuation  
The following procedures will be followed:

If the situation is beyond your organization's capabilities, locate CU Staff and/or have them contact Safety at 613 520-4444. If you call an ambulance directly you must contact CU Safety to alert there is Police/Ambulance/Fire coming on campus so they can assist them as to where to go.

Not one of the emergency situations we have experienced has been identical to any other, and no policy will ever resolve all facets of an emergency situation. Staff members should know what our emergency procedure is, but should be prepared to deal with each situation depending on its own unique variables as they emerge.

The primary response to any emergency situation is to treat it as a medical emergency. Medical care should be provided as quickly as possible. Remember not all emergencies are medical.

( bomb threats, violence, missing persons )

1. Assess the situation

Typically the situations that would draw an immediate call to the paramedics would be any of the following. The list is only intended as a guideline, the circumstances of each call will ultimately have to dictate the response:

- Apparent heart attack or stroke
- Severe respiratory issues
- Severe bleeding
- Head or neck injuries
- Loss of consciousness
- Shock
- Severe breaks

As requested, the ideal information that we would be looking for in the instance the paramedics are required would be the following. Our dispatchers have been asked to request this information in the instance it's not give automatically.

- The nature of the injury or condition and the severity of it
- The level of consciousness /coherence
- Breathing
- Bleeding
- Approximate age
- Gender
- Any other vital or useful pieces of information



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2. Get help if needed: CALL Safety 613 520 4444 and Provide them with the details of the accident/incident listed above.
3. Stay with the victim & help him/her within your trained competencies (First Aid/CPR)
4. Brief medical and Safety personnel
  - Relay drug allergies, medical information &/or emergency contact information
  - Continue to administer aid to the victim until relieved by personnel more qualified than yourself arrives (ambulance or medical staff)
  - CPR already administered & whether or not an ambulance was called
  - Surrender the primary care of the victim to medical or Safety personnel
  - Have University Safety call the victim's designated emergency contact if you can get it.
5. Document the accident/incident
  - After being relieved of the care of the victim, document the accident/incident as carefully by completing the Accident/Incident Report Form
  - Names, addresses & phone numbers of the victim(s) & witness(es)
  - What happened, what aid was administered & what advice was given
  - If any aid or ambulance was refused, have the victim sign off on the form.
  - If the Welcome Centre staff arrives with the First Aid kit & report form before the medical aid, the Welcome Centre staff person should then start the documentation
  - If the AED is used, the AED-trained personnel should complete a form on its use
6. Report the accident/incident to your supervisor(s)
  - If it is a major accident/incident, report verbally to your supervisor as soon as possible
    - Ice House Mark DeBruyn
    - Pool – Steve Baird
    - Fitness Centre, High Performance Center Marta Wein
    - Alumni Hall – Fran Craig
    - Events – Rob LeRoy
    - Intramurals and Camps – Chris Surgeoner
    - Varsity Athletics & Competitive Sports –
    - Athletic Therapy – Nadine Smith
7. Submit the Accident/Incident Report Form
  - The Accident/Incident Report form must be completed and given to your supervisor and the manager of the program in which the victim was involved, within 24 hours of the accident/incident
  - AED-trained staff: if you had to use the AED:
    - 1) Complete the AED Incident Form
    - 2) Give one copy to the ambulance staff
    - 3) Give one copy to your supervisor
    - 4) Call Bruce Marshall Risk Manager 613 293-5366



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Supervisors are responsible for forwarding a copy of the AED Incident Form to Bruce Marshall Risk Manager for Recreation and Athletics