



# Emergency Action Plan

The Emergency Action Plan for Sacramento State Sport Clubs was created for the purpose of prevention and awareness of possible hazards and risks during participation in sporting activities and club travel. The safety of our students requires the cooperation of all entities, at all levels of the Sport Club program. This document will clearly define responsibilities of all parties in the event of an emergency, as well as appropriate actions to take on and off campus.

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# Reporting Emergencies

1. Call 911 immediately. The dispatcher will contact the appropriate agency for assistance: Paramedics, Fire Department, Police or other.
  - a. If you contact EMS through your cell phone you will be put through to California Highway Patrol (in California) who will then need to reach your local Emergency Medical Services (EMS). Be sure to IMMEDIATELY tell them your location. Often, cell phones do not transmit GPS location to EMS. Inform EMS of all injured parties and CPR or First Aid being administered. Do not hang up the phone until instructed to do so and remain calm. In an emergency, clear concise information is crucial.
2. Stay calm and give your name, location and nature of the emergency. DO NOT HANG UP UNTIL YOU ARE TOLD TO.
3. In the event of injuries or illness, render first aid ONLY IF QUALIFIED.
  - a. Do not move the person unless it is absolutely necessary
  - b. Make the person as comfortable as possible. It is important to keep the person warm and comfortable to minimize shock
  - c. Restore breathing by clearing air passages or administering CPR, if certified. (See Section on ABC's of CPR) [\(Page 6\)](#)
4. In the event of a major campus wide emergency, the President will activate the Emergency Operations Center. Information for faculty, staff and students will be available and posted at the Theatre or Stadium, depending on damage and the nature of the emergency.
5. Contact the appropriate personnel as shown on the Emergency Phone Tree. [\(Page 4\)](#)
6. The Safety Officer is responsible for accounting for all club members and informing EMS of any missing persons. If the emergency occurs during club travel, the Trip Leader and Safety Officer are responsible.

# Emergency Phone Tree

**\*Emergency Medical Services (911) should be contacted in the event of an emergency off-campus.**

**\*Campus Police should be contacted in the event of an emergency on-campus.**

- Campus Police: (916) 278-6000 (Emergency or Non-Emergency) from a cell-phone
- Campus Police: 911 (Emergency or Non-Emergency) from an campus phone

In the event of an incident on campus, the club's Safety Officer is responsible for activation of the EAP (Emergency Action Plan) and contacting the proper personnel from the following Phone Tree to report the incident.

NAME	POSITION	CONTACT #
Josh Mandel-Sonner	Sport Clubs Staff	(916)278-6731
Jackie Pulatie	Sport Clubs Staff	(916) 278-6730
Bailey David	Athletic Trainer	(916) 278-2049
Nurse Advice Hotline	SHCS	(916) 278-6461
SO&L	Front Desk	(916) 278-6595
Risk Management Services	Risk Management	(916) 278-6119

In the event of an incident or accident off-campus, the club's Trip Leader is responsible for contacting EMS (911), activating the EAP (Emergency Action Plan), and then contacting the proper personnel from the following Phone Tree in order to report the incident or accident.

**EMS: 911** Contact EMS preferably from a land line. If you contact EMS through your cell phone you will be put through to California Highway Patrol (in California) who will then need to reach your local EMS. Be sure to IMMEDIATELY tell them your location. Often, cell phones do not transmit GPS location to EMS. Inform EMS of all injured parties and CPR or First Aid being administered. Do not hang up the phone until instructed to do so and remain calm. In an emergency, clear and concise information is crucial.

NAME	POSITION	CONTACT #
Josh Mandel-Sonner / Jackie Pulatie	Sport Clubs Staff	(916) 278-6731
Bailey David	Athletic Trainer	(916) 278-2049
Nurse Advice Hotline	SHCS	(916) 278-6461
SO&L	Front Desk	(916) 278-6595
Risk Management Services	Risk Management	(916) 278-6119

## In case of an accident:

1. First priority is always life and injuries of all parties. Call 911 for police and emergency medical services (EMS) as appropriate. Render first aid to the level of your training as appropriate. Secure the scene, see that others are not put at risk from oncoming traffic, and remove vehicles from the roadway as quickly as possible considering the circumstances. If the accident happens on campus, campus police (916-278-6000) will act as the lead law enforcement agency.
2. Take photos, record other driver's information (names, D/L number, date and time of the accident, witnesses, conditions and weather, damage to both vehicles, etc.)
3. Any accident that results in any of the following outcomes to a University employee or volunteer must be reported to the risk manager, a member of the Environmental Health and Safety staff (916-278-5477/5174) or Human Resources (916-278-3522) within eight (8) hours:
  - death
  - disfiguring injury
  - dismembering injury (loss of any body part)
  - hospitalization for 24 hours or more for other than observation
4. Call University Police (916-278-6000) to report the accident, even if their assistance is not needed, so the accident report is recorded in their logs.
5. If the accident results in severe injuries, report it to the University Risk Manager (916)278-7233. Leave a complete message including your name, phone number, brief description of the accident, your location, etc. The information can be emailed to [susan.colley-monk@csus.edu](mailto:susan.colley-monk@csus.edu).
6. If you are driving a University/state owned vehicle, procedures to follow can be found on our State Driver Reporting Procedures document. Complete the Accident Identification Form (STD 269) before leaving the scene of the accident.
7. All drivers must complete a [Vehicle Accident Report \(STD 270\)](#) within 24 hours and send it to the risk manager.
8. The supervisor of the driver will take the following actions: Investigate each accident promptly and thoroughly. The immediate supervisor who authorized the employee to drive on University business will ensure that the employee completes the STD 270 or will do it for them if the employee is unable to do so. Inform the risk manager when an employee is unable to complete forms. Initiate appropriate corrective actions and record them in departmental personnel records. Complete State Driver Accident Review – [Supervisor's Review form STD 274](#) and send it to the risk manager within five (5) days.
9. Make arrangements to take care of your damaged vehicle, depending on circumstances. If the vehicle cannot be driven, make arrangements to have it towed to a holding yard or other place. Your insurer may have useful information and provisions for this contingency.

All forms referenced above are available at the following web address: <https://www.csus.edu/compliance/risk-management/driving-university-business.html>

The CAB's of CPR are given as a reminder to those who have already passed the CPR certification. Under no circumstances should an individual perform CPR beyond their experience and training.

CPR is administered when someone's breathing or pulse (or both) stops. It is a procedure that is as simple as CAB: Compression, Airway, and Breathing.

## Assessment and Activation

1. If you find an adult who has collapsed, check responsiveness by gently shaking a shoulder and shouting, "Are you all right?"
2. If the person doesn't respond, shout for help.
3. If a helper is available, have that person call 911 and ask them to return after they have made the call. If no help is available, make the call yourself.

Begin by checking if the victim is breathing or has a pulse.

**Check breathing:** by moving head in close to the patient's mouth (listening and hearing for air), while simultaneously looking for the chest to rise and fall.

**Check pulse:** Locate the carotid artery pulse: To find the carotid artery pulse, take your hand that's lifting the chin and find the person's Adam's apple (voice box), move your index and middle finger to the side of the Adam's apple, apply medium pressure and check for a pulse (no more than 10 seconds)

1. If there is a pulse but no breathing, you will have to conduct rescue breathing. Refer to "Breathing".
2. If no pulse or breathing is present, begin CPR. Always start with 30 chest compressions, if you have a CPR mask available then give 2 breaths (each lasting only a second- watch for the chest to rise and fall)

If the chest does not rise and fall on the first breath, reposition head and try again. In the case that the second breath does not go in, DO NOT attempt to reposition and try an additional breath just continue on with 30 more compressions and try breaths after that session of compressions.

## A. Compressions

External chest compressions provide artificial circulation. When you apply rhythmic pressure on the lower half of the victim's breastbone, you force the heart to pump blood.

1. To do external chest compression properly, kneel beside the victim's chest. With the middle and index fingers,

find the notch where the bottom rims of the two halves of the rib cages meet in the middle of the chest. Now put the heel of one hand on the sternum (breastbone) next to the fingers that found the notch. Put your other hand on top of the hand that's in position. Be sure to keep your fingers up off the chest wall. It may be easier to do this if you interlock your fingers of the top hand and extend the fingers of the bottom hand.

2. Bring your shoulders directly over the victim's sternum and press down, keeping your arms straight. If the victim is an adult, depress the sternum to 2 inches and allow the chest to recoil. Don't remove your hands from the victim's sternum, but do let the chest rise to its normal position between compressions. Relaxation and compression should take equal amounts of time. Complete 30 compressions, at a rate of 100 compressions/minute.

#### B. Airway

1. To open the airway, gently lift the chin with one hand while pushing down on the forehead with your other hand.
2. You want to tilt the head back.

#### C. Breathing

1. It is advised to always use a rescue breathing mask, if available, to avoid possible transmission of disease. Follow the steps below:
  - a. Place mask on face according to directions on individual mask. Most masks will have small peak (goes over nose), and broader base (goes around mouth).
  - b. With the hand that is closest to the victims forehead grasp the mask with a c-clasp (making a "c" with thumb and index finger on either side of the mask over the nose) and place the outside of the palm on the victims forehead (this will help assist in head tilt).
  - c. With the opposite hand use the thumb at the front of the victims chin – holding the bottom of the mask to the chin, and the index finger just under the chin bone (this position will assist with chin lift , if needed)
  - d. Maintain an even, downward pressure on the mask to seal it to the victims face. Make sure to not apply excessive pressure, as this may force the victims chin back and cut off the airway.
  - e. With mask and pressure applied, tilt victims head back and breathe. If air does not go in, reposition and repeat.
  - f. When repositioning, try to tilt the head more or less (sometimes too much can cause airwayblock and same as not enough head tilt)- you can also try the chin lift method, to gain access to airway, as needed.
2. Using the thumb and forefinger of your hand that's on the victim's forehead, pinch the person's nose shut. Be sure to keep the heel of your hand in place so the person's head remains tilted.
3. Keep your other hand under the person's chin, lifting up.
4. As you keep an airtight seal with your mouth on the victim's mouth, immediately give one breath enough to see the stomach rise, and repeat.

## Evacuation of a Building

1. Only the Department of Public Safety or an officer of the University (Vice Presidents, Deans, and Building Coordinators) can order the evacuation of a campus building.
2. When evacuation is determined necessary, occupants shall leave the building immediately and quietly by the nearest designated exit, or as advised. Public Safety will direct the occupants to a safe area – either a grassy area or another building, depending on the nature of the emergency.
3. DO NOT use elevators in the case of fires or earthquakes.
4. When evacuating, building occupants should walk, remain calm, and grasp hand rails.
5. DO NOT RE-ENTER building until instructed to do so by the appropriate authorities.

## Evacuation of the University

1. Only the University President or the President's designee can order an evacuation or closure of the University.

## Evacuation of Persons with Disabilities

1. Evacuation of persons with disabilities will be given the highest priority in all emergencies.
2. Students with disabilities should prepare for an emergency ahead of time by instructing a classmate or co-worker on how to assist him/her in the event of an emergency.
3. If assistance is not immediately available, disabled persons should remain near the stairwell landing or in the elevator lobby; rescue personnel will first check all exit corridors and exit stairwells for trapped persons. She or he should continue to call for help until rescued.
4. Persons with visual impairments should learn the locations of exits and fire alarms in advance if possible, and seek assistance of others as required. Know designated meeting places and locations specifically for persons with special needs.



1. Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, color, approximate age, clothing, method and direction of travel, and a name, if known. This takes only a few seconds, and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics.
3. Call 911. Give your name, location, and department. Advise the 911 operator of the situation, and remain where you are until contacted by an officer.
4. In the event of civil disturbance, continue as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
5. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.

## Reporting Violent or Criminal Behavior

If you are the victim of a violation of the law such as assault, robbery, theft, overt sexual behavior, etc., **DO NOT TAKE UNNECESSARY CHANCES!**

NOTIFY the University Police Department by calling 911 as soon as possible. Supply the dispatcher with the following information:

- Nature of incident
- Location of incident
- Description of person(s) involved
- Description of property involved

If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 and be prepared to provide the dispatcher with the above information.

Do everything possible to avoid getting into a vehicle under threat or by force. By stepping into the vehicle, your odds of survival diminish substantially.

# Conduct If You Are Held Hostage

1. Attempt to stay calm and be alert to situations that you can exploit to your advantage
2. Do not discuss what action may be taken by your family, friends, or employer
3. Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc.
4. Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and what contacts they make.
5. Avoid making provocative remarks to your abductors. They may be unstable individuals who react explosively and become violent and abusive.
6. Do not make concessions that you are not able to complete (i.e., open safe)

# Emergency Action Plan:

## Sac State Intramural Fields/Tennis Courts

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### Emergency Personnel:

1. Athletic Trainer (if present)
2. Club Safety Officer
3. Club Coach
4. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

### In Case of Emergency:

1. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
2. A club officer should call campus police at their emergency line (916) 278-6000
  - a. Inform EMS of the number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them

### In Case of Natural Disaster:

**Earthquake:** The open field or tennis courts are the safest place to be in case of an earthquake; here you will be free from falling debris and glass windows. Move away from the tree line on the side of the field and safely drop to the ground before the Earthquake puts you there. Wait for the shaking to stop and safely assess any possible injuries. If there are serious injuries proceed with the above set of instructions.

**Lightning:** In case of lightning being seen, everyone must be moved indoors and away from an open field or trees. The rule of thumb for assessing when it is safe to participate again will be thirty minutes after the last time lightning was seen. The Athletic Trainer or Club Safety Officer/President must constantly assess the surrounding sky and contact the Sport Clubs Advisor to cancel or postpone the day’s events as [referenced in the Lightning Policy on page 22](#).

**Fire:** Dial 911 and move everyone on the scene to a safe location (parking lot)

The Safety Officer is responsible for accounting for all club members and informing EMS of any missing persons.

# Emergency Action Plan: Yosemite Hall/Solano Hall

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## Emergency Personnel:

1. Athletic Trainer (if present)
2. Club Safety Officer
3. Club Coach
4. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
2. A club officer should call campus police at their emergency line (916) 278-6000
  - a. Inform EMS of number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them

## In Case of Natural Disaster:

**Earthquake:** Move quickly to the ground and away from any windows. The safest place to be would be near an inside wall of the building and safe from potential falling debris.

**Lightning:** In case of lightning being seen everyone outside of Yosemite/Solano Halls must be moved indoors and everyone inside must remain indoors until the conclusion of the scheduled event.

**Fire:** Dial 911 and move everyone on the scene to a safe location (parking lot)

The Safety Officer is responsible for accounting for all club members and informing EMS of any missing persons.

# Emergency Action Plan: Sac State Pool

## Emergency Personnel:

1. Lifeguard
2. Athletic Trainer (if present)
3. Club Safety Officer
4. Club Coach
5. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Rescue: Attempt rescue of injured or drowning victim in accordance to *American Red Cross Lifeguard Training*
2. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
3. A club officer should call campus police at their emergency line (916) 278-6000
  - a. Inform EMS of number of injured participants and types of injuries, as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them

## In Case of Natural Disaster:

**Earthquake:** Move out of the Pool and stay on the ground. Move away from windows or falling debris

**Lightning:** In case of lightning being seen, everyone must be moved indoors. The rule of thumb for assessing when it is safe to participate again will be thirty minutes after the last time lightning was seen. The Lifeguard, Athletic Trainer, or Club Safety Officer/President must constantly assess the surrounding sky and contact the Sport Clubs Advisor to cancel or postpone the day's events. A second option as shelter from lightning can be a motor vehicle with closed doors and windows, as [outlined in the Lightning Policy on page 22](#)

**Fire:** Dial 911 and move everyone on the scene to a safe location (parking lot)

The Safety Officer is responsible for accounting for all club members and informing EMS of any missing persons.

# Emergency Action Plan: The WELL and University Union

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## **In the event of an emergency at both of these venues the following should be followed:**

1. Contact WELL staff or Union staff
  - a. In both buildings there are appropriate staff trained to handle emergency situations
2. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
3. A club officer or member should call campus police at their emergency line (916) 278-6000
  - a. Inform EMS of number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them

## **In Case of Natural Disaster:**

**Earthquake:** Move quickly to the ground and away from any windows. The safest place to be would be near an inside wall of the building and safe from potential falling debris.

**Lightning:** In case of lightning being seen, everyone outside of the WELL must be moved indoors and everyone inside must remain indoors until the conclusion of the scheduled event.

**Fire:** Dial 911 and move everyone on the scene to a safe location (parking lot)

The Safety Officer is responsible for accounting for all club members and informing EMS of any missing persons.

# Emergency Action Plan: Sac State Aquatic Center

## Emergency Personnel:

1. Lifeguard (if present)
2. Athletic Trainer (if present)
3. Aquatic Center Staff | Monday - Friday (916) 278-2842, Weekends (916) 278-1110
4. Club Safety Officer
5. Club Coach
6. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Rescue: Attempt rescue of injured or drowning victim in accordance to *American Red Cross Lifeguard Training*
2. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
3. A club officer should dial 911 (EMS) or local Coast Guard
  - a. Inform EMS of number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them

## In Case of Natural Disaster:

**Earthquake:** If you are on the lake, try to move quickly to the nearest shore and into an open space (such as the parking lot) where you may be safer from falling debris. Stay low and stay away from windows.

**Lightning:** In case of lightning being seen, everyone must be moved indoors. The rule of thumb for assessing when it is safe to participate again will be thirty minutes after the last time Lightning was seen. The Athletic Trainer or Club Safety Officer/President must constantly assess the surrounding sky and contact the Sport Clubs Advisor to cancel or postpone the day's events. A second option as shelter from lightning can be a motor vehicle with closed doors and windows, as [outlined in the Lightning Policy on page 22.](#)

**Fire:** Dial 911 and move everyone on the scene to a safe location (parking lot)

The Safety Officer is responsible for accounting for all club members and informing EMS of any missing persons.

# Emergency Action Plan: Lake

## Emergency Personnel:

1. Lifeguard (if present)
2. Athletic Trainer (if present)
3. Club Safety Officer
4. Club Coach
5. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Rescue: Attempt rescue of injured or drowning victim in accordance to *American Red Cross Lifeguard Training*
2. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
  - a. A club officer should dial 911 (EMS) or local Coast Guard
  - b. Inform EMS of number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - c. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them

## In Case of Natural Disaster:

**Earthquake:** If you are on the lake, try to move quickly to the nearest shore and into an open space (such as the parking lot) where you may be safer from falling debris. Stay low and stay away from glass windows.

**Lightning:** In case of lightning being seen everyone must be moved indoors. The rule of thumb for assessing when it is safe to participate again will be thirty minutes after the last time lightning was seen. The Athletic Trainer or Club Safety Officer/President must constantly assess the surrounding sky and contact the Sport Clubs Advisor to cancel or postpone the day’s events. A second option as shelter from lightning can be a motor vehicle with closed doors and windows, [outlined in the Lightning Policy on page 22](#)

**Fire:** Dial 911 and move everyone on the scene to a safe location (parking lot)

The Trip Leader and Safety Officer are responsible for accounting for all club members and informing EMS of any missing persons



# Emergency Action Plan: Open Water/Ocean

## Emergency Personnel:

1. Coast Guard/Lifeguards (if present)
2. Athletic Trainer (if present)
3. Club Safety Officer
4. Club Coach
5. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Rescue: Attempt rescue of injured or drowning victim in accordance to *American Red Cross Lifeguard Training*
2. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
3. A club officer should dial 911 (EMS) or local Coast Guard
  - a. Inform EMS of number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them

## In Case of Natural Disaster:

**Severe Weather/Lightning:** Return all boats/personnel to shore and secure all loose equipment if available. Activity should not resume until weather clears for at least thirty minutes and/or the Coast Guard or lifeguard on duty clears the water for use. [Lightning Policy on page 22](#)

**Fire:** Dial EMS (911) and evacuate the area as quickly as possible. Account for all club members and notify EMS if any members are missing.

**Earthquake:** Return to shore immediately and evacuate the area by moving inland. Be aware of possible tsunami warnings.

The Trip Leader and Safety Officer are responsible for accounting for all club members and informing EMS of any missing persons

# Emergency Action Plan: Mountain

## Emergency Personnel:

1. Athletic Trainer (if present)
2. Medical Personnel (if present)
3. Club Safety Officer
4. Club Coach
5. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
2. Inform EMS at the lodge/resort/competition venue of the number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
3. Scene Control: limit scene to first aid providers and move bystanders away from area. Move injured person and have two or three people help control traffic coming down the mountain.

## In Case of Natural Disaster:

**Earthquake/Avalanche:** In the event that you are caught in an avalanche according to Karl Birkeland, Perry Bartelt, and Theo Meiners as published in The Avalanche Review February 2008.

If the avalanche starts right under your feet, try running uphill or to the side to get off the fracturing slab of snow. If you're on skis or a snowboard, head downhill first to gather some speed, and then veer to the side and off the slab. If you're on a snowmobile, continue in the direction you were going and throttle it off the sliding snow. If you're not going to make it out, drop your ski poles, pack, and equipment, and abandon your snowmobile—you want to be as light and buoyant as possible in order to minimize how much you sink into the snow.

IF YOU'RE CAUGHT, "SWIM" TO SAFETY. Assume the whitewater position: feet downhill and in a sitting position to absorb shocks of obstacles. Ditch poles, ice axes, or skis, and use your hands and arms in a swimming motion to move toward the surface and stay there. **Roll to your back with your feet pointed downhill. Do the back-stroke and try to head uphill.** Do whatever you can to avoid head of slide as it is subducting and will pull you down and under the slide. Absolutely do not swim forward of head if you can help it.

**Once the avalanche stops moving, it will begin to set around you like concrete.**

PREP AN AIR POCKET. When the avalanche slows down, get your palms up by your forehead, elbows out, and start

# Emergency Action Plan:

## Mountain Continued

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creating a cocoon around your face. Take a deep breath and hold it—the more your lungs can expand, the better. When the avalanche stops, you'll have more space to breathe in the pocket you created. Space is time, and time increases the odds of rescuers finding you before it's too late. **If you can grab onto a tree, do it.**

For more information visit:

<https://www.ready.gov/avalanche>

**Lightning:** In case of lightning being seen everyone must be moved indoors. Activity should not be resumed until there has been no lightning seen from a time period of 30 minutes following the flash bang method in the Lightning Policy towards the end of this packet. [Lightning Policy on page 22](#)

**Fire:** Evacuate the immediate area as quickly as possible and move all participants to a safe meeting point, usually a close parking lot.

The Trip Leader and Safety Officer are responsible for accounting for all club members and informing EMS of any missing persons

# Emergency Action Plan: Off-Campus Open Field

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## Emergency Personnel:

1. Athletic Trainer (if present)
2. Club Safety Officer
3. Club Coach
4. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
2. A club officer should dial 911.
  - a. Inform EMS of number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: limit scene to first aid providers and move bystanders away from area, clear debris or obstructions surrounding the injured parties or pathway to them.

## In Case of Natural Disaster:

**Earthquake:** The open field is the safest place to be in case of an earthquake; here you will be free from falling debris and glass windows. Move away from the tree line on the side of the field and safely drop to the ground before the Earthquake puts you there. Wait for the shaking to stop and safely assess any possible injuries. If there are serious injuries proceed with the above set of instructions

**Lightning:** In case of lightning being seen everyone must be moved indoors. The rule of thumb for assessing when it is safe to participate again will be thirty minutes after the last time lightning was seen. The Athletic Trainer or Club Safety Officer/President must constantly assess the surrounding sky and contact the Sport Clubs Advisor to cancel or postpone the day’s events as [referenced in the Lightning Policy on page 22](#)

**Fire:** Dial 911 and move everyone on the scene to a safe location (parking lot)

The Trip Leader and Safety Officer are responsible for accounting for all club members and informing EMS of any missing persons

# Emergency Action Plan: Off-Campus Gym

## Emergency Personnel:

1. Athletic Trainer (if present)
2. Club Safety Officer
3. Club Coach
4. Club President

- Club officers, coaches, and members may assist in case of an emergency by contacting EMS 911, activating help, clearing the area, and giving CPR and First Aid if trained to do so.
  - Individuals not trained in CPR and First Aid should not give CPR or provide First Aid.

## In Case of Emergency:

1. Athletic Trainer, qualified Safety Officer, or any other certified person should begin CPR or First Aid if necessary and not exceed training they have been given.
2. A club officer should call 911 (EMS)
  - a. Inform EMS of number of injured participants and types of injuries as well as any CPR or First Aid that has been administered.
  - b. Direction of EMS to scene
    - i. Open appropriate gates
    - ii. Designate 2 individuals to “flag down” EMS and direct to scene
    - iii. Scene control: Follow guidelines for evacuation and crowd control as instructed by the place of business.

## In Case of Natural Disaster:

**Fire:** Evacuate the premises in accordance to the business’s emergency action plan and contact EMS personnel. Account for all club members and inform EMS if any members are missing. Moving to an open space such as a parking lot away from the fire is your safest option.

**Earthquake:** Move quickly to the floor to avoid being knocked over. Move away from windows of possible falling debris and take shelter under a table if possible.

**Lightning:** Remain indoors

The Trip Leader and Safety Officer are responsible for accounting for all club members and informing EMS of any missing persons

## From the NATA Position Statement on the Lightning Safety in Athletics

Lightning may be the most frequently encountered severe-storm hazard endangering physically active people each year. Millions of lightning flashes strike the ground annually in the United States, causing nearly 100 deaths and 400 injuries. Three quarters of all lightning casualties occur between May and September, and nearly four fifths occur between 10:00 AM and 7:00 PM, which coincides with the hours for most athletic or recreational activities. Additionally, lightning casualties from sports and recreational activities have risen alarmingly in recent decades.

### Recommendations

The National Athletic Trainers' Association recommends a proactive approach to lightning safety, including the implementation of a lightning-safety policy that identifies safe locations for shelter from the lightning hazard. Further components of this policy are monitoring local weather forecasts, designating a weather watcher, and establishing a chain of command. Additionally, a flash-to-bang count of 30 seconds or more should be used as a minimal determinant of when to suspend activities. Waiting 30 minutes or longer after the last flash of lightning or sound of thunder is recommended before athletic or recreational activities are resumed. Lightning safety strategies include avoiding shelter under trees, avoiding open fields and spaces, and suspending the use of landline telephones during thunderstorms. Also outlined in this document are the pre-hospital care guidelines for triaging and treating lightning-strike victims. It is important to evaluate victims quickly for apnea, asystole, hypothermia, shock, fractures, and burns.

Cardiopulmonary resuscitation is effective in resuscitating pulseless victims of lightning strike. Maintenance of cardiopulmonary resuscitation and first-aid certification should be required of all persons involved in sports and recreational activities.

### Additional Guidelines for Sport Clubs

- The Game Official, Athletic Trainer, Sport Clubs Advisor, or Site Supervisor for Sport Clubs will make the official call to remove individuals from the game field. The Athletic Trainer, Coach, Sport Clubs Advisor, or Safety Officer will make the call to remove individuals from the practice field(s).
- Thirty minutes time will be given for the storm to pass.
- The Athletic Trainer or Safety Officer will be the designated weather watcher, actively looking for signs of threatening weather.
- The Athletic Trainer or Safety Officer shall monitor weather through the use of a Sky Scan, local forecast, or [www.weather.com](http://www.weather.com).
- The criteria for postponement and resumption of activities will be the thirty second flash to bang method.

# Lightning Policy Continued

After the first flash is seen, a count will commence. Counting is ceased when the associated bang is heard. This count is divided by five to determine the distance in miles from the venue. When the count reaches thirty (6 miles or closer), individuals should be in a safe shelter. This is the thirty-thirty rule.

## **The following first aid will be observed for lightning strike victims:**

1. Survey the scene for safety
2. Contact EMS (911) or campus police (916-278-6000) if on campus
3. If necessary move lightning victims to a safe shelter
4. Evaluate airway, breathing, circulation, and begin CPR if necessary
5. Evaluate and treat for hypothermia, shock, fractures, and/or burns

# Environmental Conditions Guidelines

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## Heat and Hydration

**Definition:** Heat illness is inherent to physical activity and its incidence increases with rising ambient temperature and relative humidity. Athletes who begin training in the late summer, experience exertional heat-related illnesses more often than athletes who begin training during the winter and spring. Traditional classification of heat illness defines three categories: heat cramps, heat exhaustion, and heat stroke. Heat illness is more likely in hot, humid weather, but can occur in the absence of hot humid conditions.

### Heat Cramps

Painful spasms usually in the muscles of legs and abdomen, usually accompanied by heavy sweating.

**First aid:** Firm pressure on cramping muscles or gentle massage to relieve spasms. Give sips of water. If nausea occurs, discontinue water.

### Heat Exhaustion

Symptoms range in severity from mild heat cramps to heat exhaustion to potentially life-threatening heatstroke. Heat exhaustion can begin suddenly, usually after working or playing in the heat, perspiring heavily or being dehydrated.

Signs and Symptoms:

- Muscle cramps
- Nausea/vomiting
- Headache
- Dizziness
- Fatigue
- Blurred vision
- Heavy sweating usually with cool and clammy skin

**First aid:** Untreated heat exhaustion can lead to heat stroke which is a life threatening condition. If you suspect heat exhaustion, take these steps immediately.

- Move the person out of the heat and into a shady or air-conditioned place.
- Lay the person down and elevate the legs and feet slightly.
- Remove tight or heavy clothing.
- Have the person sip cool water or other nonalcoholic beverage without caffeine if they are not vomiting and they are fully conscious
- Cool the person by spraying or sponging with cool water and fanning.
- Monitor the person carefully.



- Call 911 if the person's condition deteriorates, especially if he or she experiences: fainting, confusion, seizures, uncontrolled vomiting or a fever of 104° F (40° C) or greater

## Heat Stroke

**Is the most serious heat related illness and is a severe medical emergency.** The body becomes unable to control its temperature.

### Signs and Symptoms:

- High body temperature: A body temperature of 104° F (40° C) or higher
- Altered mental state or behavior: Confusion, agitation, slurred speech, irritability, or delirium,
- May lose consciousness
- Alteration in sweating: skin will feel hot and dry to the touch.
- Nausea and vomiting
- Hot Red Skin
- Rapid heart rate
- Headache

### First Aid: CALL 911 IMMEDIATELY

- Move the person out of the heat and into a shady or air-conditioned place.
- Lay the person down and elevate the legs and feet slightly.
- Remove tight or heavy clothing.
- Try to rapidly cool the person (put in a cool tub of water or a cool shower, spray with a garden hose, sponge with cool water, fan while misting with cool water or place ice packs or cold, wet towels on the person's head, neck, armpits and groin)
- Do not give fluids

## Prevention of Heat Illness

### Staying Cool on Warmer Days

- Warm up in the shade
- Increase the rest times between exercises
- Schedule water and cool down breaks in the shade if possible
  - Drinks (Water and sport drinks)
  - Wet towels kept in iced water
  - Ice bath after practice
  - Fans
- Wear light colored, moisture wicking, loose fitted clothing
  - The less the gear the better

# Environmental Conditions Guidelines Cont.

- Avoid workouts during the hottest times of the day
- Progress exercise time and intensity slowly throughout a warmer week. Get the body slowly used to the heat
  - Example: Start with an easy 30-minute workout and each day slowly increase the length of the workout and intensity
- Wear sunscreen
- Avoid hot and heavy meals before working out, they add heat to your body

## Hydration

**Drinking enough fluids is one of the most important things you can do to prevent heat illness**

- Drink 20 oz of water 2-3 hours before you workout
- Drink 8 oz of water for every 15 minutes of exercise
- Drink sport drinks when possible
- Have adequate nutrition
  - Eating a balanced diet to fuel the body that contains proportions of carbohydrates, fats, and proteins
- Monitor weight loss
- Stay away from sugary and alcoholic drinks
  - These can cause you to become dehydrated more quickly
- Monitor the color of your pee (see chart)

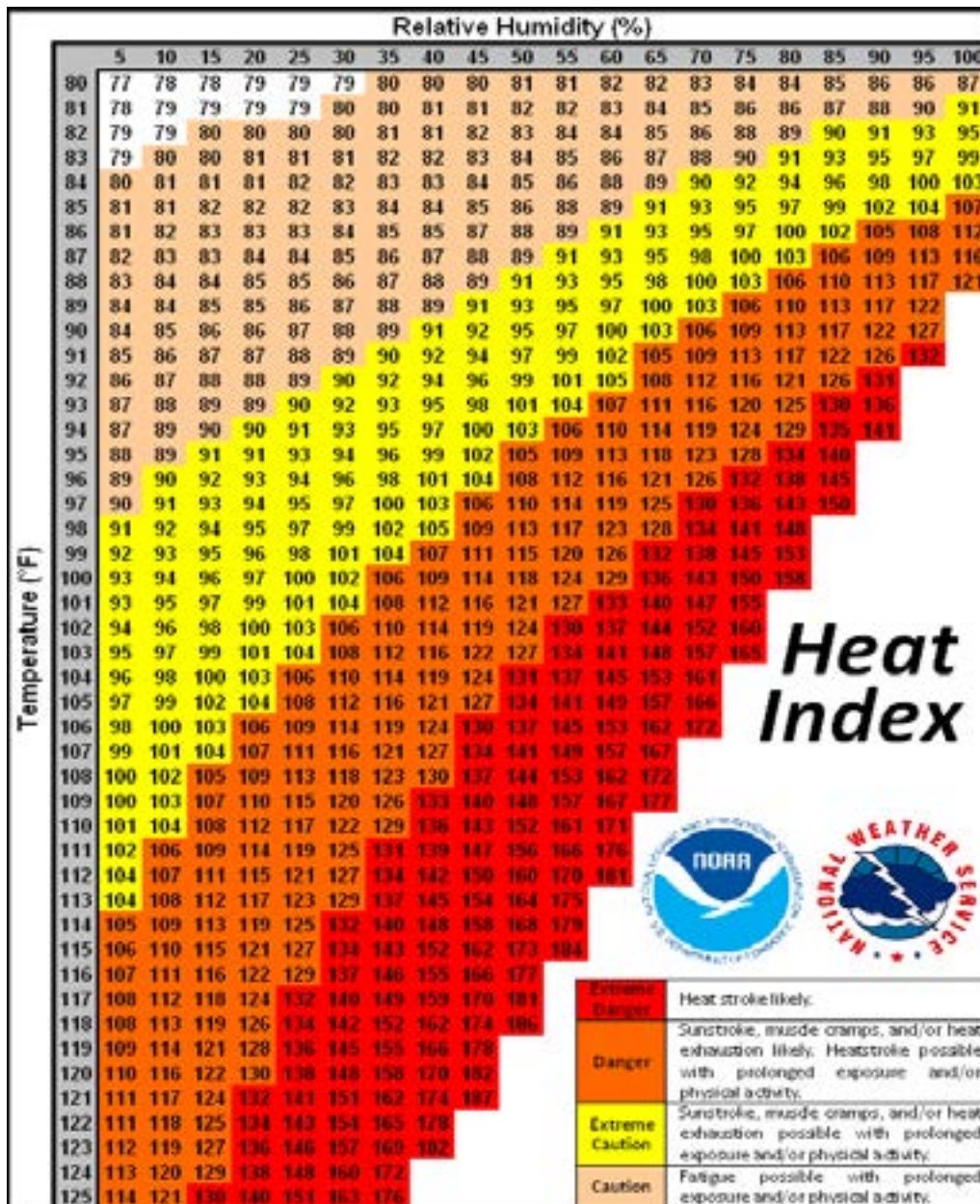
## URINE COLOR



# Environmental Conditions Guidelines Cont.

## Heat Index

- The Heat Index is a measure of how hot it really feels when relative humidity is factored in with the actual air temperature.
- If the heat index (shown below) is in the yellow, practice should not exceed 2 hours and there should be mandatory water breaks every 20 minutes
- If the heat index (shown below) is in the orange or red student athletes shall not participate in outdoor activities.
- In order to determine the heat index, utilize [www.weather.gov/](http://www.weather.gov/) or download a weather app.



# Environmental Conditions Guidelines Cont.

## Air Quality

Definition: The Air Quality Index (AQI) is an index for reporting daily air quality. The AQI focuses on potential health effects experienced from exposure to breathing polluted air. AQI accounts for five major air pollutants: ground-level ozone, particle pollution (also known as particulate matter, including PM2.5 and PM10), carbon monoxide, sulfur dioxide, and nitrogen dioxide. The AQI air pollution ranges from 0 to 500. The higher the AQI value, the greater the level of air pollution, and the greater the health concern. For example, an AQI value of 50 represents good air quality with little potential to affect public health, while an AQI value over 200 represents very unhealthy air quality.

### Air Quality Monitoring

All club members are responsible for monitoring air quality/projected air quality and proceeding according to the information outlined below.

1. Monitor using these links

[www.sparetheair.com](http://www.sparetheair.com)

[www.purpleair.com](http://www.purpleair.com) (we have purple air sensors on campus)

[www.airnow.gov](http://www.airnow.gov)

[www.noaa.gov](http://www.noaa.gov)

[www.weather.com](http://www.weather.com)

2. The following table will be used to determine activity restrictions

- level of 151 (or higher), all outdoor activities must be moved indoors, postponed or cancelled
- Please ensure you are routinely checking the AQI before outdoor participation so that way you can be proactive and proceed accordingly

Air Quality Index (AQI)	Color	Description	Practice/Competition Restrictions
0-50	Green	Good	Air quality is satisfactory and air pollution poses little or no risk.
51-100	Yellow	Moderate	Student-athletes with respiratory illnesses shall monitor themselves closely or not participate in outside activity
101-150	Orange	Unhealthy for sensitive groups	Those student-athletes with respiratory illnesses shall reduce prolonged or heavy outdoor exertion. All other student-athletes shall monitor themselves closely for distress.
151-200	Red	Unhealthy	ALL student-athletes shall not participate in outside activities
201-300	Purple	Very Unhealthy	ALL student-athletes shall not participate in outside activities
>300	Maroon	Hazardous	ALL student-athletes shall not participate in outside activities

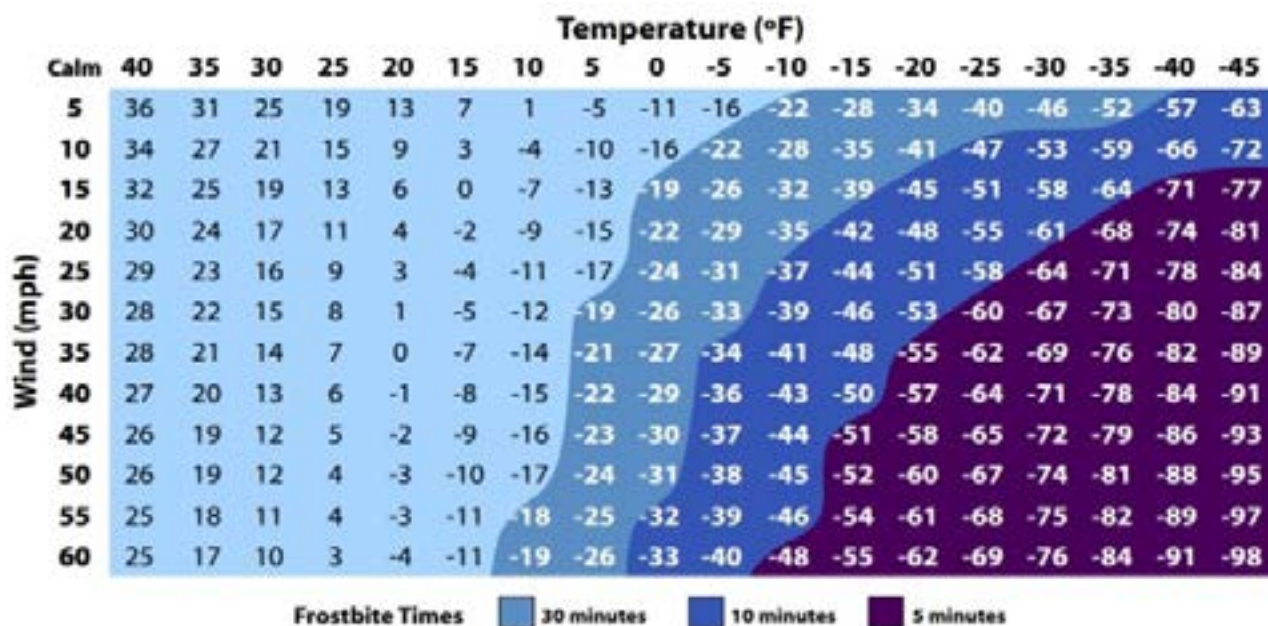
# Environmental Conditions Guidelines Cont.

## Cold

Definition: The Windchill Temperature Index is a “measure of the combined cooling effect of wind and temperature.” When the wind picks up speed, it draws more heat away, so if your skin is exposed to the wind, your body will cool more quickly than it would have on a still day. If you combine freezing temperatures with a frigid wind, the danger of frostbite and hypothermia increases.

### Wind Chill Temperature Chart

- The Windchill Temperature index gives the perceived temperature equivalent for the combination of cold air and wind. It shows air temperature in degrees Fahrenheit and wind speed in miles per hour.
- The chart also includes a frostbite indicator, showing the points where temperature, wind speed and exposure time will produce frostbite on humans. Each of the three shaded area shows how long a person can be exposed before frostbite develops.
- If frostbite times get to 30 minutes or less outdoor activity must be cancelled or moved indoors



$$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

Where, T= Air Temperature (°F) V= Wind Speed (mph)

### Dangers of Windchill

- Frostbite
  - Frostbite is body tissue that has frozen and usually starts with the fingers, toes, tips of the nose, and ear lobes. You may lose feeling in these area or they are turning pale or white
    - Get Inside
    - Warm gradually with body heat, do not rub
    - Immerse affected area in warm water

- Apply sterile dressing to blisters
- -Do not thaw if risk of re-freezing
- -Get medical attention
- Hypothermia
  - When your body's temperature drops too low, hypothermia sets in. Uncontrollable shivering, disorientation, and incoherence are signs of this issue.
    - Move into warm shelter if possible
    - Remove wet clothing and wrap into warm clothing
    - Apply direct body heat
    - Re warm neck, chest, abdomen, and groin
    - Give warm sweet drinks if conscious
    - Monitor breathing
    - Get Medical Attention

## Prevention

- Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming.
  - Clothing should allow for sweat evaporation, insulation, and wind and water resistance
- Cover exposed flesh (especially face and hands)
- Mittens are more useful than gloves
- Wear a hat
  - Have alternate plans in place for deteriorating conditions and activities that must be adjusted or cancelled.
  - Consider modifying activity to limit exposure or to allow more frequent chances to rewarm.

## Resources

<https://www.nata.org/practice-patient-care/health-issues/heat-illness>

<https://www.nata.org/sites/default/files/EnvironmentalColdInjuries.pdf>

Sacramento State Athletics- Environmental Conditions Policy. (2020)

# Resource Guide for Students

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## **Concussion:**

- <http://www.nata.org/sites/default/files/concussion-infographic-handout.pdf>
- <http://natajournals.org/doi/pdf/10.4085/1062-6050-49.1.07?code=nata-site>

## **Heat Illness:**

- [http://www.nata.org/sites/default/files/hydration\\_heat\\_illness\\_handout.pdf](http://www.nata.org/sites/default/files/hydration_heat_illness_handout.pdf)
- <http://natajournals.org/doi/pdf/10.4085/1062-6050-50.9.07>

## **Sudden Cardiac Arrest:**

- [http://www.nata.org/sites/default/files/sudden-cardiac\\_arrest-handout.pdf](http://www.nata.org/sites/default/files/sudden-cardiac_arrest-handout.pdf)
- <http://natajournals.org/doi/pdf/10.4085/1062-6050-48.4.12>

## **Lightning**

- [http://www.nata.org/sites/default/files/lightning\\_safety\\_handout.pdf](http://www.nata.org/sites/default/files/lightning_safety_handout.pdf)
- [http://www.nata.org/sites/default/files/2013\\_lightning-position-statement.pdf](http://www.nata.org/sites/default/files/2013_lightning-position-statement.pdf)

## **Asthma**

- <http://www.nata.org/sites/default/files/asthma-vcd-eilo-handout.pdf>
- <http://www.nata.org/sites/default/files/mgmtofasthmainathletes.pdf>

## **How to be Prepared in the Event of Natural Disasters:**

- <https://www.ready.gov/prepare-for-emergencies>

## **Snake Bite Treatment:**

- <http://www.webmd.com/first-aid/snakebite-treatment>

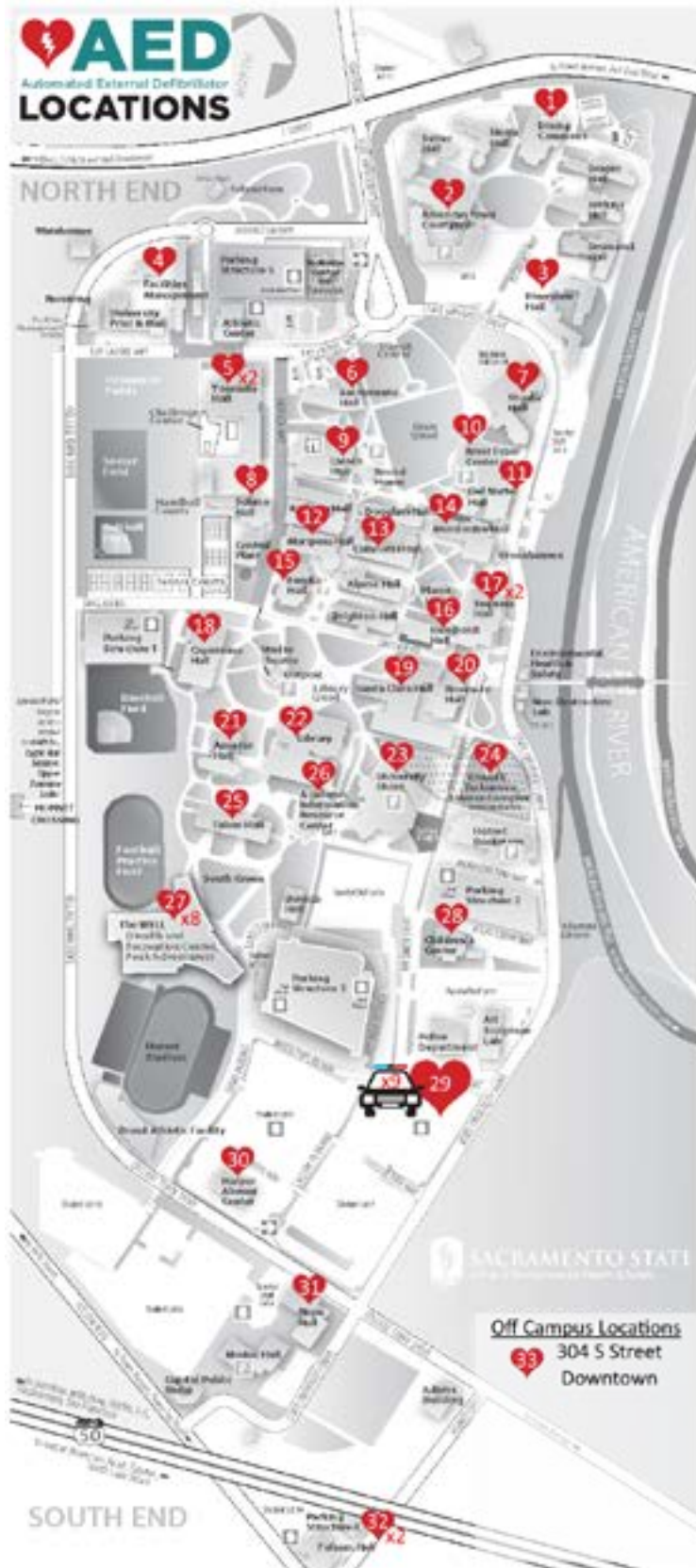
## **Resource for Surviving an Avalanche:**

- <https://www.ready.gov/avalanche>

## **China Peak's Position of Ski and Snowboard Safety:**

- <http://www.skichinapeak.com/safety>

# AED Locations on Campus



## Publicly Accessible AED Locations

1. **Dining Commons**
2. **American River Courtyard** – Main Desk
3. **Riverview** – 1<sup>st</sup> floor, Main Desk
4. **Facilities** – Outside back door to office
5. **Yosemite** – by North Gym & Hornet’s Nest (South Gym)
6. **Sacramento** – 1<sup>st</sup> floor, CSS desk
7. **Shasta** – by restrooms near University Theater
8. **Solano** – 3<sup>rd</sup> floor elevator lobby
9. **Lassen** – 2<sup>nd</sup> floor, elevator lobby
10. **River Front Center** – inside doorway to the back by food locations mural
11. **Del Norte** – 2<sup>nd</sup> floor, by women’s restroom outside elevator lobby
12. **Mariposa** – 3<sup>rd</sup> floor, main stairwell landing towards patio door
13. **Calaveras** – West entrance by room 123
14. **Mendocino** – 2<sup>nd</sup> floor, elevator lobby
15. **Eureka** – 2<sup>nd</sup> floor, elevator lobby
16. **Humboldt** – 2<sup>nd</sup> floor, west stairwell by room 202
17. **Sequoia** – 1<sup>st</sup> & 4<sup>th</sup> floor elevator lobby
18. **Capistrano** – 1<sup>st</sup> floor, South wing by room 141
19. **Santa Clara** – Middle wing, by restrooms
20. **Riverside** – adjacent room 3018
21. **Amador** – 2<sup>nd</sup> floor, by restrooms
22. **Library** – 2<sup>nd</sup> floor, elevator lobby
23. **University Union** – Every floor!
24. **Tschannen** – 1<sup>st</sup> floor by room 1003
25. **Tahoe** – 2<sup>nd</sup> floor, North corridor entrance from East elevator lobby
26. **AIRC** – 2<sup>nd</sup> floor, stairwell 3 landing (North East corner)
27. **The Well** – 4 on the Well side, 4 on the Student Health Center side
28. **Children’s Center** – Main office
29. **Police Department** – 1<sup>st</sup> floor, also in all 9 police cruisers
30. **Harper Alumni Center** – Main desk
31. **Napa** – By main stairwell
32. **Folsom** – Main entrance behind CSS desk and Physical Therapy room 1059
33. **Downtown** – 1<sup>st</sup> floor by CSS desk

### Emergency?

Call the campus Police Department!

**(916) 278-6000**

911 from any land line

Red button on Blue light poles

Revised September 2019