

## UGA OUTDOOR RECREATION – EMERGENCY ACTION PROTOCOL

**Purpose:** The purpose of this document is to outline the procedure for enacting emergency action protocol for UGA Outdoor Recreation programs/facilities: trips & clinics, ORC, challenge course (indoor and outdoor), and climbing wall.

**Scope:** UGA Outdoor Recreation’s EAPs differ from other areas of Recreational Sports in that the program must manage EAPs for situations occurring in and outside of the Ramsey Center. Staff—particularly challenge course and trip leaders—must make decisions that are very context-bound. This manual outlines basic protocol but recognizes that every situation is different.

### Emergency Action Protocol:

- I. CLIMBING WALL
  - a. Emergencies
    - i. All staff are trained in appropriate belay takeovers. Refer to staff training manual for belay takeover protocol.
    - ii. In case of emergency, basic first aid and a walkie-talkie are available at the desk; staff should also contact a Facilities Program Assistant.
    - iii. BE SURE THAT AN INJURY REPORT IS COMPLETED IMMEDIATELY AFTER ANY ACCIDENTS; the injury report must be submitted to the Coordinator for Outdoor Recreation within 24 hours of completing the course; the injury report can be found online at <http://hr.uga.edu/resources/pdf/Injury-reporting-guide.pdf>
    - iv. In case of blood spilled on the climbing wall, a blood-cleaning kit is stored behind the wall.
    - v. The climbing wall’s evacuation point is the bouldering courtyard/across the street from the E09 parking lot. Refer to the “FIRE EAP” document for specific departmental protocol in the event of a fire.
- II. OUTDOOR RECREATION CENTER (ORC)
  - a. Emergencies
    - i. In the event of an emergency, staff should refer to the departmental evacuation protocol as outlined by “Areas to evacuate for all emergencies” document
      1. First floor:
        - a. Use Gym East or Gym West or Bouldering Courtyard.
        - b. Natatorium will exit through the Pool Court Yard.
        - c. Keep patrons across Carlton Street.
    - ii. BE SURE THAT AN INJURY REPORT IS COMPLETED IMMEDIATELY AFTER ANY ACCIDENTS; the injury report must be submitted to the Coordinator for Outdoor Recreation within 24 hours of completing the course; the injury report can be found online at <http://hr.uga.edu/resources/pdf/Injury-reporting-guide.pdf>
    - iii. The ORCs evacuation point is the bouldering courtyard/across the street from the E09 parking lot. Refer to the “FIRE EAP” document for specific departmental protocol in the event of a fire.
- III. CHALLENGE COURSE
  - a. Indoor courses
    - i. Refer to specific training and documents associated with course rescues for protocol on rescuing individuals on the high course.
    - ii. In the event of an emergency, staff should refer to the departmental evacuation protocol as outlined by “Areas to evacuate for all emergencies” document
      1. First floor:
        - a. Use Gym East or Gym West or Bouldering Courtyard.

- b. Natatorium will exit through the Pool Court Yard.
      - c. Keep patrons across Carlton Street.
    - 2. Second floor:
      - a. Direct patrons to exit the facility from Main Lobby and guide them to the area in front of the East Campus Deck approximately 500 feet from the building.
    - iii. BE SURE THAT AN INJURY REPORT IS COMPLETED IMMEDIATELY AFTER ANY ACCIDENTS; the injury report must be submitted to the Coordinator for Outdoor Recreation within 24 hours of completing the course; the injury report can be found online at <http://hr.uga.edu/resources/pdf/Injury-reporting-guide.pdf>
  - b. Outdoor courses
    - i. Refer to specific training and documents associated with course rescues for protocol on rescuing individuals on the high course.
    - ii. In the unlikely event that an outdoor course needs to be evacuated, direct the participants to the closest structure to take shelter (Tennis court pavilion/bathroom or field house).
    - iii. BE SURE THAT AN INJURY REPORT IS COMPLETED IMMEDIATELY AFTER ANY ACCIDENTS; the injury report must be submitted to the Coordinator for Outdoor Recreation within 24 hours of completing the course; the injury report can be found online at <http://hr.uga.edu/resources/pdf/Injury-reporting-guide.pdf>
- IV. TRIPS
- a. Refer to vehicle manual for any accidents or incidents involving a university vehicle.
  - b. Refer to staff training manual for specific protocol for addressing various illnesses, injuries, and dangerous situations (i.e. drugs/alcohol, missing person, unruly participant)
  - c. Basic Incident Response Plan
    - i. Take charge of the situation – call 911 if needed and phones are accessible
    - ii. Perform emergency rescue/urgent first aid (Circulatory, Respiratory, Nervous systems)
    - iii. Protect the participant(s)—from weather, rockfall, etc.
    - iv. Check for other injuries
    - v. Complete SOAP note/make a treatment plan (follow SOAP note)
    - vi. Carry out rescue/evacuation if needed
  - d. BE SURE THAT AN INJURY REPORT IS COMPLETED IMMEDIATELY AFTER ANY ACCIDENTS; the injury report must be submitted to the Coordinator for Outdoor Recreation within 24 hours of completing the course; the injury report can be found online at <http://hr.uga.edu/resources/pdf/Injury-reporting-guide.pdf>

**All questions or concerns pertaining to emergency action protocol should be directed to the Assistant Director for Outdoor Recreation.**