

# **RISK MANAGEMENT**

**Risk Manager:** The Risk Manager provides a safe, positive recreational experience for all participants during home and away events. **Each club is required to have at least one Risk Manager and highly encouraged to have several Risk Managers.** The Risk Managers must be CPR/ First Aid certified and take the lead on the following duties:

1. Ensure the club submits an Emergency Action Plan. The Risk Manager should be very familiar with UNH Emergency Procedures as well as learn the procedures at visiting institutions. The Emergency Action Plan template can be found on the Campus Rec website.
2. The Risk Manger must be trained in CPR/First Aid and be present at all club practices, travels, and competitions. Copies of the current certifications for each club should be turned into the Sport Club Office. Campus Recreation offers free classes for coaches and risk managers. A list of certification classes can be found on the UNH Campus Recreation website under Instructional Programs.
3. The Risk Manager must have a First Aid Kit present at all club events and travels. The First Aid Kit can be restocked in the Risk Management office.
4. In the event that there is an injury or incident, the Risk Manager must document the occurrence by completing an Accident/ Incident Report. The Accident/ Incident report must be turned into their point of contact immediately. If the injury/incident requires EMS to be called, call your point of contact to update them on the situation.
5. The Risk Manager is expected to inspect fields and/or facilities prior to every practice, game or special event. Unsafe conditions must be reported to the Sport Club Office.

## **AED:**

Each club should note in their Emergency Action Plan, where the nearest AED location can be found. Below are the nearest AED's for on-campus sport club practices.

### **Hamel Recreation Center: New Expansion Side:**

1. Main Floor, behind welcome center entrance
2. Main Floor, back left corner of Main Fitness Room
3. Main Floor, back left corner near student zone
4. Second Floor, near fireplace and game area
5. Second Floor, near cardio balcony and stairwell near the track

### **Hamel Rec Center: Current Facility:**

1. Main floor, across from entrance desk and above water fountain
2. Downstairs floor, between equipment room and water fountain

### **Whittemore Center:**

1. Zamboni/ Loading dock area, outside of the Ops. Office
2. Main lobby entrance, on the wall next to concessions
3. Back wall right corner, above the Zamboni/Loading dock area

### **Outside Fields:**

Check with Sport Club Supervisor or Athletic Trainer

### **Accidents & Injuries:**

In the event there is an injury or incident, it must be documented for the club, the participant, and the University's protection by completing an Accident Report.

1. *Accident Reports* must be filed for all accidents requiring medical attention
2. Keep in mind that the incident/injury report is an official document. Stick to the facts of the situation and avoid accusations.
3. Try to accurately determine the time, date, and location where the incident/injury occurred.
4. Fill out the entire report and be sure to include the phone numbers of all the parties involved and/or any witnesses to the incident/injury. Use an additional page if necessary.
5. At the bottom of the injury report, print, sign, and date the report as the sport club officer/witness and document your title in the place of "employee". – Witness?
6. Place Accident Report in the clubs Professional Sport Club contact's mailbox. If EMS was called, call your contact to update them on the situation.

Athletic Trainers or EMTs will provide home event coverage for all sport clubs deemed high risk (Rugby, Lacrosse, Ice Hockey, Wrestling). Moderate and low risk sport clubs have the ability to request ATs for large tournaments or events. Club presidents can do this by contacting their point of contact. Based upon the events scheduled for the date of the event, the athletic training staff will decide if the availability allows for coverage to be provided

# **EMERGENCY ACTION PLAN**

An **EMERGENCY SITUATION** is any which is *life threatening* (i.e. stopped heart rate or breathing, head and/or neck injuries, unconsciousness, excessive bleeding, seizures, shock, and chest pain) or *severe in nature* (i.e. fracture, dislocation, large open wounds, severe joint injuries, concussion, asthma attack, allergic reaction, and other injuries that require immediate care). The following emergency procedure protocol is developed for implementation by building manager and all staff available at time of the incident.

1. **Check**
  - a. Survey the Scene (is it safe to help out?)
  - b. When in doubt, call 911
  - c. If injured party needs to be seen at the Health Services or Wentworth Douglass Hospital but it doesn't require an ambulance, initiate non-emergency action plan.
  
2. **Call** - Emergency Situation – Send “Designee” to nearest phone ----- to Call:
  - a. Dial 911 from cellular phone or Dial 911 from on-campus phone
  - b. State your name, title, and location
  - c. State the nature of injury and indication of severity
  - d. State that the ambulance will be met -----.
  - e. Ask if further information is needed, and allow dispatcher to hang up first
  - f. Appoint a liaison to meet the Emergency personnel at the previously mentioned location
  
3. **Care** - Activate emergency response protocol / Care for person
  - a. Monitor situation and/or injured party until help arrives
  - b. Assist injured party as much as you are qualified to do (i.e. wound care, ice, etc.)
  - c. If injured party needs to be seen at the Health Services or Wentworth Douglass Hospital but it doesn't require an ambulance, initiate non-emergency action plan.
  - d. Complete an Accident Report for ALL injuries and submit to Campus Rec within 24 hours. For a sample of the Accident Report Form, please refer to Appendix D.

**Stacey Hall**  
**Police**

Work - (603) 862-2073  
1427

Cell - (603) 969-2023

**Brian Scott**

Work - (603) 862-2038

Cell - (603) 781-3310

**Beth Goldenberg**

Work - (603)-862-1839

Cell - (908)-268-2967

**Campus**

(603)-862-

## **VEHICLE PROBLEMS**

### **Enterprise Rental**

-Call the 24-hour Roadside Assistance line: 1-800-307-6666.

-If you are unable to reach anyone, please use your best judgment to get back on the road.

-If the problem can be solved for a reasonable amount (\$50 or less), get it done, get a receipt and you will be reimbursed.

### **UNH Vehicles**

-Call the UNH Garage 603/862-2746 OR 603/862-1437.

-Notify UNH Dispatch of your breakdown 603/862-1427.

-Use your discretion if you cannot speak directly with the mechanic on duty.