

Emergency Action Plan-Fitness Center

In the event of a serious accident or medical emergency in the Fitness Center, the Fitness Center Coordinator will take charge of the situation and direct others to ensure that the following steps are implemented. In the event that the Fitness Center Coordinator is not available at the time of the emergency, a qualified Work Study Worker or a member of the Athletic Staff will take over that responsibility.

1. STOP ALL ACTIVITY! Other Athletic staff members should monitor uninjured members and keep them occupied and calm while removing them from the accident area.
2. The Fitness Center Coordinator/Work Study Worker should assess the condition of the victim immediately.
 - If unconscious, check airway, breathing, and circulation (pulse).
3. The Fitness Center Coordinator/Work Study Worker will specifically designate another individual to call 911 via cell phone or inside the Fitness Center (9-911).
 - Tell dispatcher location of the accident-Fitness Center in the Godbold Center at Columbia College and what area of the Fitness Center
 - Communicate what happened, the condition of the victim, and what care is being given
 - Let the dispatcher know that staff trained in first aid are on the scene
 - Listen and let dispatcher ask questions for the remaining information
 - Wait for the dispatcher to hang up before you hang up
 - The person that called 911 should designate a member to go meet EMS and wait for police to arrive so that they can lead them to the injured individual

Once EMS has been called, the individual that called 911 should call campus police via cell phone or phone inside the Fitness Center (X3333).

- Tell officer on duty location of the accident- Fitness Center in the Godbold Center at Columbia College and what area of the Fitness Center
 - Communicate what happened, the condition of the victim, and what care is being given
 - Let the dispatcher know that EMS has been called and they are on their way
 - Wait for the officer on duty to hang up before you hang up
4. In the meantime while campus police and EMS are activated, the Fitness Center Coordinator/Work Study Worker should administer life saving techniques or first aid as taught in certification classes.
 - Have AED available-designate a member to be responsible for getting the AED (located in the hallway of the Godbold Center). Have the individual open the AED case.
 - Attend to major injuries
 - Continue attending to victim until relieved by a more qualified person
 5. Once victim is stable, proceed with a controlled removal of members from the fitness center.
 - It is imperative that everyone remains calm and total attention is demanded of everyone.
 - No members should move until instructed to do so.
 - All staff not tending to victim should pay close attention to members who are shaken by the incident.
 - ALL staff should closely monitor members to ensure they comply with directions.
 6. The Fitness Center Coordinator/Staff should accompany the victim to the hospital if necessary. As soon as possible, the Fitness Center Coordinator/Work Study Worker should record details of the incident on an Accident/Incident Report form (included in the Columbia College Fitness Center Policies and Procedures manual).

7. Columbia College Police Department should contact the victim's emergency contact to inform him/her of the Accident/Incident.
8. Witnesses should be interviewed and included with the Accident/Incident report form (will be done by Columbia College Police Department).
9. All accidents should be reported to the Fitness Center Coordinator as soon as possible.
10. Fitness Center Coordinator should report accident/incident to Director of Athletics. Athletic Director will contact college administration as necessary.
11. Follow-up staff discussion if needed.

Note: Staff and Work Study Worker training of the following Emergency Action Plan will be conducted at the beginning of the school year.