

EMERGENCY PROCEDURES

Serious Injuries:

If the emergency seems to be life threatening, CALL 911 from any telephone, and be prepared to give the dispatcher the following information:

- Indicate that the emergency is at the West Eugene Wetlands Environmental Education Center, 751 South Danebo. The office is in the red house, just north of West 11th Avenue. Describe where the person is located.
- Explain the nature of the injury and what, if anything, has been done to stabilize the victim.
- Stay on the phone until the dispatcher tells you to hang up.
- Notify the teacher/group leader who can use another phone at the center to notify the parents/guardians or school personnel.
- Remain in or near the building until emergency personnel arrive so you can lead them to the location of the victim.

If a person's injury appears not to be life threatening, however it appears to be serious, such as an injury involving the head, neck or back or an insect sting that results in severe swelling, then you must do one or more of the following steps:

1. Leave the person in the care of an adult and instruct them to use available clothing or rain gear to protect the victim from cold or dampness.
2. Go immediately to the Education Center. Report the injury to the education coordinator, Holly McRae, and let her take charge.
3. If Holly is not in the vicinity, CALL 911.

Minor Injuries

If a person in your group has a very minor injury (i.e. minor cut or abrasion, sore ankle, contact with poison oak), try to assess the degree of the trauma involved and if it appears minimal, continue the activity.

If a person in your group has a more debilitating injury (i.e. twisted ankle, deep cut or abrasion, or extensive contact with poison oak), use your judgment as to whether or not to return to the Center or continue the activity. If one person can handle the activity and group, then have the

other adult escort the victim back to the Center. First Aid supplies are located in the yurt and in the red house.

Before any kind of first aid is administered, you should ask the supervising adult for permission to give care. It is advised **not** to administer any form of oral medication.

Fire Emergencies

Report all fires immediately to the West Eugene Wetlands staff.

If you are in the Red House or Yurt: Quickly leave the building. In the event of heavy smoke, stay low to the ground while you leave the building.

If you are outside the Red House or Yurt: Walk toward the parking lot.

Everyone must report to the center of the parking lot. Stand in an open area.

Take a head count to make sure everyone is accounted for.

West Eugene Wetlands staff will check on you and inform you when it is safe to leave the parking lot.