

Emergency Procedures

In the event of an emergency or accident, the following steps should be taken:

1. A coach, umpire and/or adult at the field should assess the situation. Do not panic.
2. Administer first aid only if you are qualified to do so.
3. Have an adult stay with the injured person at all times.
4. If emergency assistance is needed, CALL 911. Provide the dispatcher with the following information:
 - Your name.
 - The exact location of the accident, injured person or incident.
 - The victim's condition.
 - The nature of the injury or incident and circumstances surrounding the emergency.
 - Stay on the line until instructed to hang up.
 - Return to the injury scene in case you are needed for other assistance.
 - Meet the emergency vehicle.
 - Provide the victim's medical information to the first responders.
5. Remember, at no time should you offer a diagnosis or express personal opinion as to the extent of the injury.
6. The Prince William County Parks and Recreation policy requires that serious injuries be reported to them within 24 hours. Examples of serious injuries include those that involve the following:
 - Loss of consciousness
 - Rescue squad is called
 - Parent or Guardian takes injured party for medical treatment
 - Person is unable to continue in the game/practice
 - Broken bone known or suspected
 - Administration of CPR, rescue breathing, first aid
 - Person falls off the bleachers
7. All injuries must be reported to the appropriate Division Director within 24 hours. Contact information for each Division Director is listed at the top of Prince William Lassie League Injury and Incident Report Form on the next page.
8. Any injury or incident that falls in these categories must be reported to the Park Ranger immediately by calling 703-792-6500. The Ranger will meet you at the field and take a report. The Park Ranger will request the information on the of Prince William Lassie League Injury and Incident Report Form on the next page.

Prince William Lassie League Injury and Incident Report Form

Instructional Division Director: Lauren Newton - 703-395-4778

Pigtail Division Director: Natalie Brunner – 571-359-2018

Junior Division Director: Mike Holmes – 571-242-4190

Senior Division Director: Lauren Newton - 703-395-4778

Name of Injured: _____

Street Address: _____

Birth Date: _____

Name of Parent or Guardian: _____

Phone Number of Parent or Guardian): _____

Was the Parent/Guardian Notified: _____

Part of Body Injured: _____

Detailed Description of Injury: _____

How Did Patron Get Injured? _____

Did the Patron Resume the Activity After the Injury? Yes: _____ No: _____

Did the Patron Re-Injure or Aggravate a Previous Wound or Condition? Yes: _____ No: _____

Was First Aid Administered? Yes: _____ No: _____

Administered By: _____

Describe First Aid Treatment: _____

Was Rescue Breathing Administered? Yes: _____ No: _____

Administered by whom: _____

Was CPR Administered? Yes: _____ No: _____

Administered by whom: _____

Was the Rescue Squad Called? Yes: _____ No: _____

Was the Injured Transported to Hospital? Yes: _____ No: _____

Hospital Name: _____

Transported By Whom: _____

Did Injured Refuse Any Treatment? Yes: _____ No: _____

Explain: _____
