

Carter Field - EMERGENCY ACTION PLAN

Carter Field Address: 709 Columbus Ave, Roxbury Crossing, MA 02120, USA

In the event of an emergency, call 3333 or use the SafeZone app

Call x2121 if it is a non-emergency situation

When an emergency is declared, all users are expected to follow and comply with any reasonable direction given by authorized personnel including any police officer, Parks and Recreation staff, Northeastern University personnel (NUPD, Carter Field Staff, Athletic Facilities or Club Sports/Campus Recreation), or contained in any notice posted by the Parks and Recreation Department or Northeastern personnel.

Emergency Procedures:

1. Contact the Northeastern University Police using one or more of the following methods:
 - a) Call 617-373-3333
 - b) SafeZone- SafeZone is an app that will connect you directly to the Northeastern University Police Department should you need assistance or emergency support while you are on campus.
 - i. All Northeastern Club Sports Executives and participants must have the SafeZone app downloaded on their phones when using the Carter Field Facilities.
 - ii. Activate the "Emergency" Alert:
 1. If you feel threatened, or if someone has threatened you
 2. If you have been assaulted or are the victim of a crime
 3. If you are seriously hurt or injured (use First Aid Alert if minor)
 4. If you see somebody else being threatened, assaulted or robbed
 - iii. Use the "Help Call" Alert:
 1. If you want a safety escort after dark
 2. If you want to report a suspicious activity
 3. Any other scenario where you would use a help phone if one was available or for contacting security
 - iv. Use the "First Aid" Alert:
 1. If you are not sure whether you need an Ambulance, raise the First Aid Alert and ask the Responders for assistance
 2. If there is a potential exposure to bloodborne pathogens from blood or other bodily fluids.
 - c) Blue Emergency Phones- There are three (3) blue phones which can directly contact NUPD in case of an emergency. These phones are located (1) behind home plate of the Baseball field, (2) between the tennis courts, and (3) between the playground and the Soccer Field.
2. The University will provide emergency notifications through NU Alert, a system that uses voice, email, and text messaging to broadcast time-sensitive information and provide directions to those in impacted areas.
 - a) Keep personal contact information updated in MyNortheastern in order to receive NU Alerts.
 - b) Follow all instructions provided by NU Alert.

Medical Incidents

1. The person with the highest medical authority (Ex: Carter Field Supervisor/ Club Sport Safety Officer) will assess the injury and initiate appropriate actions. Employees working in all areas of the venue at the time of the emergency are expected to respond consistent with the level of their training.

2. Instruct emergency medical services (EMS) personnel to “report to Carter Playground, Boston and meet a ‘designated team member’ at the Columbus Ave. entrance as we have an injured student-athlete in need of emergency medical treatment.”
3. Provide appropriate emergency care until arrival of EMS personnel.
4. Avoid contact with blood borne pathogens.
5. On arrival of EMS personnel, provide pertinent information such as Method of Injury, Vital Signs, Treatment, and Medical History
6. A designated responsible adult should accompany the student-athlete to the hospital.
7. Notify Sports Medicine and IM/Club Sport staff immediately
 - a) Associate Director of Club Sports & Esports, 617-453-8678
 - b) Assistant Director of Campus Recreation - Intramural Sports & Facilities, 617-834-4551
8. All Club Sports injuries should be managed through UHCS and the Club Sport Athletic Trainer
9. Emergency Contact will be notified by Club Sports/IM Staff
10. Appropriate injury reports should be completed and returned to the Associate Director of Club Sports, the Club Sports Athletic Trainer, and Risk Services

Automatic External Defibrillators (AED)

If needed after EMS has been called and CPR has begun, send designated team member to obtain an AED. There are three AEDs located throughout Carter Field. They are co-located with the Blue Emergency Phones. Behind home plate of the Baseball Field, between the Tennis Courts, and between the side of SquashBusters and the Soccer Field



Each unit is outfitted with two sets of sealed adult electrodes and one set of sealed child/infant electrodes. Each AED case also has a Ready Kit that includes a CPR mask, nitrile gloves, heavy duty shears, a medical prep razor, absorbent dry towel, antimicrobial wipes, and a biohazard bag.

Informed/Implied Consent:

It is the right of the victim to grant or refuse their informed consent for care. Someone who is unconscious, confused, seriously ill or injured may not be able to grant consent. In these cases, the law assumes the victim would give consent if they were able to do so.

In the event the injured individual is a minor -- when a parent or guardian is not present, one can assume implied consent for minors who need emergency assistance. However, the parent or guardian must be informed as soon as possible of the incident. Incidents involving a minor must be reported to the NUPD.

Incident Reporting

1. Incident Form
 - a) When an incident occurs on Carter Field, notify staff on duty so they can begin to the process of completing an Incident Form.
 - b) All reports must be immediately submitted within 24 hours of the incident to:
 - i. Associate Director of Club Sports
 - ii. Risk Services
2. Injury Report Form
 - a) When an injury occurs on Carter Field (regardless of severity of injury), notify staff on duty so they can begin to the process of completing an [Injury Reports](#) Form.
 - b) Injury Reports must be submitted within 24 hours of the injury to:
 - i. Associate Director of Club Sports
 - ii. Club Sports Athletic Trainer
 - iii. Risk Services

Weather Cancellations and Closures

Northeastern Personnel (NUPD, Facilities, Carter Field Staff, and Club Sports) will monitor weather conditions and notify reservation holders in the case of a weather cancellation.

The Air Structure will be closed during severe weather incidents. The decision to delay or cancel classes, or to close the Air Structure due to inclement weather is made by the senior university officials, including facilities, NUPD, Carter Staff, and Emergency Management. Please do not come to the Air Structure when a weather-related closing is announced.

Emergency Assembly Area (COLUMBUS GARAGE)

If a dangerous condition with potential safety concerns is present, the authorized staff on site will order an emergency evacuation. Users should safely vacate the premises and make their way to the Emergency Assembly Area (Columbus Garage). Resumption of activities may occur when the “all clear” designation has been given by the staff on duty.

If an emergency evacuation is ordered:

1. Report any emergency or unusual condition to **NUPD at (617) 373-3333**
2. Follow instructions issued by emergency personnel.
3. Seek shelter in Columbus Garage.
4. Monitor NU Alert and University email for further instructions.
5. Do not leave the designated area until receiving the “all clear” from a police officer, Public Safety officer, NU Alert message, official email, or website communication.

Important Announcements (Ex: Closing/Delays/Weather): Program leads will communicate all closing delays and pertinent information to reservation holders.

Program Leads:

- Club Sports - Nick Avery
- Boston Parks - Paul McCaffrey
- Intramurals - Jack Butler
- Facilities - Dave Frazier
- All Users - NUPD