



Response to Medical Emergencies Procedures

USG Procedure | Approved April 2009, Amended May 2019

I. Purpose and Applicability

This procedure outlines the steps an individual should take when they encounter a medical emergency on campus and describes steps to mitigate the worst aspects of some injuries.

II. Procedure Statement

A. In the event of a medical emergency:

1. Keep calm, act immediately, and reassure the victim. Move injured persons with minor injuries away from any hazard. Do not move seriously injured persons unless they are in danger of further injury.
2. Render appropriate first aid to the victim and summon medical help by calling 911 as soon as possible. After calling 911 and if possible, notify the security desk at x6065.
3. When calling 911 be prepared to tell the call taker what happened, number of victims, kind of injury, exact location of the victim, what help (if any) is being given, and your name and phone number.

B. Initial Response

1. Check the victim(s), call 911 and notify the security desk if the victim is:
 - Unconscious,
 - Has trouble breathing,
 - Has chest pain or pressure,
 - Is bleeding severely,
 - Has pressure or pain in the abdomen,
 - Is vomiting or passing blood,
 - Has a seizure,
 - Has a severe headache or slurred speech,
 - Has injuries to the head, neck, or back or
 - Has possible broken bones.

Request security personnel respond with the AED if the victim is unconscious or you believe they are likely to become unconscious.

2. Stay with the victim until emergency medical personnel arrive on the scene.

III. Specific Emergency Procedures

A. Inhalation Exposure

1. Check the scene to make sure it is safe to enter.
2. Remove the victim as quickly as possible to fresh air, if it can be done safely. Never enter a confined space to attempt a rescue.

3. Keep the victim warm and at rest.

B. Skin Exposure

1. If only a small area of the skin is exposed, promptly flood with water and gently wash with soap. If the chemicals are splashed on the head, eye protective equipment should be left on until emergency responders arrive.
2. Act quickly; corrosive chemicals can damage the skin very rapidly.

C. Eye Exposure

1. If a chemical is splashed into the eye, take the victim to the nearest water fountain or bathroom. Spread the eyelid open and wash the eye for at least 15 minutes.
2. Flood all surfaces of the eye and the underside of the eyelids with water.
3. If no water fountain or bathroom is readily available, lay the victim on his/her back, turn the head, and pour water into the eye, directing the stream to the side of the head.
4. Never attempt to remove foreign objects from the eye, cover the eye with a sterile pad and wait for emergency responders.

D. Poisoning

1. Do not leave victim alone.
2. Call the Poison Control Center at 1-800-222-1222, describe any containers or substances found at scenes and follow their instructions.
3. Do not administer anything by mouth unless instructed to do so by poison control or medical professionals.

E. Bleeding

1. Cover wound with a dressing or clean cloth and apply firm pressure.
2. Elevate the wound above the level of the victim's heart.
3. If bleeding does not stop, apply more dressings; do not remove the blood soaked dressing. Monitor victim and wait for emergency responders.

F. Seizure

1. Do not hold or restrain the victim or place anything between their teeth.
2. Remove any objects in the area that may cause injury.
3. Cushion the head if possible.
4. Call 911 if the seizure lasts more than a few minutes.

IV. Staff Response

- A. Staff members who learn of on-campus incidents or sick or injured persons requiring emergency medical treatment should immediately call 911.
- B. Staff members should then notify the security desk at Ext. 6065.

- C. Security personnel will notify the Safety & Security Office or the Director of Facilities and Planning if no one from the Safety & Security Office can be reached.
- D. Further notifications will be made as deemed necessary or appropriate. These notifications may include, but are not limited to the Executive Director, Director of Academic and Student Services, and the Director of Auxiliary Services.