

MEDICAL EMERGENCIES

LIFE-THREATENING EMERGENCIES

Examples: Not limited to altered mental status, unconsciousness, difficulty breathing, chest pain or discomfort, inability to move, potential head, neck, or spinal injuries, large broken bones, uncontrollable bleeding, stroke, etc.

If unsure if an emergency is life-threatening, always treat as if it is.

STEP 1 – Manage the Incident

1. Call 911 immediately.
 - Be familiar with the address you are at and the general area.
 - One of the first questions 911 asks is “where are you located?”.
2. After dialing 911:
 - Call Security to escort responding emergency personnel and/or assist with crowd control
 - Call Facilities Management
 - If employee, must call Human Resources
3. Make sure the area is safe for you to approach and assist the injured person.
4. **Do not move the victim. Wait for emergency responders to arrive.**
5. Send someone to meet responding personnel and escort them to the emergency location. If possible, one person should remain with the victim until responding personnel arrives.
6. Provide First Aid to the level to which you are trained after obtaining consent from the victim.
 - Try to avoid all contact with blood and other bodily fluids. There is PPE (gloves and a CPR mask) in the first aid kits.
 - If there has been any blood or bodily fluids, only trained personnel should clean and sanitize the area after the emergency phase has concluded.
 - Every employee has access to a first aid kit, first aid kits are located at designated locations throughout the campus
 - First Aid training is available through Facilities Management
7. If you are trained on AED and suspect a heart attack, retrieve the nearest AED, open and follow the written and audio instructions.
 - AED training is available through Facilities Management

STEP 2 – Complete Incident Report

If the medical emergency occurs on-campus or at an off-campus location, get names of witnesses and information necessary for an incident report:

- Name of injured person
- Injured person's address and telephone number
- Date and time of injury
- Description of what happened
- Brief summary of action taken
- Names of any witnesses
- Conditions at site of incident (wet/dry, lights on/off, apparent hazards or absence of such, etc.)
- Take photos

Report this information to Facilities Management. Follow up with written information and incident reports via <https://secure2.incident-tracker.com/roseman>.

NON-LIFE-THREATENING EMERGENCIES

Examples: Not limited to minor cuts, abrasions, sprains, etc.

STEP 1 – Manage the Incident

1. Make sure the area is safe for you to approach and to assist the injured person.
2. Provide First Aid to the level to which you are trained after obtaining consent from the victim.
 - Try to avoid all contact with blood and other bodily fluids. There is PPE (gloves and a CPR mask) in the first aid kits.
 - If there has been any blood or bodily fluids, only trained personnel should clean and sanitize the area after the emergency phase has concluded.
3. Encourage the victim to seek medical attention.
4. If emergency services were not called to determine as to whether the victim should be transported to a medical facility, allow the victim to make that determination. Provide comfort and support until transportation arrangements have been made. (Do not transport the victim, as this would increase University and personal liability.)
5. Call Facilities Management or Security to report incident
6. If employee, must call Human Resources

STEP 2 – Complete Incident Report

If the emergency occurs on-campus or at an off-campus location, get the names of witnesses and information necessary for incident report:

- Name of injured person
- Injured person's address and telephone number
- Date and time of injury
- Description of what happened
- Brief summary of action taken
- Names of any witnesses
- Conditions at site of incident (wet/dry, lights on/off, apparent hazards or absence of such, etc.)
- Take photos

Report this information to Facilities Management. Follow up with written information and incident reports via <https://secure2.incident-tracker.com/roseman>.

IF ACCIDENT OR INJURY APPEARS TO REQUIRE NO FIRST AID OR MEDICAL ATTENTION

Occasionally accidents will occur where individuals, including the accident victim, will assume that no injury has occurred, and that no medical attention is required. However, symptoms may become evident later, and an incident report should still be filed with the Facilities Management as soon as possible and always within 24 hours. If the accident victim is unwilling to provide his/her name and other information, please report time of day, incident location details and physical description of individual involved.

Roseman University employees are covered by Workers Compensation insurance and immediate notification of workplace injuries must be made to Human Resources so injuries can be properly recorded, reported, and the employee can be directed to receive appropriate care from the appropriate Workers Compensation medical provider.