

MEDICAL AND FIRST AID – “WHAT TO DO IN CASE OF PERSONAL INJURY OR ILLNESS”

CALL THE UNIVERSITY POLICE DEPARTMENT IF YOU NEED ASSISTANCE.

Emergency Telephone Number - x4018 (257-4018)

STEP 1- If serious injury or illness occurs on campus immediately dial X9-911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.

STEP 2- In case of minor injury or illness employees should report to their supervisor to be referred for non-emergency first aid treatment.*

STEP 3- In case of serious injury or illness trained personnel* should quickly perform the following steps:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
- Ask victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witness(es) and give all information to the paramedics.
*Only Red Cross trained personnel or any individual who has attended a certified first aid or emergency response course should provide first aid treatment (ie: first aid, CPR).

NOTE: ALL INJURIES TO EMPLOYEES MUST BE REPORTED ON A DA-2000; INJURIES TO NON-EMPLOYEES MUST BE REPORTED ON A DA-3000. (SEE ACCIDENT/INCIDENT REPORT SECTION OF THIS PLAN).