

## **Medical Emergency**

### **Instructor / Staff Procedures**

1. Evaluate the accident scene.
2. If scene is safe, proceed to injured party and assess the severity of injury.
3. Call 911 or send responsible student / additional staff for help to nearest teacher, associate principal, or principal.
4. Stabilize injured party and administer first aid / CPR if trained to do so.
5. Assist emergency personnel by clearing away bystanders.
6. File incident report; send copy to Office.

### **College Administrative Procedures**

1. Activate "Medical Alert, Medical Alert."
2. Confirm that 911 has been called.
3. Report to the scene.
4. Page first responders.
5. Notify Student Affairs if injured party is a student or Department head if injured party is an employee.
6. If more than 3 employees are affected or if an employee dies OSHA must be notified within 8 hours.
7. The President (or his/her designee) and the Dean of Student Affairs must be notified when serious illness, injury or death occurs. The Dean of Student Affairs and other designated personnel should remain on the scene. The President (or his/her designee) should contact the family and notify the Administration, Chaplain and Faculty. No one other than the President (or his/her designee) should make any statements about the situation to students or the public.
8. **No one should make statements to the media except thru the President's Office or Public Relations.**