

EMERGENCY ACTION PLAN (EAP)

Medical Emergencies/Injuries

1. Know the location of safety equipment (eye wash stations/bottles, emergency showers, first aid kits) in your area, and how to use them—where applicable. Adhere to the “Check, Call, Care” regimen regarding injuries, as follows.
2. **Check**—If a student or employee is injured, unconscious, or otherwise exhibiting signs/symptoms of an injury that requires immediate medical attention, check the scene to ensure the environment poses no additional risk to the injured person. Unless the environment poses an immediate and additional threat to the injured person (like a building fire), do not move them from the scene. Quickly obtain information relative to the nature and extent of the injury for communication purposes. DO NOT initiate medical care at this time, unless someone assisting you is able to proceed with the following instructions.
3. **Call**—Once you have assessed the scene and injured person, call Campus Safety (ext 4000) to report the medical condition. Be sure to convey information relative to the nature and extent of the injury, including whether additional individuals are at risk of further injury.
4. **Care**—Once you have assessed the scene and notified Campus Safety, proceed with 1st aid or triage only if you are capable of administering such care. DO NOT administer 1st aid/triage to an injured person if you are unqualified, as you may place him/her in greater harm.
5. Upon notification, Campus Safety will initiate medical attention by any of 3 methodologies:
 - Trained Campus Safety officers will themselves administer 1st aid/CPR/triage;
 - The HCEMS team will respond (when classes are in session) to administer 1st aid/CPR/triage;
 - Or qualified Health Center staff will respond to administer 1st aid/CPR/triage.
6. As dictated by the nature of the injury and/or the additional medical attention required, Campus Safety may call external responders/ambulatory services to respond and transport injured persons to the appropriate facilities.
7. If requested, assist Emergency crews as necessary.
8. If the medical emergency results in a building evacuation, assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons during evacuations.
9. Following emergency evacuations, your designated place of shelter is the primary assembly point, or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly point once instructed to do so by your Building Coordinator, RA, faculty member or supervisor. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, **HEADCOUNTS** are to be performed at the assembly point(s), not the muster point. Stay there until an accurate **HEADCOUNT** has been taken.