

BASIC PROCEDURES FOR ALL MEDICAL EMERGENCIES

The first aid you administer to an injured individual should be limited to procedures necessary to stabilize and protect the person from further injury. Immediately call the University Public Safety Office at 911 for emergency medical services. **Do not use a public pay phone or cell phone to call off-campus emergency medical services (e.g., Health & Hospital's ambulance service). It will slow down the arrival of an ambulance to the location of the medical emergency.** University police officers are First Responders and are trained in first aid and CPR procedures. Public Safety will simultaneously call for ambulance services and immediately dispatch officers to the scene of the medical emergency to assist until off-site medical assistance arrives on the scene. They will also escort the ambulance to the medical emergency site. The instructions that follow are intended as guidelines for untrained individuals who witness or are personally involved in a medical emergency.

Essential Action Steps and Conditions for All Medical Emergencies

1. Remain calm.
2. Call the University's Department of Public Safety at 911 from any University phone. Briefly describe the incident, nature of the injuries and location of the injured person.
3. **DANGER:** Do not put yourself at risk to help someone else. Assess the scene first. Do not help the victim or attempt a rescue unless you are **ABSOLUTELY** certain that the environment in which the victim is located is safe and does not represent a life-threatening situation for you.
4. If you observe what appears to be a medical emergency and a potentially-hazardous situation through a closed door's vision panel, do not open the door until Public Safety officers arrive on the scene. Opening a door can be very risky (e.g., a smoldering fire can flare up and/or you can suddenly be surrounded by a hazardous atmosphere).
5. Put on suitable personal protective equipment before coming in contact with the victim.
6. If the victim appears to be unconscious, determine responsiveness by attempting to communicate in a loud voice. If the victim does not respond, place your hand near the victim's breathing zone to check for a sign of respiration. Do not move the person's head or neck in the process.
7. If you detect the victim is not breathing and the heart is not beating - and you are properly trained in CPR - establish a clear airway and begin CPR.
8. Do not move an injured person unless s/he is in further danger (e.g., advancing fire).

Prepared jointly by UMB EH&S & Public Safety Offices