

## **MEDICAL EMERGENCY**

---

Medical problems can run the gamut from relatively minor, isolated events such as a fall down the stairs to the significant events involving many people that might accompany a major natural or man made disaster.

1. Assess the situation:
  - a. If the person is conscious ask them to tell you if anything hurts. If unconscious, gently inspect the person for obvious signs of injury.
  - b. **Do not** move the person (especially if they indicate any pain) unless they are in imminent danger of further injury, e.g., an approaching fire.
2. Call **9-911** if the person is injured. **Do not** hang up until the dispatchers hang up.
3. Call the University Librarian's Office (3-0790) during the day and campus police at night (9-911). Inform them of the situation, the location, etc....
4. You may render first aid, but medical attention should be done by qualified medics. **Do not** come into contact with blood, vomit, or other bodily fluids without the use of rubber gloves. **Do not** provide or administer any medicines, and get out of the way once emergency personnel arrive.
5. Limit your conversation with the person to reassurances. Do not discuss their injury if at all possible.
6. **Do not** discuss the accident or what circumstances might have contributed to its cause.
7. **Do not** discuss insurance matters.
8. After the person has been given first aid and the incident is over, provide Police with any factual details that you know.
9. If the injured is a student, employee, or volunteer, immediately report this to their supervisor and the University Librarian's Office (3-0790).