Appendix 8 PROCEDURES FOR PERSONAL INJURY AND MEDICAL EMERGENCIES

8A: Student Emergencies

1. Is there a medical emergency?*
   - Yes
     - A. Call 911 or 474-7721** (non-emergency UAF dispatch line).
     - B. Tell the dispatcher what has happened and let them decide what response is needed.
     - C. Follow the dispatcher’s instructions; remain on the line until done.
   - No
     - A. Treat the injury appropriately.
     - B. Encourage the other person to seek medical care if things worsen.
     - C. Correct the situation if something can be changed to prevent future injuries to others.
     - D. Document the incident and file with D. Kind (dmkind@alaska.edu, x6298) immediately after lab.

2. Are you the only person present?
   - Yes
     - A. Call 911**. Follow the operator’s instructions.
     - B. If you have training that allows you to provide care while waiting for responders, follow your training in addition to the operator’s instructions.
     - C. Remain available to, but out of the way of, responders. They may have questions for you.
     - D. Document the incident and contact D. Kind (dmkind@alaska.edu, x6298) immediately afterwards for help with follow-up. If you cannot reach her, contact EHSRM (x2763; x7721 after hours). REPORTING DEADLINES MUST BE MET.***
     - E. If an unsafe situation or procedure exists, correct it before resuming work. Seek help from D. Kind or EHSRM as needed.
   - No
     - A. Designate someone to call 911** and remain on the line with the operator.
     - B. Ask if others have training and can assist. If someone else has more appropriate or extensive training, allow them to take charge. Only do what you are trained to do.
     - C. Direct all bystanders to leave the area and remain out of the way of emergency responders.
     - D. Remain available to, but out of the way of, responders. They may have questions for you.
     - E. Document the incident and contact D. Kind (x6298) immediately afterwards for help with follow-up. If you cannot reach her, contact EHSRM (x2763; x7721 after hours). REPORTING DEADLINES MUST BE MET.***
     - F. If an unsafe situation or procedure contributed to or caused the incident, correct it before resuming work. Seek help from D. Kind or EHSRM as needed.

* Any loss of consciousness or severe disorientation shall be considered a medical emergency. Any incident requiring use of the eyewash and/or shower shall be considered a medical emergency. ** Call from the location on a cell phone if safe and possible. An emergency landline phone is available in the south (front) entry of the building between the outer and inner entry doors. *** Report incidents at http://www.uaf.edu/safety/occupational-safety/accident-reporting/.

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