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. Use the Incident Documentation Form in the lab binder to document ALL accidents, injuries and near-misses. ** An emergency phone is located in the prep room next to each lab.

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**Personal Injury / Medical Emergency Response Flowchart (UAF B&W)**

1. **Is there a medical emergency?**
   - **No**
     - 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.

   - **Unsure**
     - Dispatcher determines non-emergency
     - Yes
       - 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.

   - **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.

2. **Are you the only person present?**
   - **Yes**
     - 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.

   - **No**
     - 3. **Do you have training that allows you to provide care until responders arrive?**
       - **No**
         - A. Designate someone to call 911** and remain on the line with the operator.
         - B. Ask if others have training and can provide care until responders arrive. If no one does, follow the directions of the 911 operator.
         - 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.

       - **Yes**
         - A. Designate someone to call 911** and remain on the line with the operator.
         - B. Ask if others have training and can provide care until responders arrive.
         - C. Follow the operator’s instructions; remain on the line until done.

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