

CAMPUS EMERGENCY PROCEDURE

Procedure title: Medical Emergency
Effective date: May 2014
Revision date: May 2016

Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees and students, or the facility itself.

Procedure

For all medical emergencies

If you or someone else requires medical attention:

- Call Campus Security at ext. 2400 from a campus phone or 905.721.3211 from an external line;
- Describe the events and condition using as much detail as possible;
- Campus Security will dispatch the Campus Emergency Response Team (CERT) and the appropriate emergency responders to your location;
- Perform first aid only if you are trained to do so;
- Remain with the individual until help arrives; and
- Do not move the injured person unless his or her life is endangered by staying in the current location.

Poisoning:

In the event the medical emergency relates to poisoning:

- If you have to move the individual from the location of the incident, notify Campus Security of your new location so that the appropriate responders can attend your location.
- If possible, and safe to do so, identify the poison and container.
- If the poison was inhaled:
 - Be sure that you do not become a victim;
 - Remove the source of fumes if it is safe to do so (e.g. turn off the engine); and
 - If necessary, move the victim to fresh air, but be sure to inform Campus Security of your whereabouts so that the campus emergency response team and emergency responders will be able to assist you without delay.
- For poison in contact with the skin or eyes:
 - Flood the area with cold running water for at least 15 minutes (flush eyes gently);
 - Remove contaminated clothing;
 - Do not use chemical antidotes.
- If the poison was swallowed:
 - Give milk or water
 - For an adult: one to two cups

- For a child: half to one cup
- Only induce vomiting on the advice of health officials;
- To avoid inhalation of vomit, place victims head lower than body;
- If poison is hydrocarbon or corrosive, do not induce vomiting, but do give milk or water.

Seizure:

In the event the medical emergency is a seizure:

- Call Campus Security at ext. 2400 or 905.721.3211;
- Describe the events and condition of the individual using as much detail as possible;
- Do not attempt to stop the seizure – you can't;
- Remove hazards in the vicinity – clear objects out of the way so that the victim does not injure him or herself;
- Do not put anything in the victim's mouth;
- A seizure may last from 20 seconds to two minutes;
- When the seizure is over, turn the victim on her or his side, provide a pillow for his or her head, and allow him or her to rest.

Heart attack:

In the event the medical emergency is a heart attack:

- Be aware that the warning signals of a heart attack include:
 - Feeling of heavy pressure or squeezing pain in chest, arms or jaws;
 - Shortness of breath, pale skin, sweating and weakness;
 - Nausea and vomiting;
 - Abdominal discomfort with indigestion and belching;
 - Apprehension, fright, or denial of impending heart attack.
- When you suspect a heart attack:
 - Call Campus Security at ext. 2400 or 905.721.3211;
 - Describe the events and condition of the individual using as much detail as possible;
 - Help the victim to rest, sitting or lying in a most comfortable position;
 - Assist the victim to take the dose of medication prescribed for their condition (if applicable);
 - Loosen collars, belts, and other tight clothing; and
 - Keep victim quiet, but avoid physical restraint.
- If necessary, use the defibrillators located in every major building on campus. Their locations are marked by red signs posted throughout the campus.

In the event of an injury:

In the event an injury occurs, please contact your immediate supervisor to inform him or her of the incident. Next, you or your supervisor must fill out an Accident/Incident Report Form.

For Durham College employees, the form can be located on the employee intranet, ICE, under Forms, then Human Resources, and Accident, Injury. For more information, please refer to the Durham College Accident Reporting Procedure (EMPL-301.1), also located on ICE.

UOIT employees can access the form through the UOIT.ca website. On the homepage, click Faculty and Staff, then Campus Services, and Health and Safety. For more information, please refer to the Accident Reporting Procedure, which is located on the UOIT.ca website.

Authority and responsibilities

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

Reference

Durham College and UOIT Emergency Preparedness Plan & Policy
Durham College Emergency Preparedness Policy ADMIN-211
Durham College Accident Reporting Procedure EMPL-301.1
UOIT Accident Reporting Procedure