**Medical Emergency: Minor injuries**

**Employee (Reported by Employee)**

1. All employees must immediately report any work-related injuries or illnesses to Medical Support Services ext. 3456.
2. Minor employee injuries may be treated by the employee themselves. Sufficient first aid supplies are available for treatment of minor injuries in first aid kits located in each building. All minor employee injuries not requiring medical assistance from a clinic or physician may also be treated by trained personnel.
3. If an employee’s injury occurs in a building after hours and trained personnel are not available and employee does not treat his/her own minor injury, the staff/employee should notify their Human Resources who will call the on-call Nurse.
4. After treating injuries, employees are required to fill out the incident report form that is available by contacting Medical Support Services.

**Medical Emergency: Treatment of Serious Medical Conditions**

**Employee (Reported by Employee)**

1. Medical emergencies requiring advanced medical assistance shall be treated by trained emergency responders such as the fire department, on call nurse, or an ambulance service. It will be the emergency service’s responsibility to properly evaluate, package, and transport the patient to a medical institution.
2. Steps to be taken for serious medical conditions are:
	1. Serious medical conditions requiring advanced medical assistance shall be reported immediately by calling 911 (afterwards inform Security ext. 1234 of the situation - Security can guide emergency services to appropriate location).
	2. Serious Medical conditions include the following: Chest pains, difficulty breathing, hyperventilation, reactions to medication, shock, severe bleeding, unconsciousness, dizziness, fractures, sprains, and complications of a medical condition such as diabetes or epilepsy.
	3. Keep the patient calm.
	4. Do not attempt to move the patient. Further movement may cause additional harm.
	5. Monitor the patient and observe any changes in current condition. Upon arrival of the trained medical team, inform them of any changes in the patient’s condition.
	6. For patients in active seizures, remove any potential hazards from around the employee. Do not place ANYTHING in the patient's mouth.
	7. Avoid contact with any body fluids.

**Medical Emergency:****Athletic/Classroom/Pool/Student Housing/Vehicle/Other Injuries**

(Note that severe accidents such as a plane crash or a hazardous release are addressed elsewhere)

**Expected Impact**

Injuries likely

Fatalities possible

in2vate operations in affected areas shut down

In most instances in2vate-wide operations will not be seriously affected

If the event is very serious, the in2vate may be paralyzed and may have to shut down

Major physical damage, utility disruptions and environmental contamination unlikely but possible in certain events

**Action Steps:**

* The Incident Commander is notified
* The Emergency Operations Center may be activated
* Crisis Management Team may be contacted and report to Emergency Operations Center
* Security establishes perimeter control around affected areas
* Security contacts outside emergency services.
* Office prepares for communications with the media
* Public Affairs together with Office prepares for communications with family or relatives of affected employees
* Together with outside emergency services, Medical Support Services will address any injuries
* Other representatives may also be summoned

**Medical Emergency:****Food or Chemical Poisoning / Epidemics**

**Expected Impact**

Injuries possible

Fatalities possible

If the event is serious, the in2vate may be paralyzed and may have to be evacuated

Physical damage unlikely

Environmental contamination possible

Major physical damage and utility disruptions unlikely

**Action Steps:**

* The Incident Commander is notified
* The Emergency Operations Center may be activated (i.e. mass casualty incident)
* Crisis Management Team may be contacted and report to Emergency Operations Center
* Security contacts Emergency Medical Services, as necessary
* Medical Support Services assess the situation and coordinates Emergency Medical Services
* Office prepares emergency information to be posted to web site.
* Security together with Office sends emergency notification information to targeted campus community.
* Office prepares for communications with the media
* Public Affairs together with Office prepares for communications with family or relatives of affected employees
* Other representatives may also be summoned