**What to Do In a *Medical and other* Emergency**

Laney College

**WHEN TO CALL FOR HELP**

***IF THE VICTIM:***

* Is or becomes unconscious.  Has trouble breathing e.g. (choking) or is
* Breathing in a strange way. ***\* behaving strangely***
* Has chest pain or pressure.  Is bleeding severely.
* Has injuries to the head, neck, or back.  Has possible broken bones.
* Is vomiting or passing blood.  Appears to have been poisoned.
* Has pressure or pain in the abdomen that does not go away.
* Has a severe headache, slurred speech, or seizures (and is not known to have seizure disorder) numb.

**WHAT TO DO WHEN THERE IS A LIFE THREATENING or safety EMERGENCY-THIS STEP IS CRITICAL!**

When a person is severely ill or injured, you must obtain emergency medical assistance as quickly as possible. Also, if you have safety concerns:

**C**all 510-466-7236 immediately and request an ambulance or assistance.

**Information you need to provide:**

* **“THIS IS A MEDICAL EMERGENCY or other emergency for safety!”**
* Your **name** and the **phone number** you are calling from.
* The **location of the injured person** (be as specific as possible). Or yourself
* The injured person’s condition (e.g.; not breathing, bleeding, unconscious, etc.).
* What happened (if you know).  How many people are involved.
* What help (first aid) is being given.  **Do not hang up until you are told to do so!**

**DESIGNATE A PERSON (EMPLOYEE OR STUDENT) TO MEET THE AMBULANCE CREW AND HELP DIRECT THE AMBULANCE TO THE INJURED PERSON.**

**HOW TO ASSIST A PERSON UNTIL HELP ARRIVES**

***ASSESS THE SITUATION AND ADMINISTER FIRST AID ACCORDING TO YOUR LEVEL OF TRAINING***

* C.P.R. or rescue breathing (if necessary and you are trained).
* Check for and stop bleeding.
* Do not move the person unless absolutely necessary, especially if you suspect a back, neck, or head injury, or broken bones.
* Reassure and comfort the injured person.

***AVOID DIRECT CONTACT WITH PERSON’S BLOOD OR BODY FLUIDS***

* Use latex gloves (may be found in campus first aid boxes) or use any barrier that will assist the person as well as act as a barrier to body fluids (e.g., clean plastic bags).

**WHAT TO DO FOR MINOR OR NON-LIFE THREATENING INJURIES/ILLNESSES**

Or a student having a panic attack or other critical mental health issue, if you are unsure of the nature of the issue call the mental health office: 464-3535 or 464-3139, or Health Services Clerical Asst. II: 464-3384 or nurse 464-3516.

 Or if unsure:

* Call (or ask a bystander to call) **PERALTA POLICE SERVICES, 466-7236**, have them call  **Wellness Center I at: 464-3384 or Laney Wellness II at: 464-3134**
* Provide First Aid Treatment-***only*** if you are trained in First Aid Response.
* Reassure and comfort the injured person until help arrives.

**WHAT TO DO AFTER A PERSON IS HELPED**

***COMPLETE THE REQUIRED REPORTS***

For students or visitors:

* Complete a *Medical Incident Report* form within 24 hours (if Peralta Police Services and/or Health Services have not assisted). Forms are available through Peralta Police Services, **466-**

**7236**, or Health Services Website under documents.

For employee injuries:

* Notify supervisor who will:
	1. Complete the *Supervisor’s Report of Employee Injury* within 48 hours.
	2. Give the employee an *Employee Claim Form for Worker’s Compensation Benefits* form.

**WHAT TO DO IF EXPOSED TO INJURED PERSON’S BLOOD OR BODY FLUIDS**

* Wash the exposed body area with soap and water immediately.
* Notify custodial department to clean up any exposed surfaces. Do not attempt the clean up by yourself unless you are wearing latex or rubber gloves and have a disinfectant cleaning product to use, such as a solution of 1 part bleach to 10 parts water.  Contact the business office at: **510-464-3228** and report exposure.