

	<b>8-101 Medical Emergency Response ERP</b>
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### 8-101.1 Overview

- A. Whenever a person is injured or affected by a medical emergency on the West Georgia Campus, it is imperative that a rapid response by Police be made. The UWG Police Department is responsible for ensuring first aid is rendered, and coordinates EMS response and transport if needed to the appropriate medical facility.
- B. Once the situation has been handled, it is equally important that proper notifications are made and a report generated outlining the events and response. This report will be utilized to determine the cause (if an accident) and to evaluate the campus response to the incident.

### 8-101.2 Definitions

- A. Accidental Injury-An undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss.
- B. Emergency Medical Service-Trained medical personnel who respond to a scene and are capable of providing advanced medical assistance and transport to those who are ill and injured.
- C. First Aid-Emergency aid or treatment given to someone injured, suddenly ill, etc., before regular medical services arrive or can be reached.
- D. Medical Emergency-When a person experiences a physical or mental illness significant enough to require EMS evaluation and/or transport. May be the result of disease, accident or act of violence.
- E. AED – Automatic Electronic Defibrillator-A device designed to provide an electric shock to a person’s heart when that person is in cardiac arrest.
- F. Serious Injury- (for the purpose of this policy only) a serious injury is an injury that can incapacitate a person temporarily or permanent, and could

cause a life threatening emergency if qualified medical assistance is not summoned immediately.

### **8-101.3 Training**

- A. All Police Personnel will be trained on an annual basis in the following areas:
  - 1) Cardio Pulmonary Resuscitation (CPR)
  - 2) Proper use of the AED
  - 3) Basic First Aid
  - 4) Infectious Disease Control
  
- B. All dispatch personnel will be initially trained in Emergency Medical Dispatch (EMD) and then recertified on a two-year basis.

### **8-101.4 Equipment**

- A. All patrol vehicles (including administrative and CID cars) will be equipped with a basic first aid kit and AED. These kits will be inspected and maintained on a monthly basis. The Uniform Division commander is responsible for ensuring that all kits are maintained in usable condition.
  
- B. All buses assigned to Police will be equipped with a basic first aid kit. These kits will be inspected and maintained on a monthly basis. The Parking Supervisor is responsible for ensuring that all kits are maintained in usable condition.

### **8-101.5 Response Procedures**

When UWG Police is notified of a person down, the following procedures will be implemented:

- A. Dispatch-** The dispatcher will obtain all relevant information concerning the victim. This will include:
  - 1) Type of injury or medical problem
  - 2) Location of the victim – include room number if in a building.
  - 3) Victim's name and any available medical history that is available.
  - 4) Call back number and the name of the person calling.
  - 5) The dispatcher will assign an officer to respond to the incident. (If the victim may possibly need CPR, two officers will be dispatched.) If the injury/medical problem is of a critical nature, the responding officer will be advised to expedite his/her response. If the situation

is critical, dispatch will contact 911 and request an ambulance and advise the level for response. (Code 1 = Non-Emergency / Code 2 = Emergency)

- 6) The dispatcher will record all information on the CAD and assign a case number for the officer's use once the situation is handled.
- 7) The dispatcher will await further instructions from the responding officers.

## **B. Responding Officer(s)**

- 1) When dispatched to a call of a person down, the responding officer(s) will exercise due caution while driving to the scene.
- 2) Upon arrival, if it is a medical call, which possibly requires First Aid to be administered, the officer will bring the First Aid Kit from the car to the scene.
- 3) Upon arrival, the officer will:
  - a) Check the victim to ensure that he/she is breathing properly.
  - b) Perform a quick physical observation to determine the medical needs of the victim.
  - c) Perform first aid or CPR/utilize the AED as the victim requires.
  - d) If EMS is needed and has not been dispatched, contact Dispatch and request a response. The dispatcher will be informed of victim's medical condition and directed to request the level of response needed.  
(Code 1 = Non-Emergency / Code 2 = Emergency)
  - e) If EMS is responding to the scene and the patient refuses any medical treatment, allow the EMS personnel to arrive at the scene and obtain a written refusal from the patient.
  - f) Once EMS personnel are on the scene, they will take control of the scene. The Police officers will assist medical personnel if requested. Otherwise, they will handle crowd and traffic control.
  - g) If the victim's illness or injury is minor, they may be transported to Health Services via patrol car. If the officer has any concerns about transporting the victim, Dispatch will notify Health Services to activate their Police Radio. The

officers will speak directly with Health Services and obtain direction on how to handle the situation.

- h) If an injury is the result of a maintenance problem, which can be corrected quickly, Facilities will be requested to correct the problem. If the problem cannot be fixed immediately, Police will block the area using cones and police line tape.
- i) The on duty supervisor will ensure that a report on the incident is completed prior to the shift ending. The report will describe the illness/injury fully, including what actions were taken to assist the victim. If the injury is the result of an accident, witnesses to the event will be interviewed and their names and statements noted in the report. The report will also record the actions taken to correct any problem.

### **C. Notifications**

When a person becomes ill or is injured, it is important that various University personnel be advised. These calls will be made as soon as the situation has been stabilized. If someone on the list advises that they will notify someone else on the list, this will be noted in the Officer's report or on the Dispatcher remarks. Since medical problems normally do not carry the same potential for liability that an injury does, the list is divided by medical emergency and accidental injury.

#### **1) Employee Medical Emergency**

- a) Department Head/Director

#### **2) Employee – Injury**

- a. Department Head/Director
- b. Risk Management

#### **3) Employee – Serious Injury / Serious Medical Emergency**

- a) Department Head/Director
- b) Chief of Police
- c) Risk Management
- d) Responsible Vice President
- e) Human Resources
- f) President of the University – (Notified by Chief of Public Safety)
- g) University Communications – (Notified by Chief of Public Safety)

#### **4) Resident Student - Medical Emergency**

- a) Residence Assistant (all medical calls in residence hall)

- b) Residence Hall Supervisor (RLC or RD for building in which the resident lives) If RLC or RD for specific building are not available, then:
- c) On-call Residence Life Coordinator (all medical emergencies in any hall). The on-call RLC will notify the Chief of Residence Life when necessary. The Chief of Residence Life will notify the Vice President for Student Services if necessary.

**5) Resident Student - Injury**

- a) Residence Assistant (all medical calls in residence hall)
- b) Residence Hall Supervisor (RLC or RD for building in which the resident lives) If RLC or RD for specific building are not available, then:
- c) On-call Residence Life Coordinators (all medical emergencies in any hall)

**6) Resident Student – Serious Injury**

- a) Residence Hall Supervisor (RLC or RD for building in which the resident lives). If RLC or RD for specific building is not available, then:
- b) On-call Residence Life Coordinator, if a) is not available.  
The on-call RLC will notify the Chief of Residence Life if necessary. The Chief of Residence Life will notify the Vice President for Student Services if necessary.
- c) Chief of Police
- d) Risk Management
- e) University Communications – (Notified by the Chief of Public Safety)
- f) President of the University - (Notified by the Chief of Public Safety)

**7) Non-Resident Student / Serious Medical Emergency**

- a) Vice President for Student Services, or in the absence of the VP,
- b) Assistant Dean for Students/Chief of Student Development Non-Resident Student / Serious Injury
- c) Vice President for Student Services, or in the absence of the VP,
- d) Assistant Dean for Students/Chief of Student Development
- e) Chief of Police
- f) Director of Risk Management
- g) Chief of Facilities and Grounds if injury is the result of maintenance
- f) University Communications – (Notified by the Chief of Police)
- g) President of the University - (Notified by the Chief of Police)

