

Procedure 4.1506

Medical Emergency Procedure

In case of a medical emergency:

Dial 9-911 from any campus phone or 911 from any cell phone. FIRST, in any medical emergency situation.

Dial 0 on any campus phone

1. Tell the Switchboard Operator:
 - a. Your name
 - b. The exact location of the person needing assistance
 - c. What symptoms the person is displaying or what injuries the person has sustained, if known.
 - d. Follow the instructions given by the 911 Center Operator
 - e. If you need EMS and/or rescue.
2. First aid stations are located in each building.
3. First Aid Kit locations are:
 - a. Building 1 – switchboard, print shop near folding machine, Room 102
 - b. Building 2 –Vending area Auto Shop
 - c. Building 3 – Room 112 on bottom shelf
 - d. Building 4 – On wall by Room 101, south wall machine shop, bookcase on south wall welding fabrication shop, welding office.
 - e. Building 5 – Library Circulation Desk, on wall behind Circulation Desk.
 - f. Building 6 – Open shop area, Breakroom
 - g. Building 7 –Shop area beside Room 702
 - h. Building 8 – Room 802, left side of lobby, in the third drawer of the filing cabinet; in the Gym
 - i. Building 8A – Large Shop, North shop, South shop
 - j. Building 9 –Room 900/901, Kitchen/break area drawers, Science Labs Rooms 929,931,932,933,934
 - k. Building 10 – Room 10-02 in drawer in the kitchen; Room 10-18, on shelf on west end of room.
 - l. Building 10B – Room 101Room 102
 - m. Building 11 –Room 105, Break area beside Room 21
 - n. Building 12 – Faculty Reception Area
 - o. Fire Training Facility - Served by Building 15
 - p. Building 15- North wall Bay area

Prior to any emergency, faculty, staff, and students should become familiar with first aid kit locations.

Automatic External Defibrillators – AEDs

AED Locations

- Building 1 – north end of north-south hall near Print Shop
- Building 2 – vending area
- Building 3 – hallway by the restrooms
- Building 4 – vending area
- Building 5 – right side of main library entrance doors
- Building 6 – breakroom across from room 601
- Building 7 – Shop area, west facing wall beside Room 702
- Building 8 – main lobby, left side of auditorium doors
- Building 8A – served by unit in building 9
- Building 9 – near Registrar’s Office
- Building 10 – east end of east-west hall near room 10-32
- Building 10A – served by unit in Building 10B
- Building 10B – hall across from vending area
- Building 11 – behind Cosmetology Desk
- Building 12 – right side on main entrance
- Building 14 – (Fire Training Facility) – served by Building 15
- Building 15 – bay area on north facing wall
- Building 16 – served by building 7

References

Legal References: OSHA 29 CFR 1910.151

Cross References: *Enter cross references here*

History

Leadership Council Review/Approval Dates: 11/3/2023

Senior Staff Review/Approval Dates: 11/9/2015; 8/15/2023

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: 11/9/2015