

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. At least one first aid kit in each building contains a stethoscope and blood pressure cuff.
3. First Aid Kit locations are:
 - a. Building 1 – switchboard, print shop near folding machine, Room 102
 - b. Building 2 – Room 103 – Industrial Technology Office, Auto Shop-Room 104, Room 111
 - c. Building 3 –
 - d. Building 4 – Administrative Assistant's Office, Room 106-south wall under clock, Machine Shop-Room 110B office, Welding Shop -- south wall near men's room.
 - e. Building 5 – Library Circulation Desk, AV office north end of north-south hall, on wall behind Circulation Desk.
 - f. Building 6 – Open shop area
 - g. Building 7 – Construction Equipment Shop office near safety shower
 - 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
 - j. Building 9 – Room 906-financial aid; Kitchen, Custodian
 - 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 101, Range House-upstairs
 - m. Building 11 – Office Suite 28; Room 105
 - n. Building 12 – Faculty Reception Area

Procedure

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 –
Building 3 –
Building 4 –
Building 5 – right side of main library entrance doors
Building 6 –
Building 7 – served by unit in building 4
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
Building 11 – behind Cosmetology Desk
Building 12 – right side on main entrance
Fire Training Facility –

References

Legal References: *OSHA 29 CFR 1910.151*

SACSCOC References: *CS 3.11.2*

Cross References:

History

Senior Staff Review/Approval Dates: *11/9/2015*

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

Implementation Dates: *11/9/2015*