



Medical Emergency
CALL FOR HELP
Merritt College



LIFE THREATENING EMERGENCY: THIS STEP IS CRITICAL!

Get Help Immediately Get AED & First Aid Kit & Start Chest Compressions if Not Responding

- EMERGENCY MEDICAL SERVICES: 911 and request EMS
Police Services: 510 466-7236
Campus Nurse Practitioner: 510-436-2533
R-106 from M-Thurs 9AM- 5PM Or 510-384-4930 Cell
Evening Administrator: 510-333-9594
Safety Aides 510-436-2546

**Defibrillators (AED's) are Here:

F-105 (Gym-Workout Rm); A-113 Fitness Rm; S-343 (Nursing Dept.); R-106 (Health Ctr.); A-128 (Safety Aid Office)

First Aid Kits are Here:

Horticulture108; CC 1; D 216; F 124; F 126; F 213; E 101 Gym; A 128; A 106; A 112; A 113; A 133; Q 312; ; Q 231; R021; R 106; R 109; R 131D; R 113C & ; R 124; S342; S 419; S 446; S 438; L126 & ; L 204 (A-129); T 100

IF THE VICTIM:

- Becomes unconscious &/or no pulse**- Begin CPR & send for AED
Has trouble breathing: choking, or breathing in a strange way. (sit upright)
Is bleeding severely (Apply Pressure)
Has injuries to the head, neck, or back (immobilize the head and neck)
Has chest pain or pressure (sit upright)
Has possible broken bones
Has severe headache, slurred speech, or seizures and/or numbness
Is vomiting or passing blood
Appears to have been poisoned.
Has pressure or pain in the abdomen that does not go away.

Information you need to provide to 911:

- THIS IS A MEDICAL EMERGENCY!
Your name and the phone number you are calling from.
The location of the injured person (be as specific as possible) Building Name ___ Rm # ___ at Address: 12500 Campus Drive, Oakland
The injured person's condition (e.g.; not breathing, bleeding, unconscious, etc.).
What happened (if you know)
Do not hang up until you are told to do so!
How many people are involved?
What help (first aid) is being given.

CHOOSE SOMEONE TO MEET THE AMBULANCE CREW AND

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. chest compressions most important until you can apply AED see locations above
Check for and stop bleeding by applying direct pressure on source of bleed Over ->

- 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).

MINOR OR NON-LIFE THREATENING INJURIES / ILLNESSES

- Call **911** or ask a bystander to call **PERALTA POLICE SERVICES, 466-7236**, have them call **NURSE, 436-2533 (on Monday through Thursdays 9AM-5PM, at R106)**
- Provide First Aid Treatment-*only* if you are trained in First Aid Response.
- Reassure and comfort the injured person until help arrives.

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**), Health Services(**436-2533**) or **web link:**

http://web.peralta.edu/risk-management/files/2011/08/Copy_of_MEDICAL_INCIDENT_REPORT_1-2007.pdf

- For employee injuries:

http://web.peralta.edu/risk-management/files/2011/08/Accident_Reporting_and_Claim_Form.pdf

- Notify supervisor who will:
 - a. Complete the *Supervisor's Report of Employee Injury* within 48 hours.
 - b. Give the employee an *Employee Claim Form for Worker's Compensation Benefits* form-see web link above
 - c. Refer any additional questions to District Risk Management, **466-7247**.

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 Risk Management, **466-7247** and report exposure.
- Complete Incident Report-printable pdf found at this web address:
- You may also need to complete Accident Reporting and Claim Form found above



**Stay with Injured or Ill until
Help Arrives**

