

Applicability: All employee classes	Effective Date: March 28, 2005	Approved By Signature on file Anthony J. Catanese, President	Page: 1 of 1
---	--	---	------------------------

ADMINISTRATIVE PROCEDURE

In the event that you are present during a medical emergency, please follow the steps below:

1. If an injury is minor, offer the first aid kit to the injured. In the event of a minor bleeding injury, give absorbent material (e.g., paper towel) to the injured. Do not attempt to personally administer first aid, except to suggest that the injured apply pressure on a cut or to apply smelling salts to a person who appears to have fainted. Only provide additional assistance if the injured person specifically asks that you do so.
2. If someone becomes ill (vomits), offer indirect assistance, such as providing them with a receptacle. Contact Facilities Management (ext. 8038) to arrange for cleanup.
3. If there is a serious injury or if the injured is unconscious, immediately call 911. Do not move the person or provide aid—wait for emergency medical personnel to arrive. In addition to calling 911, you can also call the campus health center at ext. 8078 at any time during a medical emergency. If the injured person requests, you can also call their personal doctor, friend or relative.
4. Notify Campus Security (ext. 8111) of the incident.
5. Unless you are Campus Security personnel, do not transport an injured party yourself, even if requested. Florida Tech and the driver could be liable for further injury. Emergency medical personnel should be called upon to evaluate the injured party and make necessary transportation arrangements.