

## Responding to an Injury Incident

### OVERVIEW

This policy outlines injury incident response procedures for notifying emergency medical services, rendering first aid, and transporting injured persons.

### NOTIFYING EMERGENCY MEDICAL SERVICES

Upon notification or observation of an injured person, employees are to notify emergency medical services (EMS) by calling 911 under the following conditions:

- When an injured person responds yes, or signifies, that 911 be called.
- When a responding employee's first aid training indicates that 911 be called.
- When an injured person has a diminished level of responsiveness.
- When a responding employee is uncertain regarding the appropriate course of action.

NOTE: An injured person does not incur an expense when emergency medical services are called. However, the injured person may incur an expense if they are treated or transported.

### Calling 911

An employee calling 911 for emergency medical services is to provide the following information to the dispatcher:

- Name of reporting employee
- Location of injured person
- Description of the injury

The reporting employee should stay on the telephone and follow the dispatcher's instructions.

The reporting employee, when possible, should ask bystanders to meet emergency medical services personnel outside to escort and/or direct them to the injured person.

### FIRST AID

Employees may provide first aid to injured parties to the level of the employee's training.

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### TRANSPORTING INJURED PERSONS

**Emergency Medical Services (EMS)** EMS transports injured persons to a hospital. If the person refuses transportation, EMS has the person sign a release of liability statement.

**Injured Person Self-Transport** The injured person may transport themselves to a medical facility if they are able to do so safely.

**Employee Transporting an Injured Person** Under no circumstances may an individual acting on behalf of the University transport an injured person to medical services or any other destination (e.g., the injured person's residence).

An individual may volunteer to transport an injured person.

In such situations, the University is not responsible for any of the following:

- A vehicular accident that occurs during transport of the injured person
- Vehicle cleaning costs
- Worsening of the injured person's medical condition

### RELATED SPPM SECTIONS

For further information, refer to:

- Emergency Contacts and Information (*SPPM 0.01*)
- Reporting Accidental Injuries and Work-Related Illnesses (*SPPM 2.24*)
- First Aid Training (*SPPM 2.40*)