



Policy Source: Gwinnett Tech	Owner: Chief of Police	Effective: 1999
Division: Technology & Operations	Reviewed: 6/2005, 8/2009, 2/2010, 4/2019, 12/2020 Revised: 4/2019	

### **7.3.14 GT Medical Emergency Response Action Plan**

#### **1. Notification**

All medical emergencies occurring on campus should be reported immediately to Police at extension 7377. You may also access police by dialing "0" and asking the operator to request assistance of police or you may contact a campus police officer at (770)226-7377. If at any time there is no answer, call 911 directly.

#### **2. First Aid**

- a. In administering First Aid, staff and faculty must know the limits of your capabilities. Trained personnel must make every effort to avoid further injury to the victim in your attempt to provide the best possible emergency first aid care.
- b. Students are responsible for their own emergency and/or hospital expense if injured while in the school or in a clinical area. Students may go to the hospital emergency room or own physician.
- c. A report should be made on all student accidents. Forms should be obtained under Share Point Security or from the Campus Police Office in Building 806, in room 207 on the second floor. Follow the directions on an accident report. Campus Police will forward the report to appropriate people.

#### **3. What to Do in Life Threatening Situations: Call 911 Immediately!**

Give the following information to the Operator:

- a. Injured or ill person located at Gwinnett Technical College, 5150 Sugarloaf Parkway, Lawrenceville, GA.
- b. Give the exact information concerning the location of the victim (building number, room number).
- c. Phone number (770) 226-7377 (give your extension number, your cell

number, if one is available).

- d. Type of injury or illness.
- e. Remain on the line DO NOT HANG UP UNTIL TOLD TO DO SO BY THE DISPATCHER WHO IS HANDLING THE CALL.

**Trained** bystanders should quickly perform the following steps:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM unless s/he is in physical danger.
- Ask victim, "Are you okay?" and "What is wrong?"
- Check for breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound. Avoid direct contact with victim's blood.
- Look for an emergency medical I. D., question witnesses, and give all information to the responding emergency medical personnel.
- Continue to assist the victim until help arrives.

\*If any person is directly exposed to person's blood, the Infection Control Coordinator should be notified.

After immediate problems are under control\*:

1. Find out exactly what happened. Information may be obtained from the victim or from persons who are present and saw the accident, or saw the individual collapse in the case of sudden illness.
2. Report should be made on all situations. Forms are available on share point under safety and security.

#### **4. What to Do in a Non-Life Threatening Situation**

- a. Call extension 7377 or "911" and request assistance.
- b. Assess the situation; if no apparent medical attention is needed, give minor first aid.
- c. If it is a non-employee, s/he should be advised that it is always safer to have the injury checked by a physician. S/he must report this to the Police Chief.
- d. If it is an employee, s/he must report this to Human Resources Department.

In administering First Aid, know the limits of your capabilities. You must make every effort to avoid further injury to the victim in your attempt to provide the best possible emergency first aid care.

As mentioned previously, students are responsible for their own emergency and/or hospital expense if injured while in the school or in a clinical area. Students may go to the hospital emergency room or own physician.

A report should be made on all student accidents. Form should be obtained from the Police. Follow the directions on an accident report. Police will forward the report to appropriate people.

#### **5. Employees Injured on the Job**

- a. Employees injured on the job, are covered by Worker's Compensation insurance carried by the Department of Administrative Services of the State of Georgia. If injury is not life threatening or does not require a 911 call, the employee must report the injury or accident to the Human Resources Department and see a Workers Compensation panel physician. Listings of these physicians are posted throughout the campus.
- b. All employees injured on the job, must complete a Supervisor's First Report of injury form as soon after the incident as possible. Please go to the Human Resources office to complete this report.
- c. The Department of Administrative Services will advise injured employees of the exact procedures to follow based on each individual situation.