

# UNIVERSITY OF TOLEDO

SUBJECT: SUMMONING EMERGENCY MEDICAL ASSISTANCE  
FOR INJURED PERSONS ON CAMPUS

Procedure No: S-08-017

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## PROCEDURE STATEMENT

To obtain emergency medical assistance for any injured employee, student or visitor on campus, initiate the emergency response system by calling Ext. 2600, or 77 on the Health Science Campus.

## PURPOSE OF PROCEDURE

To provide for the quick, timely obtaining of emergency medical assistance for injured employees, students or visitors on the campus. (For response procedures for a Code Blue on the HSC, see policies 7-45-6 and 7-45-7).

## PROCEDURE

1. If an employee, student or visitor is injured on the Health Science Campus in the Hospital or Dowling Hall (this includes Outpatient Rehabilitation and YMCA Morse Center) and requires immediate medical attention, the Campus Police dispatcher shall be notified by calling Ext. 77.

The caller shall report the exact location of the injured person and any other information regarding the nature of the injury.

Officers will respond to the scene of the injury STAT. The Campus Police dispatcher shall then call the Administrative Coordinator, and report the injury to him/her. The Administrative Coordinator will respond in one of three possible manners:

- a) The Administrative Coordinator will respond to the scene of the injury to assess the injury. The Administrative Coordinator can then, if circumstances dictate, direct Emergency Department staff to respond to the scene of the injury with a gurney and other medical supplies as the Administrative Coordinator and Emergency Department staff deem appropriate.
  - b) The Administrative Coordinator will give approval for the injured person to be transported to the Emergency Department by Campus Police staff after determining that the injury is not serious.
  - c) Emergency Department staff are unable to respond, and the Administrative Coordinator determines, via telephone, that the injury is too serious for Campus Police to transport to the Emergency Department: 911 will be contacted by dispatcher for response and transport by Toledo Fire Department First Responders or EMS paramedics/life squad.
2. To obtain emergency medical assistance for injured employees, students or visitors in any areas of the HSC (this includes outside on the surrounding grounds) not specifically delineated above: report the injury to the Campus Police dispatcher via Ext. 77.

The caller shall report the location of the occurrence, and other relevant information.

A Campus Police Department employee will be dispatched to the scene of the injury. Upon arrival, the officer will contact the Administrative Coordinator for advice. One of several actions will occur:

- a) The Administrative Coordinator will give approval for the injured person to be transported to the Emergency Department by Campus Police staff after determining that the injury is not serious.
- b) If the Administrative Coordinator determines, via telephone, that the injury is too serious for Campus Police to transport to the Emergency Department: 911 will be contacted by dispatcher for response and transport by Toledo Fire Department First Responders or EMS paramedics/life squad.

If the situation is such that transport to the Emergency Department without medical assistance could pose a threat to the person, such person will remain at the scene until Toledo Fire Department First Responders or paramedics arrive to determine the best course of action.

PROCEDURE FOR THE MAIN CAMPUS

If an employee, student or visitor is injured on the Main Campus, the Campus Police dispatcher shall be notified at x2600. The dispatcher shall call 911 to request emergency assistance, and officers will respond to the scene of the injury STAT. When first responders from the Toledo Fire Department (TFD) arrive on the scene of the injured person, TFD personnel will decide how best and safely to transport the injured person to the nearest medical facility.

Source: Safety & Health Committee

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