

## Medical Emergency Plan

### Dispatcher's Response

1. Obtain person's name, location, and nature of injury.
2. Advise the officer(s) of the situation.
3. Call 9-911.
4. Direct officer(s) to meet with Emergency Services: RFD, RPD, and/or America Medical Response (designate a meeting location).
5. Advise Health Service on-call worker (If a student, faculty, and/or staff).
6. Advise the SOC of the situation.
7. Advise Chief of the situation.
8. If individual was working during the time of injury and the nature of the injury is life threatening the victim can proceed to go to the place recommended by Emergency Services. If not life threatening, refer to COMP procedures.
9. Log an incident report number.

### Officer's Response

1. Stand by to meet with Emergency Services at the designated location.
2. Direct Emergency Services to the victim's location.
3. Stand by until all of the Emergency Services leave campus.
4. Do an incident report.

**Dispatcher should relay the medical emergency using the following example:**

**“My name is \_\_\_\_\_ I’m calling from La Sierra University Security Department. We are currently experiencing a medical emergency involving \_\_\_\_\_ (name). The victim has suffered \_\_\_\_\_ (nature of injury) and he/she (was/was not) taken to the hospital. The following people were notified: \_\_\_\_\_. They were advised that all information regarding this emergency is to remain confidential.”**