



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) MEDICAL EMERGENCIES/INJURIES

1. PREPARATION

Know the location of safety equipment (eye wash stations/bottles, emergency showers, first aid kits) in your area, and how to use them—where applicable. Adhere to the “Check, Call, Care” regimen regarding injuries, as follows.

2. CHECK, CALL, CARE

- **Check:** If a student or employee is injured, unconscious or otherwise exhibiting signs/symptoms of an injury that requires immediate medical attention, check the scene to ensure the environment poses no additional risk to the injured person.
 - Unless the environment poses an immediate and additional threat to the injured person (like a building fire), do not move him/her from the scene.
 - Quickly obtain information relative to the nature and extent of the injury to advise emergency responders.
- **Call:** Once you have assessed the scene and injured person, call Campus Safety (on campus dial ext. 3333, cell phone on campus dial (315) 781-3333, off campus dial 911) to report the medical condition. Be sure to convey information relative to the nature and extent of the injury, including whether additional individuals are at risk of further injury.
 - Direct others nearby to direct emergency personnel to your area.
 - Direct others nearby to find an AED or other emergency equipment as available.
- **Care:** Once you have assessed the scene and notified Campus Safety, proceed with first aid or triage only if you are capable of administering such care. Administer first aid to an injured person if you are qualified and properly trained. When providing care, use “universal precautions” to isolate yourself from fluids (i.e. gloves, safety glasses, etc.).

3. CAMPUS SAFETY RESPONSE

Upon notification, Campus Safety will initiate medical attention by any of these methodologies:

- Trained Campus Safety officers will administer first aid/CPR/triage.

EAP-Medical Emergencies/Injuries

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

- The HWS EMS team will respond (when classes are in session) to administer first aid/CPR/triage.
- If necessary, Campus Safety shall request the assistance of Finger Lakes Ambulance for assistance/transportation.
- As dictated by the nature of the injury and/or the additional medical attention required, Campus Safety may call external responders/ambulatory services to respond and transport injured persons to the appropriate facilities.

4. EVACUATION

If an evacuation is necessary, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.

- Remember that elevators are reserved for handicapped and special needs persons during evacuations.
- Remain calm and do not panic.
- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

Do not hesitate to contact Campus Safety if you need assistance.

- Emergency assistance (on campus dial ext. 3333, cell phone on campus dial (315) 781-3333, off campus dial 911).
- For non-emergency assistance dial (315) 781-3000.

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