

In Case of an Emergency

PERSONAL INJURY

Any incident (i.e. fall, collision, collapse...)

MEDICAL ASSISTANCE MUST BE SOUGHT

Follow these steps:

For Immediate action for serious injury - like loss of consciousness, difficulty breathing, screaming pain, serious bleeding

1. If the person is safe, do not attempt to move them.
2. Call **9-911** Emergency phones are available in every studio/office
Give your exact location.
3. Call Security Desk & Patrol **dial 4532** ; or Campus Manager **dial 4529**
Give your exact location
Tell them that 911 has been called
Explain the nature of the emergency
4. Ensure the person's comfort until assistance arrives
5. Seek support from fellow faculty and staff and redirect course for other students
6. Call person(s) listed on emergency contact forms –
 - update them on occurrence and current status
 - listen for needs and answer questions
7. Assist as requested by student, by emergency contact, by security and by medical assistance

Actions for injury less serious than above

1. If the person is safe, do not attempt to move them.
2. Call Security Desk & Patrol **dial 4532** ; or Campus Manager **dial 4529**
Emergency phones are available in every studio/office
Give your exact location.
Explain the nature of the medical assistance required
3. Continue same instructions above from #4 onwards

In Case of Distress

PERSONAL DISTRESS

**like worsening or progressive pain or discomfort
(i.e. onset of previous injury, fatigue, anxiety,
sadness, unknown/new pain etc.)**

Follow these steps:

1. Help the person feel calm and safe
2. Ask if they'd like some water, something to eat, something to stay warm, ice
3. Offer to seek a person that could help them further with either of the above
4. Seek assistance from fellow faculty/staff or continue with instructions
5. Discuss the pain or discomfort and then their options for seeking medical assistance
Options are:
 - on site nurse (if available based on hours)
 - going to a walk-in clinic
 - booking appointments with physicians (sports, family..) and/or therapists (physio, massage, acupuncture, chiro, other)
 - going to a hospital
 - calling 911 is still always open to them
6. Suggest and facilitate (if needed) – a conversation with parent/guardian
7. Follow-up on course of action determined like
 - book appointment
 - give address and directions – arrange chaperoning to and from as needed
8. Email and/or call parent/guardian directly to acknowledge the above event
9. Check-in again to follow-up on how they are doing and if any further assistance is required