

ADMINISTRATIVE DIRECTIVE

Po Policy Number: 7.2.1
Effective Date: 2/19/10
Superseded Policy 3/01

7.2.1. EMERGENCY TRANSPORT OF SERIOUSLY INJURED/ILL EMPLOYEES, VISITORS OR PATIENTS

In the event that employees, visitors, or patients become seriously ill or injured, medical attention will depend **upon the location of the person.**

- A. If an employee, patient (not in a clinic or hospital bed) or visitor should become seriously ill or injured and require **immediate medical attention**, the following procedure should be followed for the:

Hospital
A Building (Family Practice Clinics)
Radiology Oncology Therapy

1. Someone should immediately call the Emergency Care Center at 5-6880 and provide the desk with the following information:
 - a. the exact location of the injured/ill individual
 - b. brief description of the individual's condition
2. The Emergency Care Center shall report to the area with the appropriate staff and equipment to stabilize the patient/person to transport to the ECC.
3. In the event of cardiopulmonary arrest, call a Code Blue at 5007 and the Code Team will respond.

- B. If an employee, patient, or visitor of the Health Sciences Center should become seriously ill or injured while on the premises and require immediate medical attention/emergency transportation for the following areas listed below, the procedure shall be followed:

Ambulatory Care Building	Northwest Coalition
Women's & Children	Lee Dry Goods
Feist Weiller Cancer Center	Physical Plant
Viral Disease	Physician Billing
Eye Clinic	Print Shop
Allied Health Building	Poison Control
Mollie E Webb	Warehouse Linwood
Medical School	Women Infants & Children Office (WIC)
Health Information Management – Chevyland	Equipment Control - Chevyland

1. Someone should immediately notify **Emergency Services at 911** and provide the dispatcher with the following information:
 - a. exact location of the injured/ill individual
 - b. brief description of the individual's condition
2. Someone should then notify the University Police dispatcher, 5-6165, and request a Police Officer to the scene of the injured/ill.

*Response by off-site outpatient clinics within 250 yards of main campus
(see Hospital Policy 2.11.4).