1. **Shout for help** to assure backup will be available.

2. **Assess the scene safety** before approaching the victim:
   a. Be sure there are no immediate hazards to life and safety in the area where victim is 'found, e.g., electric hazard?
   b. Use universal precautions – protect yourself from exposure to blood borne pathogens.

3. **Assess the victim:**
   a. Why is this person down?
   b. Assess for unresponsiveness and breathing

4. **Get help** from bystanders by activating protocol to:
   a. Call 911 from campus phone or X 26737 and advise UPD of the situation.
      i. If necessary contact Hayward UPD dispatch at 510-885-3792
   b. Get the automatic external defibrillator (AED);
      i. If you are alone: 1) Call 911 from campus phone or x26737 and advise dispatch of the situation. If necessary contact Hayward UPD at 510-885-3792 2) Get the AED,3) Begin CPR

5. **Manage the scene:**
   a. Minimize congestion for the response team;
   b. Assure EMS access
   c. Maintain privacy

6. **Perform CPR** until the AED arrives

7. **Turn on the AED** and follow the prompts to perform defibrillation.

8. **Continue CPR and AED:**
   a. Until EMS arrives;
   b. Transfer the patient to EMS and provide all requested information.

9. **Complete the "AED Post Incident Report"**
    
    **Contact RISK MANAGEMENT** – Call 54227 or 57687 from campus phone or 510-885-4227 or 510-885-7687 to report the incident.