



Medical Emergency Response Procedure

Appendix 1

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.