

The following procedures shall be used on the College campus in the event that a student or another person is involved in an injury accident or becomes ill. The on-duty College Security Officer(s) will serve as the “first-responder(s)” in this Emergency Response System.

1. The first concern in case of an accident or illness should be the care of the ill or injured person(s). When there is any doubt as to the seriousness of the situation, it should be treated as a serious condition.
2. First-Responders will be provided training in general first-aid procedures, CPR, use of the AED (automatic external defibrillator) and blood pressure monitoring. If not already qualified/certified in these procedures at the time, a College Security Officer is first employed by Brazosport College, the individual will be trained and must become qualified/certified within the first sixty (60) days of employment, as a condition of continued employment. Required training will be provided, by the College Emergency Medical Services (EMS) Staff.

PROCEDURES IN THE EVENT OF AN ACCIDENT

3. In the event of an accidental injury or illness either the on-duty Security Officer or the College switchboard operator should be notified. Security can be contacted at 236-3959 and the switchboard can be reached from an on-campus phone by dialing “0”. To contact the switchboard operator using other than a campus telephone, dial 230-3000. The switchboard operator will notify College Security and call EMS.
4. If the illness or injury is believed to be of a serious nature and either a “911” call has been made or an ambulance has been requested, when the report to Security or the switchboard operator is made, the caller should include this information about EMS along with a brief description of the situation and the location of the ill or injured individual.
5. If from the description of the incident provided, either the Security Officer or the switchboard operator believes an EMS ambulance should be requested, they will phone in a request to have a unit dispatched unless such a request has already been made. Security and the switchboard operator will keep each other apprised of the actions being taken.

PROCEDURES IN
THE EVENT OF
AN ACCIDENT
(Cont.)

6. When the Security Officer arrives at the scene, should an EMS response, be required, the Security Officer will place the call and provide necessary first-response care for the ill or injured person. These actions, to assist and comfort the individual, will be continued until the arrival of the EMS response unit.
7. Upon arrival at the scene by the First-Responder, should an EMS response not be required, the Security Officer will contact the responding EMS unit to cancel the response or request the College switchboard operator to do so.
8. When an ambulance is called and arrives on the scene the ill or injured party may refuse to be treated or transported. If the person refuses both, there is no charge. The ill or injured person, however, must sign a release to waive treatment or not be transported. If the person is treated on site, but not transported, the responding unit will charge a fee to the person being treated. If the person to be transported is conscious when the responding unit arrives, he/she may indicate the facility of choice for emergency assistance and the injured person will be charged for the ambulance transportation by the responding unit. If the ill or injured person is unable to indicate where they wish to be taken, the emergency vehicle shall be directed to Brazosport Regional Medical Center in Lake Jackson.
9. College personnel should not administer any assistance contrary to the ill or injured person's expressed wishes. The exception to this is when, in the judgment of College personnel, the individual is not capable of rendering a rational decision regarding his or her well-being. In these cases the responding emergency medical personnel should provide the needed care.
10. When all actions have been completed the College Security Officer(s) making the first response should complete an Incident Report and provide the report to the Lead Security Officer for delivery to the Director, College Services.

INFORMATIONAL
REPORTING
PROCEDURES

11. Informational copies of the Incident Reports will be provided to the appropriate Vice President for any incident wherein an ill or injured person was transported from the campus, by ambulance, for further medical care or when the individual signed a release refusing to be transported. These

INFORMATIONAL
REPORTING
PROCEDURES
(Cont.)

- informational reports will be distributed as follows:
- a. Credit Students –Dean, Student Services
 - b. Community Education Students – Vice President, Industry and Community Resources
 - c. Regular Faculty – Dean of Instruction
 - d. Community Education Faculty – Vice President, Industry and Community Resources
 - e. College Faculty and Staff – Vice President, Human Resources
 - f. All Others – Vice President, Administration Services

OVERSIGHT OF
OVERSIGHT OF
SYSTEM

12. Oversight for the Health Emergency Response System will be provided by the Director, College Services with assistance from the Lead Security Officer. Procedures will be reviewed and audited on a regular basis to assure that they are appropriate and being followed. All Incident Reports will be reviewed and where appropriate disseminated as indicated in paragraph (11.) above. Consultation with the EMS Coordinator and appropriate College employees will be continuous on matters related to medical treatment, processes, and procedures.