



EMERGENCY PROCEDURES

1 FIRST CALL 911 (9-911 from landline)

2 THEN CALL Security

705-673-6562 (ext. 6562 from landline)

Medical Emergency

Call Campus Safety

Cell: 705.673.6562

Landline: Ext. 6562

Serious Incident Call

Dial 911

In the event of an injury to a student, employee, contractor, or visitor:

- Stay calm.
- Safeguard the scene.
- Get help. Send a bystander or, if alone, go to the nearest telephone and call Security at extension 6562 from a landline or dial 705-673-6562 from your cell.
 - Security is prepared to assist you in this regard by initiating first aid and/or CPR if necessary.
- If the injury is serious, dial "9" for an outside line, then 911 to request ambulance assistance or dial 911 directly from your cell phone. To assist ambulance personnel in locating the patient/victim, have a bystander notify Security by dialing 705-673-6562 or extension 6562 from a landline
 - Do not move the injured person unless it is essential for his/her safety.
 - Try to make the injured person comfortable.

- Provide first aid if you are trained to do so.
 - Never place yourself in danger (fire, wire, gas and glass).
 - Keep bystanders away if possible, assign a bystander to hold people back.
 - Do not leave victim unattended – if you must leave to call for help, place the person in the recovery position.
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- Provide any required assistance as may be requested by attending Security/First Aid Attendant.
 - Report all personal injuries to your supervisor, to the Health and Wellness Clinic, or to Security personnel and complete the appropriate [documentation](#).

Critical Injuries

The Occupational Health and Safety Act defines “critical injury” as an injury of a serious nature that:

- Places life in jeopardy.
- Produces unconsciousness.
- Results in substantial loss of blood.
- Involves a fracture of a leg or arm.
- Involves the amputation of a leg, arm, hand, or foot.
- Consists of burns to a major portion of the body.
- Causes the loss of sight to an eye(s).

Critical injuries must be reported to the Ministry of Labour. It is important that the scene of the accident/incident is secured for investigation (i.e., freeze the scene).