

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-12

MEDICAL EMERGENCY PROCEDURES

A medical emergency that includes an accident, injury or illness should be handled in the following manner:

- (1) In the case of an extreme emergency (when it is the opinion of the individual at the emergency scene that time is a critical factor in saving the person's life) the individual should first call 9-911 and then call the University Police, 4-1000.
- (2) Otherwise, the individual should notify the University Police Department immediately and give the pertinent information.
- (3) An officer will be dispatched to the scene.
- (4) Ambulance service:
 - a. Ambulance service will be required in all cases if the injury or illness is life threatening or if transportation other than by ambulance would be injurious to the person.
 - b. When an ambulance is required, university police will contact the ambulance service and provide proper directions to the campus location.
 - c. If the individual is conscious and other forms of transportation would not be injurious to the person, he or she may refuse ambulance transport.

EMPLOYEE EMERGENCY INFORMATION

- (1) All university employees will be requested to provide their department with personal emergency and notification information on forms provided to them by the university and to update them at the end of the fiscal year (August 31).
- (2) Emergency numbers (University Police 4-1000 and 9-911) should be placed on or near all campus telephones.

Individuals must pay for the costs of their individual emergency medical services.

Reviewed by: Kathy Gilcrease, Assistant to the President
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