

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

EMERGENCY PROCEDURES

SECTION 3

MEDICAL ATTENTION – PROCEDURES FOR EMPLOYEES

In the event a person is injured or taken ill at any College location, the following procedure should be followed:

- a. Immediately contact the Campus Police Department, extension 4424.
- b. The Campus Police Department is authorized to call for necessary emergency transportation. In the event a Campus Police Officer is not available, a responsible employee of the College is authorized to call the appropriate emergency medical service.

The Campus	911
Radcliff Center	911

- c. A report must be filed with the Campus Police Department as soon as possible by the person who called for emergency medical service.

The report shall include an explanation of the situation which prompted the action, the nature of the accident or illness, the name(s) of the individual(s) involved, the name of the emergency medical service, person to be notified in case of emergency, and any other pertinent data.

- d. Refer to Schoolcraft College Critical Incident Manual.

MEDICAL ATTENTION – PROCEDURES FOR CAMPUS POLICE

EMPLOYEES IN NEED OF MEDICAL ATTENTION

IF 911 IS CALLED:

The EMS provider will evaluate the employee for life threatening conditions. If the employee is alert and oriented and no life threatening conditions are found, the employee should be encouraged to seek medical care. If life threatening conditions are found, the EMS provider should treat and transport the employee. If the employee refuses treatment or transport, the employee will be required to sign an EMS provider refusal/waiver form and a Campus Police refusal/waiver form. If the employee refuses to

be transported they will be advised by Campus Police that they are being directed to go to the hospital by HR and that they will need a medical release prior to returning to work. The employee should be discouraged from driving themselves home if they appear to be unstable. The employee must find transportation by someone other than a Schoolcraft College employee. If they have refused EMS services, employee will wait in Campus Police for transportation.

If transportation cannot be obtained within a reasonable time, Campus Police will call a cab for the employee and the College will pay the cab fare.

Note: Per Associated Risk Management (MCCRMA), when a person refuses treatment or transportation from an EMS responder, Schoolcraft College is not liable.

MINOR ON-THE-JOB INJURY BUT THE EMPLOYEE CANNOT DRIVE AS A RESULT

The Campus Police Department will use their best judgment to determine which of the following transportation options to utilize:

- Campus Police Department can call a cab for the employee and the College will pay the cab fare.
- The employee should find transportation to the Clinic by someone other than a Schoolcraft College employee.
- Campus Police Department may transport the employee to the Clinic.

Injuries occurring outside of work duties will be covered by the Student/Visitor Medical Emergencies Procedure below.

Note: Per Associated Risk Management (MCCRMA), the College's vehicles and employees are covered by insurance when transporting employees; however, they recommend that this be the last course of action.

STUDENTS/VISITORS IN NEED OF MEDICAL ATTENTION

IF 911 IS CALLED:

The EMS provider will evaluate the student/visitor for life threatening conditions. If the student/visitor is alert and oriented and no life threatening conditions are found, the student/visitor should be encouraged to seek medical care. If life threatening conditions are found, the EMS provider should treat and transport the student/visitor. If the student/visitor refuses treatment or transport, the student/visitor will be required to sign an EMS provider refusal/waiver form. The student/visitor will be allowed to make a transportation decision. The student/visitor must find transportation by someone other than a Schoolcraft College employee. The student/visitor should be discouraged from driving themselves home if they appear to be unstable.

Note: Per Associated Risk Management (MCCRMA), when a student/visitor refuses treatment or transportation from an EMS provider, Schoolcraft College is not responsible for the student/visitor.

Revised—Administrative Committee
December 9, 1980
Revised—Cabinet
August 26, 1996
November 13, 2001
June 21, 2005
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September 14, 2007
Revised—Cabinet
April 20, 2010
Revised—VP and CFO
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