

# **PROTOCOL: EMERGENCY SITUATIONS**

## **Serious Injuries Requiring Immediate Medical Attention**

**On Campus** – If using a landline phone on the RISD campus, dial 911. This will alert the State of Rhode Emergency Services and RISD's Public Safety at the same time. If using a cell phone, dial 911 for Providence Rescue and then contact Public Safety at 401-454-6666. Remember to give the nature of emergency, exact location of victim and your name and telephone number.

**Off Campus** – Call Providence Rescue, 911 and then contact Public Safety at 401-454-6666. Remember to give the nature of emergency, exact location of victim and your name and telephone number.

## **First Aid While Waiting for Emergency Services and/or RISD's Public Safety Dept.**

**Severe Bleeding:** Lie victim down and apply direct pressure to site with a gloved hand. Do not allow your skin to come in contact with blood or other bodily fluids. Whenever possible, have the victim apply direct pressure to their wound using gauze or a clean towel, paper towel or other absorbent material available.

**Unconsciousness:** Possible fracture, head injury, or inability to move. DO NOT TRY TO MOVE VICTIM.

**Seizure:** DO NOT ATTEMPT TO RESTRAIN VICTIM. Move all nearby objects that might cause injury to convulsing victim.

**Other situations which warrant immediate intervention are:**

- Confusion
- Shortness or absence of breath
- Absence of pulse
- Persistent chest or abdominal pain or pressure
- Suspected poisoning
- Severe burns
- Vomiting blood
- Severe headache, slurred speech
- Inability to move a body part

## **Minor Injuries**

***All accidents must be reported to the Office of Public Safety.***

For any injuries or illnesses that occur in class or studio, contact Public Safety at 401-454-6666. Public Safety will send a trained officer / emergency medical technician (EMT) to evaluate and attend to the injured person(s).

## **Protocol For Notifying Parents**

1. If student is able to communicate, they should contact their parents A.S.A.P.
2. If student is unable to communicate and under the care of medical personnel (a physician or member of Emergency Room staff), the medical authority should notify parents. (Parents want to hear directly from medical personnel.)
3. If student is unable to communicate, and medical authorities are also unable to call, then the RISD faculty or staff member most aware of situation should contact Public Safety at 401-454-6666. Public Safety will contact the Office of Student Affairs, who will contact the student's family.