Medical Emergency Response

Please use the following guidelines for injury / illness emergency situations on WCTC’s campuses:

Serious Injury or Illness

An injury or illness is considered serious if it is life threatening and/or the individual cannot transport themselves to a medical care facility. If in doubt, follow the steps listed below.

1. Call 911
2. Provide the dispatch person with your name, the nature of the emergency, your exact location and the phone number you are calling from.
3. Follow any instructions given, repeat statements so that both you and the dispatch person are clear on instructions.
4. Stay on the line until you are told it is OK to hang up.
5. Call the Service Desk (262.691.5555 or ext. 5555) to inform them of the medical emergency and that 911 has been contacted.
6. Service Desk will activate the Emergency Response Team.
7. Provide whatever medical assistance you are qualified to give until the Emergency Response Team or professional medical assistance arrives on scene.
8. Complete an Incident / Accident report. See below for additional details regarding accident reports.

The Emergency Response Team will be activated when 911 is called for a medical emergency on campus. The intent of the team is to provide basic medical assistance until professional medical help arrives on campus.

It is important to understand that the person for whom the rescue unit is called for will be billed for that service. The amount will be determined by the municipality. The college does not pay for this expense.

Minor Injury or Illness

An injury or illness is considered minor if it is not life threatening and the individual is capable of either transporting themselves or making transportation arrangements to take them to a medical care facility.

1. Administer Basic First Aid
   a. First aid kits for general use are located in labs and offices throughout campus. Be aware of the location of the first aid kit for your work area. (Portable first aid kits are located by the AED units, these kits are to be used for emergency response purposes only.)

2. If the injury/illness needs further medical attention (non-emergency)
   a. For an employee:
      i. If the injured employee isn’t capable of transporting themselves then their supervisor/manager should assist with arranging for alternative transportation (family member, friend, cab, etc) to a medical care facility.
   b. For a student/visitor
      i. If the injured student / visitor isn’t capable of transporting themselves then either the instructor or the individual supervising the activity should assist with arranging for alternative transportation (family member, friend, cab, etc) to a medical care facility.

3. Complete an Incident / Accident report. See below for additional details regarding accident reports.

WCTC employees are not to transport co-workers or students while on college time.
First Aid Kits and Automated External Defibrillators
First aid kits and automated external defibrillators have been strategically located throughout campus. Both are inspected and maintained on a monthly basis by an outside vendor. If you come across an AED or First Aid Kit that requires attention, please contact the Environmental, Health and Safety Office (262.691.5226).

Incident / Accident Reporting
All college-related incidents resulting in injury and / or illness requiring basic first aid or medical attention, must be reported to the Environmental, Health, and Safety Office within one (1) working day of the incident. WCTC's Incident / Accident Report shall be used to report college related injuries and illnesses. Reports are available on the employee and student portals. Whenever possible, the injured person shall complete the report. If he / she is unable to complete the report, the college employee supervising the activity / event during which the injury / illness occurred or the college administrator to whom the injury / illness was reported shall complete the report.

Upon completion of the report the following steps shall be taken:

1. Report shall be sent electronically to the Environmental, Health and Safety Office.
2. Report shall be printed, reviewed for completeness and accuracy and signed by the following:
   a. Individual involved in the incident
   b. Instructor / Supervisor of the activity / event
   c. Associate Dean / Manager
3. Once the report has been reviewed and signed by the required individuals, the report shall be forwarded to the Environmental, Health and Safety Office (C-210D).

Medical Care Facilities:
Listed below are nearby medical care facilities for each campus. Individuals requiring medical attention may either use one of the medical care facilities listed below or a medical provider of their choice.

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<tr>
<th>Pewaukee Campus &amp; Sky Plaza</th>
<th>Waukesha Campus</th>
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<tbody>
<tr>
<td>Aurora Urgent Care (I-94 &amp; 164) W231 N1440 Corporate Court Waukesha WI 53186 262-896-6000</td>
<td>Waukesha Memorial Hospital 725 American Ave Waukesha, WI 53188 262-928-1000</td>
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