EMERGENCY PROCEDURES & 1st AID

TEXAS A&M – COMMERCE

FALL 2014

STRAPS

CHAINS

Compressed Gas Cylinder Training

STRAPS

CHAINS

O2 CYLINDER EXPLOSION (investigation)

Fire

When do you use a fire extinguisher and when do you simply evacuate? Once your students are told to evacuate and you have called for help… Only use an extinguisher when you are told you can and you are trained (retrained every 2 years). Otherwise you evacuate!

What is the last thing you do before you leave the room? **Close the door** to limit the oxygen available

Proper Disposable Glove Removal

First Aid

Basic First Aid.

In all cases:

- **Alert the Lab Instructor of the incident**
- **Fill out an Incident/Injury/Property Damage Report & turn it in to the Instructor/Lab Coordinator as soon as possible (since it is required to be at the Safety Office within 24 hours).**

Incident Report Form

First Aid

INCIDENT/INJURY/PROPERTY DAMAGE REPORT

Texas A&M University - Commerce
Department of Safety
2100 Ferguson Bldg. – Room 109
Commerce Tx., 75429
Phone: (903) 468-8781

Please PRINT or TYPE

TIME & PLACE	Date/Time of Incident		Location: Street, City, Build., Room (be specific)		
PREMISES CONDITION	**Type of Premises**		**Conditions**		Report to Police Dept. _____ Report No. _____ ☐ Not Reported
	Construction Site Hallway Lobby/Entrance Office Other:	Parking lot Sidewalk Stairway Street	Dry Icy Snowy Wet	Uneven Surface Other:	
INCIDENT DESCRIPTION	**Describe What Happened (Use additional sheet if necessary):**				
INJURED PERSON	**Name:**		**Age:**	**Phone:**	
	Address			**Social Security Number:**	
DESCRIPTION OF INJURY	**Injury – Describe the type, severity, and body part involved**				
	Was Medical Treatment Given: _____		**Will seek treatment later** _____		
	Name of Medical Facility/Doctor		**Transported by Ambulance** _____ **Transported by other:**		
PROPERTY DAMAGE	**Owner's Name**	**Address**		**Phone No.**	
	Describe the property and the damage:				
WITNESSES Give the Full Name & Address of Each Witness Including Permanent Address	**Owner's Name**	**Address**		**Phone No.**	

Name/Title of TAMUC Employee completing this Report _____ **Phone No.** _____

System Part/Department _____ **Date:** 1/30/2014

Incident Report Instructions

INSTRUCTIONS FOR COMPLETION OF INCIDENT/INJURY/PROPERTY DAMAGE REPORT

1) ASSIST THE INDIVIDUAL AND CALL 911 IF EMERGENCY MEDICAL ASSISTANCE IS NEEDED.

   REPORT ALL SERIOUS INJURIES AND SAFETY HAZARDS TO CAMPUS OR LOCAL POLICE DEPARTMENT (IF APPLICABLE AND RISK MANAGEMENT OFFICE (903) 468-8781.

2) *THE TAMUC EMPLOYEE INVOLVED IN OBSERVING OR DISCOVERING THE INJURY/PROPERTY DAMAGE IS RESPONSIBLE FOR COMPLETING THIS REPORT.*

   RELATE ONLY THE FACTS ON THIS FORM – **DO NOT GIVE THIS FORM TO THE INJURED PERSON TO COMPLETE**

   DO NOT CONTAACT THE INJURED PERSON LATER TO OBTAIN INFORMATION

   BE OBSERVANT – ATTEMPT TO GET AS MUCH INFORMATION AS POSSIBLE AT THE TIME OF THE INCIDENT.

3) DO NOT DISCUSS THE ICCIDENT WITH ANYONE – EXCEPT THE POLICE AUTHORITY AND THE RISK MANAGEMENT OFFICE.

   THE RISK MANAGEMENT OFFICE WILL COORDINATE THE INVESTIGATION AND RESOLUTION OF CLAINS. REFER ALL QUESTIONS REGARDING STATUS OF CLAIMS TO THE RISK MANAGEMENT OFFICE.

4) AFTER COMPLETION – FORWARD THIS FORM TO: Texas A&M University - Commerce
   Department of Safety
   2100 Ferguson Bldg. - Room 109
   Commerce Tx., 75429

First Aid

Incident Report Form

WHY DO WE NEED IT?

NOT TO GET YOU IN TROUBLE (don’t disregard safety guidelines).

TO DOCUMENT THE INCIDENT and to replace any used equipment &/or supplies.

FOLLOW UP WITH THE STUDENT.

First Aid

Injury: Shock

To do:

- **Keep the person flat**
- **Ensure an open airway and adequate breathing**
- **Keep the bleeding under control if there is any (remember above the heart – apply pressure)**
- **Prevent chilling or overheating**
- **Call for help**

First Aid

Injury: Wound care

To do: Do not touch an open wound without safety gloves.

- **Cleanse – with mild soap and water or antiseptic wash and rinse. Blot dry with a sterile pad.**
- **Treat – with antiseptic wipe and antibiotic ointment**
- **Cover – to protect and absorb fluids**
- **Tape – to secure against dirt and germs not so tight as to cut off circulation**
- **Hold – higher than the heart if bleeding**

First Aid

Injury: Bruises

To do: Apply cold compress (no more than 20 minutes) to bruises to reduce swelling.

First Aid

Injury: Fainting

To do: Provide fresh air and have the person recline so that their head is lower than the rest of their body.

First Aid

Injury: The eyes

To do: Flush eyes immediately with plenty of <u>water</u> for fifteen (15) minutes. If a foreign object is lodged in the eye, do not allow the eye to be <u>rubbed</u>.

RUN THE EYEWASH INTO THE SINK *EVERY-TIME* YOU ATTEND LAB TO KEEP THE LINE CLEAN.

First Aid

Injury: Burns

To do: Immediately flush with <u>cold</u> water until burning sensation is lessened blot dry with sterile pad. The first aid kit should contain burn ointment and gauze to blot lightly.

For severe burns do not break blisters or clean severe burns, apply anything, and don't use cotton or material with loose fibers to cover. Treat for shock.

First Aid

Injury: Burns &/or spills below sink level

To do: flush skin after removing clothing. If you get a strong acid or base on your clothing it's no time to be modest.

A drop of strong hydrochloric, phosphoric, hydrofluoric, or sulfuric acid can kill skin cells very rapidly and result in third degree burns.

Injury: Burns &/or spills that need more water

To do: Flush with large quantities of water for at least one minute.

THERE IS A SAFETY SHOWER IN ROOMS

305, 307, & 351

IN CASE THE SPILL IS TO AN AREA THAT CANNOT BE RINSED WITH THE EYEWASH

First Aid

Injury: Poisoning

To do: Find out what substance was responsible for the poisoning and alert the <u>lab instructor or safety officer</u> immediately. Find the MSDS for the chemical and have it available for the lab instructor or safety officer.

First Aid

Injury: Electrical shock

To do: Shut off the current at the source. Remove wire with rubber gloves. Alert the Lab Instructor immediately.

First Aid

Injury: Nosebleeds

To do: Have the person sit up straight with his/her head tilted forward. Pinch the nose with thumb and index finger for 10 minutes. Have the person spit out any blood that collects in the mouth. If the bleeding does not stop, seek immediate medical care.

Use universal precautions!

First Aid

QUESTIONS ?

First Aid information taken from Cintas First Aid and Safety; First Aid and CPR guide 2009 www.cintas.com

Spills & Cleanup