



OTERO COLLEGE PROCEDURE

OCP 10.7: Campus Medical Emergencies

OCP REFERENCE NUMBER:

OCP 10.7

REVISED/REVIEWED ON:

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EFFECTIVE:

July 2015

APPROVED BY:

Otero College Cabinet

APPLICATION:

In the event of a serious injury or other medical emergency on the Otero College campus, immediate assistance should be requested by calling 911. The person calling 911 should stay with the injured party at the time of the call, if possible. The caller should be prepared to provide the following information to the 911 dispatcher:

- Age and gender of the injured party, if the caller is unsure of the patient's age, an estimate should be provided.
- Location of the injured party, including a street address, building name and room name or number as applicable.
- Nature of the medical emergency and whether the injured party is conscious and/or breathing.
- Any other pertinent information, such as events leading up to the emergency, known medical history or related details.

911 should be called even if the injured party is discouraging or protesting against 911 being called. The injured party has the right to refuse transport to an emergency care facility, unless he or she is experiencing a life-threatening emergency. However, the decision to refuse transport should be determined with 911 emergency responders and not by Otero College staff or other witnesses to an emergency.

PROCEDURE:

After completing the call to 911, the Campus Security Office should be contacted to report the emergency and initiate on-site emergency response procedures. Campus emergency or safety phones may be used to contact the Security Office, in addition to other means of



communication. All security officers and several other Otero College staff members are trained in first aid, CPR and AED and are thus able to provide the injured party with on-site emergency assistance until the 911 emergency responders arrive, among other critical assistance.

Anyone witnessing an emergency should ensure that the scene of the emergency is safe prior to approaching the injured party. The witness should reassure the injured party that help is on the way and remain with them until help arrives. Bystanders should not move the injured party unless it is absolutely necessary, such as an instance where the injured party's life is endangered by leaving them in their current location.

If the injured party is inside a building or a remote location, someone should be sent to meet and direct 911 emergency responders to the injured party's location, if possible. Upon arrival of 911 responders, a witness should remain and provide specific information about the injured party, their condition and other circumstances related to the emergency of which they are aware.

People who are trained in first aid, CPR, AED or other emergency medical care may aid the injured party based on their level of training until 922 emergency responders arrive. It is critical that any advice or assistance provided does not exceed the level of training that the person has completed. Training in the process does not qualify as sufficient for providing emergency care. Anyone providing on-site assistance must take care not to jeopardize their health or the health of the patient and, instead, wait for professional help when appropriate.

Anyone providing on-site assistance should wear personal protective equipment and be aware of hazards associated with blood-borne pathogens. If the on-site care provider is exposed to suspected infectious materials, the exposed area should be washed thoroughly with soap and water and then examined and treated by a medical professional. Any employee who is exposed to a potential hazard should immediately report the exposure to the Human Resources Officer and file a workers' compensation report.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.