

» EMERGENCY PROCEDURE

FIRST AID EMERGENCY

Major injury/illness

For serious emergencies
call Ambulance **911**

When requesting assistance state:

- » University of Waterloo
- » building name/address and room location

After calling 911, call UWaterloo Police at **519-888-4911** or **ext. 22222** to advise.

Enlist the aid of the nearest person (when available) to go to the designated “**Emergency Entrance**” of the building to await arrival of emergency vehicles and to direct the emergency personnel.

Emergency entrance location

Minor injury/illness

Department/Residence

- » first aid kit/station location (noted below)

Health Services

- » first aid station available
519-888-4096 or **ext. 84096**

UWaterloo Police

- » assists if the above services are not available
519-888-4911 or **ext. 22222**

Unconsciousness

1. Assess responsiveness. Call 911.
2. Open airway, check breathing and pulse.
3. If breathing place person on their side (recovery position and monitor).
4. If no life signs begin CPR immediately.
5. Keep person comfortably warm.
6. Continue to monitor for responsiveness until emergency personnel arrive.

Seizures

1. Protect the person from injury while seizure lasts.
2. Do not use force to restrain person.
3. Only move the person if in danger.
4. Do NOT put anything in their mouth.

Fainting

1. If person feels faint lie them down with their feet elevated.
2. Provide circulation of air and loosen tight clothing.
3. If person has fainted. Call 911. Check for breathing.
4. Place person on their side (recovery position and monitor).

Choking

1. Determine if person is choking. Offer to help.
2. Hold person from behind.
3. Give abdominal thrusts until breathing is clear.
4. Obtain medical attention.
5. If person becomes unconscious, begin CPR. Call 911.

Bleeding

1. Apply direct pressure to the wound.
2. Elevate the wound.

Bones and joints

If injured person must be moved, immobilize injured part.

Heat burns

1. Soak in cold water (15 minutes).
2. Remove any constrictions (jewellery).
3. Do not remove anything sticking to burn.
4. Cover burn loosely if minor.
5. Do not apply lotion or ointment.
6. If large or deep seek medical attention.

Chemical burns

1. Rinse affected area with running water according to Material Safety Data Sheets (MSDSs).
2. Remove contaminated clothing.
3. Advise emergency personnel of chemical(s) involved. Provide MSDSs.

Electrical shock

1. Shut off power. Call 911.
2. Check for breathing and pulse. If no signs of life start CPR.

Reporting injuries

1. Report to your supervisor/department.
2. Complete UWaterloo “Injury/Incident Report” on Safety Office website or by phone.
3. Send report to Safety Office.

FIRST AID/SUPPLIES/KITS

Order through Central Stores
uwaterloo.ca/central-stores

FIRST AID INFORMATION AND TRAINING

Refer to Safety Office website
safetyoffice.uwaterloo.ca.

Poisoning/Overdose information

1-800-268-9017

Telehealth Ontario

(24 hr. phone access)

1-866-797-0000