

You DO **NOT** need to replace the **First Aid Emergency Procedures** posters if you have one of the two following posters.

» 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

Call Safety Office for building specific label

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

First Aid

Major injury/illness

When a person cannot or should not be moved
Breathing Difficulty or Suspected Heart Attack

Call Ambulance **911**

Minor injury/illness

Department/Residence - first aid kit/station location

Health Services - first aid services available

519-888-4096 or Ext. **84096**

UW Police - assists if the above services are not available

519-888-4911 or Ext. **22222**

Poisoning/Overdose Information

1-800-268-9017

Telehealth Ontario (24 hr. phone access)

1-866-797-0000

Emergency Instructions

- 1) Call 911. After calling 911, call UW Police at 519-888-4911 or Ext. 22222 to advise. If using a cell/mobile phone call UW Police at 519-888-4911.
- 2) When requesting assistance, state University of Waterloo, the building name/address and room location.
- 3) 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:

Call Safety Office for building specific label

UW Police
519-888-4911 or Ext. **22222**
 Responds to and assists with emergency calls.

Unconsciousness

- 1) Assess responsiveness. Call 911.
- 2) If no signs of life open the airway, check breathing and pulse.
 - if not breathing give 2 breaths
 - if no pulse begin CPR
- 3) Place breathing person on their side (recovery position and monitor).
- 4) Keep person comfortably warm.
- 5) 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 the 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 MSDS(s).

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 UW "Injury/Incident Report" on Safety Office website or by phone.
- 3) Send report to Safety Office.

First Aid Training and Kits

Refer to Safety Office website or call.

Safety Office (Commissary Bldg.)
 - www.safetyoffice.uwaterloo.ca
 - Ext. 33587