If someone becomes ILL or is INJURED and requires immediate assistance:

1. Call 9-1-1 (From Technical Education Center or Center for Workforce Development buildings, Dial 9-9-1-1) and state location and details of the emergency.

2. Marion Campus Public Safety can be reached at 725-6300, or extension 6300 from campus phones, for non-emergency medical situation; or for general assistance.

3. Provide comfort and support to the victim. Do not attempt to render any first aid or assistance that goes beyond that for which you have received training.

4. Do not attempt to move a person who has fallen and appears to be in pain unless they are in obvious danger of further injury or death.

5. Limit your communication with ill or injured persons to quiet, calm, reassurances.

6. After the person’s immediate needs have been taken care of, remain to assist the investigating officer or medical personnel with pertinent information about the incident.

7. If the victim is a staff member, the victim’s supervisor should fill out the Marion Campus work-related injury/accident report forms relative to the incident.

8. Report the incident to the Marion Campus Public Safety Office at 725-6300 and provide a copy of the report to the appropriate Human Resources Office.

9. Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

10. First aid kits are available at the Marion Campus Public Safety office, or through respective building coordinators (contact information posted at building entrances.)