

## ANNEX 9: MEDICAL/PHYSICAL INJURY

Every member of Helena College's community has a responsibility to assist those in need. Adhering to proper procedures when assistance is rendered saves considerable time and consequently may save a life. Pending the arrival of medical personnel, the witness should, if trained, administer First Aid and comfort to the person.

The Airport and Donaldson campuses are centrally located within the Helena City limits. St. Peter's Hospital is less than 3 miles away from either of the two campus locations. In general, an ambulance response time should take no longer than 10-15 minutes on average to arrive. As such, and in many first aid situations, calling for help from emergency medical services may be required. Dialing 911 from any landline or cell phone will connect you with the City of Helena-Lewis and Clark County Communications Center (Dispatch Center). The Dispatch Center will obtain information pertaining to the nature of the emergency and dispatch the appropriate first responder (Fire, Medical, and/or Law Enforcement) services to the location of the emergency.

The basic principles of incident management reference medical/physical injury are;

### Call for help

- Dial 911
  - Call (617) 446-3691 (Kelley Turner – Executive Director of Operations)
  - Call (406) 594-3419 (Tommi Haikka – Asst. Director of Facilities)
  - Call (406) 461-0635 (Jason Grimmis – Director of Crisis and Emergency Management)
- Provide the following information;
  - Location of the incident
  - Number of person(s) injured
  - The nature of the injuries (if known)
  - In some cases, the patient's age
  - Any hazards at the scene (e.g., spilled fuel, fire, live wires, etc.)

### Scene Safety (Your safety is most important.)

- Check for any dangers to yourself or bystanders
- Manage any dangers found (if safe to do so)
- Ensure continuing safety of yourself and bystanders

### Mechanism of Injury

- Identify potential cause(s) resulting in medical/physical injury
  - Is this potential cause an isolated incident or
  - Is this potential cause responsible for multiple traumas?
- Sometimes a mechanism is not always present or obvious

Scene safety is paramount in the Emergency Medical Services profession as well as anybody else who may find themselves responding to a person's aid. Scene safety refers to any obvious potential threats or hazards that could hinder your response or bring harm to yourself. This could be anything from an electrical hazard to an active shooter to an agitated patient.

If possible, identifying the mechanism of injury will help first responders determine what may have happened to an unresponsive person and how best to treat the patient.

## 30 Minute/3 Hour/ 3 Day

### Medical or Physical Injury

#### 30-MINUTE RESPONSE

##### Conscious or Unconscious Person

- Scene Safety
- Identify cause/mechanism of injury (if person is conscious...ask questions)
- Call for help
  - Dial 911 or send someone to call for help and/or escort first responders to the scene.
  - If at Donaldson Campus
    - Call (617) 446-3691 (Kelley Turner – Executive Director of Operations)
    - Call (406) 594-3419 (Tommi Haikka) – Asst. Director of Facilities)
    - Call (406) 461-0635 (Jason Grimmis – Crisis and Emergency Management)
  - If at Airport Campus
    - Call (617) 446-3691 (Kelley Turner – Executive Director of Operations)
    - Call (406) 594-3419 (Tommi Haikka) – Asst. Director of Facilities)
    - Call (406) 461-0635 (Jason Grimmis – Crisis and Emergency Management)
    - Call (208) 305-1042 (Stephanie Hunthausen- Executive Director of CTE)
- Provide the following information;
  - Location of the incident
  - Number of person(s) injured
  - The nature of the injuries (if known)
  - In some cases, the patient's age
  - Any hazards at the scene (e.g., spilt fuel, fire, live wires etc.)
- Have someone retrieve a medical kit and Automated External Defibrillator (AED)
- Administer First Aid and equal to your level of training or comfort level.
  - Assess Airway, Breathing and Circulation.
  - Initiate CPR as needed.
  - Protect C-Spine
  - Control bleeding
  - Calm patient, prevent and treat for shock.
  - Provide EMS with as much history and information as possible about the injury or illness
- If numerous injuries- consider activating appropriate Emergency Support Function (ESF's)

### **3-Hour Response (Stabilize)**

- File Incident Report
- Protect/Place in safekeeping any personal property belonging to the injured party/person.

### **3-Day Response (Recovery)**

Formulate a plan to assist the student with catch up on classwork, providing reason access, etc. if student returns. If faculty or staff, stay in contact and work with doctors to get back to work as quickly as possible. Look at modified duty if necessary. Work closely with the Human Resource Department.