**Before**

1. Identify the location of the nearest automated external defibrillator (AED) and first-aid kit in your work areas.
2. Students should contact the health center at 541-346-2739 for first aid and cardiopulmonary resuscitation (CPR) training.
3. Staff and faculty members may sign up for CPR, AED, and first-aid training on the Organizational Development and Training website (odt.uoregon.edu).
4. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at emc.uoregon.edu.

**During**

1. Check surroundings for safety.
   - Are there things that might put you at risk of harm?
   - Are you or the victim threatened by a dangerous scenario?
   - Do not rush into a situation where you could end up as a victim yourself.
2. Call for help: 911.
3. Provide care according to training and personal comfort.
   - Check for responsiveness of the injured person.
   - Check for a medical alert bracelet or tag that may identify a specific condition.
   - Always use appropriate personal protective equipment (gloves, mask) when dealing with bodily fluids.

**After**

**Body Fluid Exposure**

Report all exposure to bodily fluids to Environmental Health and Safety immediately at 541-346-3192. For cleanup procedures, visit ehs.uoregon.edu.

**Work-Related Injury**

Report all work-related injuries to the Office of Risk Management. Refer to the UO worker’s compensation web page, orm.uoregon.edu/content/injury-reporting-and-workers-compensation, for forms and information. Contact the Office of Risk Management with any questions at 541-346-8316 or riskmanagement@uoregon.edu.

See the Take Action: Emergency Planning section of this flip chart, or visit emc.uoregon.edu for additional planning resources.
Unconscious Adult

1. Call 911 or have a bystander call.
2. Attempt to wake individual.
3. Check for breathing.
   a. If there are no signs of breathing, begin chest compressions or administer CPR. Send a bystander to retrieve an AED. Follow instructions from the 911 operator.
   b. If the individual is breathing, maintain an open airway and monitor for changes in condition.
4. Check for bleeding or trauma.
5. Stay with the individual until emergency personnel arrive.

Controlled External Bleeding

1. Call 911 or have a bystander call.
2. Check for responsiveness of the injured person.
3. Have the person lie down. If the bleeding is in the arms or legs, raise the injured area above heart level.
4. Cover the wound with a sterile dressing.
5. Apply direct, firm, steady pressure until the bleeding stops; if the individual is conscious, have them apply the pressure themselves. Do not remove the bandage to check bleeding. If it bleeds through the first bandage, apply a second one over the first and continue to apply additional pressure.
6. Stay with the person until emergency personnel arrives.

Stroke

1. Call 911 immediately if you see any signs of a stroke.
2. Warning signs: Think FAST—
   a. Face: Ask the person to smile. Does one side of the face droop?
   b. Arm: Ask the person to raise both arms. Does one arm drift downward?
   c. Speech: Ask the person to repeat a simple sentence. Is the speech slurred? Can the person repeat the sentence correctly?
   d. Time: Call 911 immediately if you see any signs of a stroke. Try to determine the time when signals first appeared. Note the time of onset of the signal and report it to the 911 operator or emergency response personnel.

Seizures (Convulsing)

1. Call 911 or have a bystander call.
2. Move away objects that may injure the person.
3. If possible and safe, gently roll the person onto his or her side and offer support.
4. Do not restrain the person in any way.
5. Do not place anything in their mouth.
6. Stay with the person until emergency personnel arrives.

Burns

1. Call 911 or have a bystander call.
2. Remove the source of the burn.
3. Cool the burn with cool running water at least until pain is relieved.
4. Cover loosely with sterile dressing.
5. Care for shock.
6. Seek immediate medical attention if the burns involve the eyes, hands, feet, face, groin, or buttocks or if pain or burning persist after flushing with cool water.

Allergic Reaction

1. Call 911 or have a bystander call.
2. Calm and reassure the person.
3. If the allergic reaction is from a bee sting, scrape the stinger off the skin with something firm (such as a fingernail or plastic credit card). Do not use tweezers—squeezing the stinger will release more venom.
4. If the person has emergency allergy medication on hand, help the person take or inject the medication. Avoid oral medication if the person is having difficulty breathing.
5. Take steps to prevent shock. Have the person lie flat, raise the person’s feet about twelve inches, and cover him or her with a coat or blanket. Do not place the person in this position if a head, neck, back, or leg injury is suspected or if it causes discomfort.