



## Medical Emergency Policy

### Purpose

The purpose of the Medical Emergency Policy (“Policy”) is to establish uniform procedures for Ohio Department of Agriculture’s employees during a medical emergency. It is the responsibility of all employees to follow the procedures and guidelines set forth in this Policy.

### Scope

This Policy is applicable to all ODA employees.

### Guidelines

#### Reporting a Medical Emergency

1. Call 911 immediately and provide the following information:
  - Location of injured or ill person (address, building name/# & floor#).
  - Any details available about the accident or illness.
  - Name of injured/ill person.
2. Notify ODA & CAMPUS Enforcement Chief or designee at (614) 728-6240.
3. Notify the HR Director or designee at (614) 466-5339 or (614) 728-4205.
4. A supervisor should be informed of any emergency situation as soon as possible.

#### Take the following action in the event of a medical emergency

1. Call 911 as instructed above.
  - a. First aid may be provided to an injured or ill employee when appropriate.
2. Do not move the injured or ill employee unless the situation warrants it.
3. In general, do not attempt to transport an injured or ill employee, or guest, in a state or private vehicle. Any transport should be done by Emergency Medical Services (EMS).
  - a. In the event that you cannot contact EMS, take appropriate action.
4. Try to make the person more comfortable. Cover with a coat or blanket.
5. Employees should update their emergency contact information in OAKS to allow HR to notify emergency contacts in the event of an emergency.
6. Complete an “Incident Report” form which can be obtained from the Department of Human Resources located in the Bromfield, 1<sup>st</sup> floor. The form must be submitted within 48 hours of the incident.



## Contact Information

### Emergency

ODA After Hours/Holidays	1-614-728-6200 or 1-800-282-1955
ODA After Hours Emergency (KDR Answering Service)	1-888-456-3405
Ohio State Highway Patrol (Hdqts Dist. #6)	1-877-7-PATROL or 466-2660
Ohio State Highway Patrol (Granville Post)	1-740-927-0065
Reynoldsburg Police Department	1-614-866-6375
Local Fire Department (Dispatch call 911) (Licking or Turo Twp.)	911

### Campus Facilities

ODA Enforcement Office	1-614-728-6240
Facility Manager's Office	1-614-728-6223
Office of Human Resource	1-614-466-4595

### Other Important Numbers to Know

Office of ODA Director (main #)	1-614-466-2732
Non-Emergencies E-mail ODA Intranet	<a href="http://www.agri.ohio.gov/homelandsecurity">http://www.agri.ohio.gov/homelandsecurity</a>
State Operator	1-614-466-2000
Ohio EPA	1-614-644-4247
Ohio Department of Health	1-614-466-3543

### Employee & Family Emergency Information

ODA Employee emergency information line (recorded) 1-614-728-6329 (info about current situation).

## Contact

The Human Resources Director is available for questions or consultation regarding the provisions and application of this Medical Emergency Policy.

This policy supersedes any previously issued directive or policy and will remain effective until cancelled or superseded.

## Revision History

<u>Date</u>	<u>Description of Change</u>
12/2015	Initial Policy Issued
3/2016	Revision to Policy Issued

