

Medical Emergencies

In the event of a medical emergency :

1. Call Vanderbilt University Police at 911.
2. Provide the following information
 - a. Building name
 - b. Floor or room number
 - c. Caller's name and phone number
 - d. Nature of injury and severity of the injury
 - e. Location of injured person
 - f. Age of injured person
 - g. Sex of injured person
 - h. Current condition
 - i. Any known medical history
3. In addition notify the Department Emergency Coordinator
4. Remain with the person with the medical injury. DO NOT move them unless they are in immediate danger of further injury.
5. If the injured person is a university employee, the supervisor must notify Vanderbilt Risk and Insurance Management Office at 6-0660
6. If the injured person is a Vanderbilt University student, the supervisor must notify Student Life at 2-2591

7. More information concerning a supervisors responsibility can be found at Human Resources policy #HR-011 –Staff work related accident and injury reporting.
8. Visit the following websites for even more information:
 - a. <http://www.vanderbilt.edu/HRS/policies/workaccident.html>
 - b. <http://www.vanderbilt.edu/RiskMgmt/index.htm>