

EMERGENCY TRANSPORTATION

Each location should develop its own emergency guidelines and disseminate them to employees. Such guidelines shall include:

1. When a non-emergency illness occurs, the college will call a cab to transport the ill person home or to a physician at the individual's expense.
2. If a family member or friend is available to provide transportation, that person will be called.
3. If CPR is needed, call Police Services. A list of other employees who know CPR should be developed. Such employees should be contacted if a police officer is not immediately available.
4. When a medical emergency occurs, call Police Services. The officer will determine whether an ambulance is necessary and, if so, call for help. The cost of the ambulance will be borne by the ill person.
5. If Police Services are unavailable, call 911 and provide sufficient information and directions to respond to the emergency.
6. Employees should not transport an ill person in their own vehicle.