



Chowgule Education Society's
Parvatibai Chowgule College of Arts and Science
(Autonomous)

Accredited by NAAC with Grade 'A+'
Best Affiliated College-Goa University Silver Jubilee Year Award



POLICY FOR
Attending to Emergencies as a first responder

Preamble:-

Emergencies, irrespective of their nature generally come unannounced. The nature of response from those witnessing the emergency depends on either past experiences, general awareness or training. It has been universally established that the golden hour is most crucial to saving lives / property as first response makes all the difference till professionals take over.

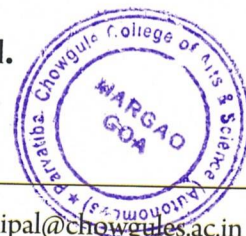
It is therefore important for all individuals, irrespective of designation or duty to be aware of first stage responses in case of emergencies.

Natural Disaster (Fire, Earthquake, Cyclone, etc) Emergency Response Plan for college :-

Regular training to this effect will be provided through the Department of Fire Services. Additionally, Estate Manager is required keep briefing the MTS and housekeeping staff on a half-yearly basis on the procedure to be adopted for handling emergencies.

Some indicative actions to be taken by anyone noticing breakout of an emergency:-

- Shout "Fire, Fire, Fire, Fire at _____" or as the type of emergency might be to alert people nearby.
- Send a friend or co-worker to inform Principal/ Manager-Estate/ Administration Office. *Do not leave the site of emergency, as crucial information may be lost.*
- In case of electrical fire, shut down mains supply (if possible), without risking yourself.
- Reception / Helpdesk is to be informed local fire station and police and record date and time of the call.
- In case of a major breakout, inform the empanelled hospital.



- Do not overcrowd the area.
- Once professional respondents arrive at the scene, the first responder should brief on observation and actions taken and hand over the situation

Medical Emergency Response Plan for college

First aid procedures are learned during appropriate First Aid Courses. This policy outlines staff actions to take during minor and major medical emergencies at the College or at the college sponsored trips or events.

This procedure does not cover specific first aid or CPR steps or sequences.

(Ref. link to the first aid procedure - to be given post training received).

INJURY EMERGENCY DURING COLLEGE HOURS

IN AN EMERGENCY SITUATION, BORDERLINE SITUATION, OR SITUATION WHERE IT MAY BE

UNCLEAR WHETHER AN EMERGENCY EXISTS, ERR ON THE SIDE OF CAUTION AND CONTACT 108.

MINOR

- Notify College principal's office and First aid cell.
- Designated staff In-charge or office In-charges in Principal office administer first aid procedures as indicated by the nature of the accident/ situation
- Notify parents, if necessary.
- Staff witnessing the accident and/or providing first aid care complete an accident report in case of an accident (falling/ wounding/ Fainting).

MAJOR

(any injury deemed by First aid college staff In-charge need immediate physician care, EMS or transport to a healthcare facility tied up with the college)

- Notify First Aid Cell and the principal's office.
- Either the first College staff person attending to the student or another school/ College staff person calls ambulance services -108 immediately.



Provide basic first aid

- **Principal or designee calls parent or guardian immediately.**

INJURY EMERGENCY DURING FIELD TRIP

Indemnity bond to be certified by the parent prior to going on the trip.

The field trip coordinator should ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person or adult chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en-route to or from the College or field trip destination.

Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or designee.

In the event of an emergency:

- **Designated staff person administers first aid procedures as indicated by the nature of the accident.**
- **Notify parents, if necessary.**
- **If the injury is major or life-threatening, either the first College staff person attending to the student or another college staff person calls 108 immediately. Seriousness of the case to be reported by dialling 100**
- **Field trip coordinator or designee calls parents or guardian immediately (but only after 108 is called and immediate care is begun).**

This has got duplicated, may be amended accordingly.

**MEDICAL EMERGENCIES AT COLLEGE OR DURING FIELD TRIPS
IN AN EMERGENCY SITUATION, BORDERLINE SITUATION, OR
SITUATION WHERE IT MAY BE UNCLEAR WHETHER AN
EMERGENCY EXISTS, ERR ON THE SIDE OF CAUTION AND
CONTACT 108.**

Medical emergencies include seizures, unconsciousness (without injury), asthma, epileptic condition or breathing emergencies, fainting, diabetic emergencies (confusion, drowsiness, agitation in students known to have diabetes), insect stings, or other non-injury emergencies.



MINOR

- **Notify College First Aid In-charge and the Principal's office.**
- **In-charge/principal or other designated College staff administers first aid procedures as indicated by the nature of the accident. Call 101 under severe situation**
- **Notify parents, immediately**
- **Staff witnessing and/or providing first aid care should complete an accident/medical care report.**

MAJOR

(Any medical emergency deemed by the College staff to need immediate physician care, EMS, or transport to a healthcare facility).

Any insect sting, food allergy reaction, or other allergic reaction in student known to have such reactions in an EMERGENCY – CALL 108. All rapid onset (within a few minutes) breathing problems or swelling of the tongue and face are considered EMERGENCIES – CALL 108. For serious emergency like accident call dial 100.

- **Notify College First Aid Cell In-charge or principal's office.**
- **Either first school staff person attending to the student or another school staff person calls 108.**
- **Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.). To be done by trained personal only.**
- **Staff witnessing and/or providing first aid care should complete an accident/medical care report.**



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