



10th of Adar, 5778
February 25, 2018
222954

Procedure for Handling a Medical Emergency and Calling for an Ambulance

1. From time to time injuries occur throughout the Campus, and / or incidents in which people do not feel well, a situation that obligates the administering of medical treatment **and, in extreme cases**, the incident obligates the emergency calling out of an ambulance crew to treat and evacuate the injured individual.
2. Upon receipt of a report of the occurrence of a medical incident somewhere on campus, the following actions are to be carried out **urgently**
 - a. **Obtaining accurate data from the person who reported the medical incident, including:**
 - 1) The precise location of the injured person - building, floor, room and / or quadrangle adjacent to the building
 - 2) Is the injured person conscious?
 - 3) Is the injured party breathing?
 - 4) Does the injured party respond to his name being called?
 - 5) What is the age of the injured person?
 - 6) Additional details insofar as possible regarding the condition of the injured person.
 - b. **Submitting an immediate and detailed report to the clinic through Mirs no. 17 and / or Tel. no: (03) 640-7707** and calling them out to the location of the incident. In the event that the incident occurred in a remote building, attempt to call out the security vehicle to transport the nurse and the medical equipment to the location on the incident (in the event that the vehicle is not part of the handling of the incident).

In the event that the incident occurred in one of the buildings, adjacent to the clinic, the medical team is to go there immediately and under its own steam - the following buildings: **Gilman, Recanati, Mexico, Suraski, Beit Hatfutzot, Carter, Precise Sciences, Rosenberg, Webb, Sharet, Schreiber, the Data Processing Center, the School of Music.**

Report the incident to the Security Shift Manager. The Security Shift Manager will summon an on foot security patrolman to the clinic to assist the nurse and the doctor in carrying the medical equipment (insofar as possible).

In an emergency situation, the clinic doctor is also to be seconded.
 - c. Calling out a "**Shachal**" company ambulance at the hotline telephone number **1-800-221-818 / *6767** and report clearly that the ambulance is for Tel Aviv University (**Subscriber No: 5959**) and inform the recipient of the notification details of the incident listed when the report was received.
 - d. In the event that the incident occurred at the Faculty of Engineering or in the Electricity classes buildings, the ambulance is to be directed to Gate 17 and from there to the location of the incident. In parallel, take care of opening Emergency Gate 17 for the ambulance.
 - e. The Security Shift Manager will dispatch a patrolman to the location of the incident to administer initial treatment on the spot, based upon the circumstances and capability. Show up at the location of the incident with a defibrillator, an oxygen tank and a first aid kit.

The Security Shift Manager is to dispatch a security employee at once to the gate to link up with the ambulance and guide the ambulance driver to the location of the incident.

Furthermore, the Shift Manager is to handle opening all the pop up barriers along the expected route.
 - f. Report immediately to the relevant gate - (1, 4, 8, 14, 16) regarding the incident and the ambulance being called out, while giving guidance instructions to the ambulance driver to location of the incident.

In the case that it is not possible to get hold of "Shachal" by telephone, call out a Magen David Adom ambulance on Tel: 101.

- g. After ordering the ambulance from " Shachal", verify with them a few minutes later that the ambulance is on the way.
- h. The Bloc Manager / Building Concierge is to be summoned to the incident and ask him to locate a medic / first aider via the public address system in the building.
- i. In cases where the medical incident is not severe, the injured person is to be taken / transported to the clinic for an examination and treatment.

3. The details of the incident and the time the ambulance was called out are to be **recorded in detail on the report form of the injury incident and ambulance call out and in the incidents log.**

Regards,

Adi Litman-
Director of the Security Unit

Distribution

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