

# First Aid Emergency Procedures

## Major injury/illness

When a person cannot or should not be moved  
**Breathing Difficulty** or **Suspected Heart Attack**

**Call  
Ambulance 911**

## Minor injury/illness

**Department/Residence** - first aid kit/station location

**Health Services** - first aid services available

**519-888-4096 or Ext. 84096**

**UW Police** - assists if the above services are not available

**519-888-4911 or Ext. 22222**

## Poisoning/Overdose Information

**1-800-268-9017**

**Telehealth Ontario** (24 hr. phone access)

**1-866-797-0000**

## Emergency Instructions

- 1) **Call 911.** After calling 911, call UW Police at 519-888-4911 or Ext. 22222 to advise. If using a cell/mobile phone call UW Police at 519-888-4911.
- 2) When requesting assistance, state University of Waterloo, the building name/address and room location.
- 3) Enlist the aid of the nearest person (when available) to go to the designated **"Emergency Entrance"** of the building to await arrival of emergency vehicles and to direct the emergency personnel.

## Emergency Entrance Location:

Loading Dock off Ring Road



**Carl Pollock Hall**

## UW Police

**519-888-4911 or Ext. 22222**

**Responds to and assists  
with emergency calls.**

## Unconsciousness

- 1) Assess responsiveness. Call 911.
- 2) If no signs of life open the airway, check breathing and pulse.  
- if not breathing give 2 breaths  
- if no pulse begin CPR
- 3) Place breathing person on their side (recovery position and monitor).
- 4) Keep person comfortably warm.
- 5) Continue to monitor for responsiveness until emergency personnel arrive.

## Seizures

- 1) Protect the person from injury while seizure lasts.
- 2) Do not use force to restrain person.
- 3) Only move the person if in danger.
- 4) Do NOT put anything in their mouth.

## Fainting

- 1) If person feels faint lie them down with the feet elevated.
- 2) Provide circulation of air and loosen tight clothing.
- 3) If person has fainted. Call 911. Check for breathing.
- 4) Place person on their side (recovery position and monitor).

## Choking

- 1) Determine if person is choking. Offer to help.
- 2) Hold person from behind.
- 3) Give abdominal thrusts until breathing is clear.
- 4) Obtain medical attention.
- 5) If person becomes unconscious, begin CPR. Call 911.

## Bleeding

- 1) Apply direct pressure to the wound.
- 2) Elevate the wound.

## Bones and Joints

If injured person must be moved, immobilize injured part.

## Heat Burns

- 1) Soak in cold water (15 minutes).
- 2) Remove any constrictions (jewellery).
- 3) Do not remove anything sticking to burn.
- 4) Cover burn loosely if minor.
- 5) Do not apply lotion or ointment.
- 6) If large or deep seek medical attention.

## Chemical Burns

- 1) Rinse affected area with running water according to Material Safety Data Sheets (MSDSs).
- 2) Remove contaminated clothing.
- 3) Advise emergency personnel of chemical(s) involved. Provide MSDS(s).

## Electrical Shock

- 1) Shut off power. Call 911.
- 2) Check for breathing and pulse. If no signs of life start CPR.

## Reporting Injuries

- 1) Report to your supervisor/department.
- 2) Complete UW "Injury/Incident Report" on Safety Office website or by phone.
- 3) Send report to Safety Office.

## First Aid Training and Kits

Refer to Safety Office website or call.

## Safety Office (Commissary Bldg.)

- www.safetyoffice.uwaterloo.ca  
- Ext. 33587