

Missouri Western State University
Emergency and Non-Emergency Situations - Procedures to be Followed
University Policies
Approved: 08/25/2009

An emergency is a sudden, generally unexpected occurrence demanding immediate action.

When a situation arises that is regarded as a medical or accident emergency by a person, or persons at the scene, the following procedure should be followed:

1. REMAIN CALM, average ambulance response time is 3-5 minutes.
2. CALL 911 FOR AN AMBULANCE AND BE PREPARED TO RELATE THE FOLLOWING INFORMATION:
 - Brief description of emergency
 - Building name
 - Floor number
 - Room number
 - Person's name
3. Then call the University Police Department (4438) and again relate the above information.

If an accident or illness occurs that is not considered an emergency, the following procedure should be followed:

1. Call University Police (4438) and relate available information. Public Safety provides 24-hour service.
2. Call Health Center (4495) and relate available information. Health Center will provide advice. Health Center hours: Monday-Friday, 8 a.m. - 4:30 p.m.
3. Send person to Health Center for care. The University Police and the Health Center Personnel are not available for transportation of sick persons on the campus or to the hospital. Ambulatory persons will be evaluated in the Health Service and referred if necessary.