

## **Template: Medical Emergency:**

### **If the issue is life-threatening:**

1. Call 911 immediately
2. Follow the instructions of the operator
3. Call the Program Director and/or Camp Director
4. Take a copy of the students' Medical Release form to the Emergency Room
5. Fill out incident form

Alert the following people; Faculty, Staff, Director, Assistant Directors, Conference Coordinator and counselors

### **If the issue is not life-threatening:**

1. Collect the following information: where, what time, and how the injury occurred (use an incident report to guide you through the process)
2. Find out if it involves a pre-existing condition
3. Call the Director to decide to proceed to either the UHS or to set up transportation to the Emergency Room (Director notifies parents, counselors or staff that need to know, conference coordinator)
4. Bring a copy of the Medical Release form to the hospital and/or UHS
5. Get the students social security number if going to UHS
6. University of Michigan, Division of Public Safety and Security (UM-DPSS) will provide transport to and from the Emergency Room
7. Ask if the medical professional at UHS or Emergency Room has spoken with the parents-note in incident report.
8. Have medical professional at UHS or Emergency Room call program director to discuss the situation
9. The Conference Services contact will alert the Director of Conference Services who will then alert anyone needed to be apprised of the incident; Risk Management, Communication Officer, and Associate Director of Housing
10. **Fill out incident report**

**Remember:** Ensure the safety of the camper/student-assess any medical needs and be sure to keep this matter private