

MEDICAL EMERGENCY

In any life-threatening situation, immediately call 911 and request an ambulance. Provide the following information:

1. Exact campus location and directions to nearest entry route

Choose from the following:

On-campus sites:

- **Main campus**, 874 Dillingham Blvd., Bldg__ Rm __ & Road to enter (select):
 - **Ewa** side of campus – enter Kokea Street driveway
 - **Middle** of campus – enter parking lot on Dillingham at Alakawa intersection
 - **For Dillingham (Diamond Head side)** enter driveway across old Cutter Dodge
 - **For Bldg 12 & 13** on Diamond Head side-enter from Robello Lane
- **King Street**, 879 North King St. (old Fire Station), Rm ____
- **Automotive** (Bldg 43)/**Diesel** (Bldg 44), 445 Kokea Street, Rm__

Off-campus sites:

- **Airport Training Center** (Aeronautics), 140 Iako Place (off Lagoon Drive.), Rm ____
- **Kalaeloa** – Pacific Aerospace Training Center, 91-1259 Midway Road, Kapolei, Rm ____
- **Marine Education Training Center**, 10 Sand Island Parkway, Rm__

2. Description of victim (e.g., name, age, gender)

3. Condition of victim

4. Caller's name and phone number

While awaiting emergency responders:

1. **Call Security at 284-1270 or 271-4836. For additional help**, weekday business hours call 845-9142 or **Vice Chancellor of Administrative Services call 294-9123.**
2. **Security will notify nurse & mental health counselor** depending on type of emergency.
3. **Stay with victim.**
4. **Send someone to meet emergency crew.**
5. **Have colleague assist in documenting sequence of events such as:** time of 911 call, arrival of emergency crew, what was done at the scene, time emergency contact called & arrived, status/destination of injured person, belongings released & to whom, etc.
6. **Assess the scene for safety** before approaching the victim.
7. If spillage of blood or bodily fluids has occurred, **use protective gear** (e.g., gloves, goggles, face mask). **CPR mask and gloves are available in all campus first aid kits.**
8. **Assess for unresponsiveness.**
9. **If a person has fallen**, struck his or her head or hurt his or her back or neck, **do not attempt to move the person.**
10. **Initiate first aid or CPR**, if trained.
11. **Provide privacy & crowd control.**
12. **Witnesses should remain available to give info** to emergency crew.
13. **Call emergency contact person** designated by victim. **Confirm alternate phone numbers** should emergency crew or campus need to reach them.
14. **Do not engage in unnecessary conversation with the victim.** Never discuss who was at fault or who will be responsible for paying medical bills. The cause of the accident will be investigated and any unsafe conditions will be corrected.
15. **Complete an HCC Incident Report and/or UH Form 29** and turn it in immediately after emergency to Vice Chancellor of Administrative Services.
16. Faculty or administrator may **consider going to ER** to provide or obtain info, assistance and support.
17. **Post-Incident:** Nurse & mental health counselor are available to assist. Debriefing--Assess & evaluate actions/ response & what could have been done better. Forward recommendations, to the appropriate parties if needed, as part of the debriefing and assessment process.

EMERGENCY & MEDICAL INFORMATION

HCC EMERGENCY CONTACT INFORMATION

Each newly admitted HCC student is sent an Emergency Contact Information form with their acceptance letter. Many students either return the form to the Health Office and it is input into the SPAEMRG screen in Banner (UH student information system) or the student may input/update this valuable information themselves through their UH Portal (Banner) account that later can be accessed in an emergency by key campus personnel at any of the UH campuses.

It is highly encouraged to have students update this info periodically, even if they feel that they completed an emergency card in their "shop" class because sudden illness or injuries can happen anywhere, Shop areas are encouraged to limit emergency information to whom to contact and accompanying phone numbers and not solicit any information about personal medical information because of privacy laws monitoring the storage and safekeeping of this privileged information. Instead, students and others are encouraged to consider carrying a medical information card in their wallet that might be accessed during a true emergency.

How often and Where do I go to Update my MyUH Emergency Contact Information?

- Update MyUH account at least every semester or when phone numbers or emergency contacts change.
- Log into MyUH account > Go to Student Records > Type in "Emergency Contact Info" in Search box – OR- click on "Academic Services" > "Personal Information" tab > Select "View/Update My Emergency Contacts"

“.ICE” “In Case of Emergency”

Idea behind ICE, conceived by Bob Brotchie, a Boston paramedic, is to provide emergency care providers, paramedics, police, fire & ER personnel with one centralized location to find emergency contact information for individuals who are unable to communicate in an emergency situation. They may help:

- Identify someone who was otherwise without an identity
- Gather important medical information such as pre-existing medical conditions
- Receive authorization for medical procedures

Cellphone users are being urged to put the acronym ICE -- "in case of emergency" -- before the names of the people they want to designate as next of kin in their cell address book, creating entries such as ".ICE -- Dad" or ".ICE -- Alison. ." (Dot) placed before ICE will ensure entry appears at the top of the address book for quicker retrieval by emergency crew.

- **How to “.ICE” your phone.**
 - Access your cell phone's contact menu
 - Multiple entries may be made made."ICE1-Mom", ".ICE2-Dad", ".ICE3-Kyle", etc.
 - Add ".ICE1-xx" as your first contact.
 - Phone numbers should include the full 11-digit telephone number (i.e. 1-808-xxx-xxxx)
 - Add home, work, cellphone numbers for all entries, if possible.
 - If you can only store one contact phone number, make sure it is the best number for person to be contacted at.
- **Always inform your “ICE” contact that you have identified them** as the contact person in case of an emergency.
- **“.ICE” information** contained in your wireless device **should not be a replacement for carrying proper identification** such as driver's license, health care cards, etc.
- **“.ICE” information should not replace medical alert tags** or medical device information cards.

".ICE" is a simple tool that in extenuating circumstances may aid emergency care provides in contacting next-of-kin in a timely manner. It should be noted that emergency care providers are mainly interested in medical information. No other personal details should be provided to anyone over the phone. If a next-of-kin contact has any doubt as to who is calling, they should ask the care provider for their name, title and switchboard or dispatch phone number where you can return their call.

Follow these hints to get the best out of “.ICE”:

- Add “.ICE” to your cell phone only after you've affixed similar information to (or near) the official photo identification you routinely carry in your wallet.
- Make sure the person whose name and number you are giving has agreed to be your “.ICE” partner

- Make sure your “.ICE” partner has a list of people they should contact on your behalf - including your place of work
- Make sure your “.ICE” person's number is one that's easy to contact, for example a home number could be useless in an emergency if the person works full time
- Make sure your “.ICE” partner knows about any medical conditions that could affect your emergency treatment - for example allergies or current medication
- Make sure if you are under 18, your “.ICE” partner is a parent or guardian authorized to make decision on your behalf - for example if you need a life or death operation
- If you encounter problems with phone not showing callers name anymore, this is because your “.ICE” contact number is a duplicate entry. If you have two numbers that are the same, your phone will not know which one to display so it will show just the number. To remedy this problem, try typing an asterisk “*” after the number under your “.ICE” contact. Hopefully this will cure the caller-ID problem.

Precautionary Note: “.ICE” is not something that is recommended by the City and County of Honolulu EMS Department. Their primary job is to provide quick, focused medical care based on symptoms exhibited by the victim. They highly recommend people to carry Emergency Medical ID cards & you can print these from their on-line website.

EMERGENCY MEDICAL IDENTIFICATION (ID) CARDS AND INFORMATION

Consider carrying a medical identification and information card especially if you:

- Have a medical condition
- Have a disability
- Take medication on a regular basis
- Have a drug or other serious allergy
- Participate in sports
- Drive or ride in any type of motor vehicle
- Travel
- Don't speak or understand English
- Live alone

Where to Keep the Emergency Medical ID card? Health information should be placed **behind your driver's license or official ID in your wallet**. This is where emergency crews are likely to look.

What kind of information should you carry with you?

- **M** = Medicine list including dosage and frequency (including herbs & supplements)
- **A** = Allergies to medicine and foods & type of side effect
- **D** = Doctor's names, specialty and phone numbers
- List of medical problems/surgeries
- Name & phone number of family or close friends
- For Identity Theft concerns you may want to only put medical info and not have your full name on the emergency ID card.

It's Easy! Print your own Emergency Medical Identification Card made available by the City and County of Honolulu EMS website:

- Write Out Your Own Entry type card: <http://www.co.honolulu.hi.us/esd/ems/emergencymedicalidcard.pdf>
- Form-fillable Emergency Medical ID Card (requires Microsoft Word): <http://www.co.honolulu.hi.us/esd/ems/emergencymedicalidcard.doc>
- Print an Emergency ID Card to post on the refrigerator or near your phone (consider printing one for each member of your household). <http://www.co.honolulu.hi.us/esd/ems/emergencymedicalrefrigeratorcard.doc>

Sources:

- Honolulu EMS website - <http://www.co.honolulu.hi.us/esd/ems/emedid.htm>
- “Calgary EMS Encourages Citizens to Put a Little “ICE” on Their Cell Phones” <http://content.calgary.ca/CCA/City+Hall/Business+Units/Emergency+Medical+Services/News/ICE.htm>
- “Are You Ready for an Emergency?” <http://www.icesticker.com/>
- ICE in Your Mobile Phone” <http://www.tornet.com/TFD/12092.htm>
- “Cell Phone Emergency Contact Safety Tip” <http://www.statecollegepa.us/index.asp?NID=580>
- “ICE Hints” <http://www.portlandonline.com/911/index.cfm?c=djahh>
- “Wallet Card Information” MedIDs.com: <http://www.medids.com/free-id.php#Thank%20Yo>