



Procedure Number: **OPS - 054**
Procedure: Personal Injury
References: Personnel Policy
Approved By: Kenneth A. Willett, Director for Office of Public Safety

PROCEDURE:

Every member of the University community has a responsibility to assist those in need. Adhering to proper procedures when that assistance is rendered saves considerable time and consequently may save a life.

IMPLEMENTATION:

Should you witness an accident in which personal injury is involved, the following procedures should be followed.

Personal Injury Emergency Procedures:

- The first step is to notify the Office of Public Safety (4000/243-6131) and provide them with the following information.
 - The location of the injured party.
 - A basic description of the extent of injury.
 - Your name and telephone number.
- If the injury is not of an emergency nature, medical attention may be provided to students, faculty, and staff at the Curry Health Center; visitors will be treated at local hospitals at their request. (During periods that Curry Health Center is closed, local hospitals will be used.)
- Pending the arrival of medical personnel, the witness should, if trained, administer First Aid and comfort to the person.
- Officers have a valid Standard First Aid card and should administer First Aid assistance, particularly in describing the injured person's condition to the arriving medical personnel.
- If you have witnessed a personal injury, please provide the assigned Officer with your name, phone number, and any information you have about the injury.
- If the injury is work related and involves an employee of the University then Personnel Policy (Worker's Compensation) will apply.
- The officer will complete a State of Montana Report of Incident if required for permanent record. The Office of Public Safety for accuracy and distribution will review the report to improve safety conditions.