

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:011	Supersedes Policy Number: 3:011
Date: August 6, 1992	Dated: September 16, 1987
Subject: Student Emergency Medical Procedures	
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference:
Approved:  President: Signature on File	

The purpose of this policy is to establish procedures to be followed whenever a medical emergency exists on University property. Individuals to be contacted and their telephone numbers should be posted in areas accessible to students and staff members.

A. Medical Emergency During Normal Operational Hours (Monday through Friday; 7:30 a.m. -3:30 p.m.) Contact:

1. Public Safety for immediate response to scene and evaluation of situation. (648-7786)
2. Student Health Services Nurse for information and triage (screening and classification of sick and/or injured persons to determine priority needs). (648-7107)
3. Student Affairs for information and notification of appropriate personnel. (648-7341)

\*If the Nurse can be reached and time permits, he/she should be contacted for evaluation of the situation before an ambulance is called. The individual should be transported to Student Health Services if at all possible.

B. Medical Emergency After Normal Operational Hours (Monday through Friday, 3:30 p.m. - 7:30 a.m.; Saturday and Sunday).

Contact:

1. Public Safety for immediate response and evaluation of the situation, contacting of appropriate personnel. (648-7786)

2. Student Affairs during the next normal hours of operation. Exception: In case of a life or death situation, he/she will be contacted immediately. (648-7341)

D. Notification

The Department of Public Safety must notify Student Health Services of any incident concerning the health and well-being of a student. Notification facilitates recording of information pertinent to the student's present and future health. Information will be held in confidence with the student's Health Analysis Form and treatment record.

Emergency Phone Numbers

Student Health Services Nurse:

Ken Jackson, BSN, RN  
Office 648-7107; Home 645-1131

Department of Public Safety:

Dispatcher 648-7786

Vice President for Student Affairs/Dean of Students:

Dr. Philip G. Weast  
Office 648-7341; Home 648-4836