

APPENDIX A: MEDICAL EMERGENCIES

1. Call Campus Security at 757.233.8888.

Provide the following information:

- Your name
- Your exact location on campus
- Phone number
- Symptoms/problems
- Do not hang up until you are told to do so
- Remain calm

2. Call Virginia Beach Emergency Services (ambulance, fire, police, rescue) at 911. **When calling from a campus telephone, press 9, wait for a dial tone, and then press 911.**

Provide the following information:

- Your name
- Your address - 5816 Wesleyan Drive, Virginia Beach, VA
- Your exact location on campus
- Phone number
- Symptoms/problems
- Do not hang up until you are told to do so
- Remain calm

3. During the hours of Monday through Friday, 8:30 a.m. - 4:30 p.m., contact the Health Services Office at 757.455.3108 for assistance.

4. Control the Environment. Once you have initiated the emergency procedures, keep any further disturbances to a minimum.

- Keep people away from the immediate area.
- Seek help from others you trust.
- Stay with the person in need or have someone you trust remain with them.
- Do not allow people to gather. This may hinder the emergency services from doing their job.
- Send someone to watch for and direct emergency assistance.

5. In the event of an athletic or recreational injury/emergency, call Campus Security at 757.233.8888.

Provide the following information:

- Your name
- Your exact location on campus
- Phone number
- Symptoms/problems
- Do not hang up until you are told to do so
- Remain calm

6. Once the emergency is over, if you are a reporting officer or staff member, complete all necessary paperwork. Provide copies of each report to the appropriate campus offices - Campus Security, Dean of Students, Health Services, and Residence Life.