Alternative Breaks Site Leader Emergency Procedures

Procedures for Dealing with an Emergency

Step # 1
- Deal with immediate safety concerns (i.e. get people out of harm’s way, get medical attention).

Step # 2
- Determine the level of incident (see chart below)
- Level 1: Group should deal with the incident and contact CSCE if necessary. Document any first aid given.
- All other levels: You are required to contact CSCE (and use the phone tree if necessary).
- Contact appropriate authorities as directed by CSCE
- CSCE will communicate how to proceed.

Step # 3
- ONLY talk to emergency personnel and the police in an emergency situation. Ask for identification when in doubt.
- DO NOT talk to media under any circumstances. You can direct them to ODU public relations.

***Remember to use the Partner Site staff as a resource. You must still contact CSCE, but they are there to assist you when you have any questions or concerns.

Levels of Emergencies

<table>
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<tr>
<th>Level 1:</th>
<th>Minor incidents, traffic violations (i.e. speeding or parking tickets), and/or minor injuries that do not require medical attention.</th>
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<td>Level 2:</td>
<td>Vehicle mechanical problems, vehicle breakdown, lost or stolen vehicle key, flat tire. Moderate illness or injury that requires medical intervention, but no hospitalization. Theft due to break in or stolen personal belongings. Alcohol/drug policy violation by ODU student.</td>
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<td>Level 3:</td>
<td>Stolen vehicle. Physical or sexual assault against a student. Crime committed by an ODU student. Major medical emergency requiring hospitalization, surgery.</td>
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<td>Level 4:</td>
<td>Major catastrophic event such as death of student, terrorist attack including a specific incident and/or code red warning level by USA, Natural disaster such as major hurricane, tornado, earthquake, floods, or unanticipated foreign government/community instability such as citizen uprising or overthrow of government.</td>
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Medical/Participant Emergency Procedures

Any serious accident or illness (physical or mental health) including physical assault, robbery, harassment or grossly immoral behavior.

- Survey the scene and check for safety. DO NOT leave an injured person alone.
- Call police or rescue squad (911). Know the exact location of the patient and details about the injury. Do not attempt to treat outside of your skill level.
- Check medical forms for any potential medical alert and have information ready for emergency personnel.
- Call Partner Site personnel and notify CSCE immediately.
- Follow all directions given by Community Collaborations and CSCE.
- Complete incident report with as many details as possible. If you did not witness the incident, utilize persons involved to gain as much detail as possible.

Missing/Lost Person OR Abandonment of group member.

- Call Police (911) and report missing person immediately.
- Establish time and location that the person was last seen. DO NOT DISPERSE GROUP TO LOOK FOR THE PERSON. Group members should remain in designated location unless given directions otherwise by emergency personnel, partner site representation, and/or CSCE.
- Call partner site representative and CSCE immediately.

MAJOR Catastrophic events.

- Get to safe location.
- Get immediate medical attention if needed.
- Call CSCE.