

## STANDARD OPERATING PROCEDURE (SOP)

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| DOCUMENT ID:<br><b>SOP-148</b><br>VERSION #3 | TITLE:<br><b>FIRST AID ASSISTANCE</b>  | SEARCH KEY:                              |
| PURPOSE:                                     | <ul style="list-style-type: none"><li>• To outline the protocol for requesting First Aid assistance.</li></ul> | POST TO:<br>Public Website<br>DC Connect |

SCOPE (Applies To):

- COLLEGE EMPLOYEES
- DC CAMPUS SECURITY OFFICERS
- DC STUDENTS

PREAMBLE:

Douglas College maintains an **Occupational First Aid Program** in accordance with *WorkSafe BC* Regulations. The **Occupational First Aid Program** includes:

- **Campus Security Officers** who are trained in Occupational First Aid (OFA) Level 1 and/or Level 2, are available to administer first aid within the scope of their training to **employees, students and availa.9 (h)2.d004 Tw 0.**

3) IF YOU CONTACT CAMPUS SECURITY FOR FIRST AID:

- i. Provide as much information as possible to **Campus Security**, and if calling by phone, stay on the line. **Campus Security** will immediately dispatch a **Security Officer** to the area and will call 911 emergency responders as needed.
- ii. If emergency care is required, **Campus Security** will arrange for a **Security Officer** or **designated person** to meet **emergency responders** and direct them to location of the emergency.
- iii. **Campus Security** will keep in contact with 911 dispatchers to update them on changes to the status of the situation.
- iv. All patient care will be transferred to **BC Ambulance or Fire crews** as they arrive on scene.

4) TO REQUEST FIRST AID AT DC TRAINING GROUP LOCATIONS (Burnaby, Maple Ridge and Surrey):

- i. **Non-emergency first aid** is available at each site and will be provided by designated on-site **employee(s)** who have been trained in basic first aid. Name and contact information of non-emergency first aid attendant is posted at each site. A basic **First Aid kit** is available and maintained at each site.
- ii. **For emergency first aid, call 911.**