

**Campus Medical Emergency Standard Operating Procedure (SOP)**  
**Prime beneficiaries - Permanent Faculty & Staff members, Contractual and**  
**Outsourcing Staff**

## **1. Emergency Contact Numbers**

- Campus Security/Reception:
  - 67176001 or 23666001
- Emergency Line: 23666666
- These numbers should be prominently displayed in all campus buildings and added to staff contacts.

## **2. Emergency Response Process**

1. **Call for Help:** Immediately contact campus security/reception using the provided numbers. State your location, the nature of the emergency, and the patient's condition.
2. **Provide First Aid (if able):** If you are trained in first aid, provide basic care ONLY if it is safe to do so. Do not attempt anything that could further endanger yourself or the patient.
3. **Emergency Personnel Actions:** Campus security/reception will:
  - Dispatch an ambulance directly to the patient's location.
  - Notify the campus medical officer, relevant administrative staff, and academic staff (e.g., supervisor, head of department) as needed.

## **3. Off-Campus Transport for Emergency Treatment**

- **Campus Capabilities:** Be aware that the campus does NOT have the facilities to treat major medical emergencies.
- **Ambulance Transport:** The ambulance will transport the patient to the nearest appropriate hospital for emergency treatment.

## **4. Hospital Support**

- **Staff Accompaniment:** Depending on the situation, the campus medical officer, administrative staff, or academic staff may accompany the patient to the hospital to provide support and assistance.
- **Administrative Support:** Administrative staff will coordinate with the patient's institute (NCBS/inStem/TIGS/CCAMP) regarding emergency costs and hospitalization arrangements, ensuring compliance with institute-specific policies.

## **5. Post-Emergency Follow-Up**

- **Communication:** Administrative staff will maintain communication with the patient (or family, if appropriate) and the relevant institute to provide updates and support.

- **Incident Review:** After the emergency, a review will be conducted to identify any areas for improvement in the emergency response process.

**Important Notes:**

- **Training:** Campus staff are encouraged to undergo basic first aid and CPR training.
- **Institute-Specific Policies:** Staff should familiarize themselves with the emergency cost coverage and hospitalization policies of their respective institutes (NCBS/inStem/TIGS/CCAMP).

**Remember: In a medical emergency, prompt action is critical. By following this SOP, we can ensure that campus staff receive necessary care in a timely and efficient manner.**