

APPENDIX

Emergency 1st Aid Providers & 1st Aid/CPR/AED Equipment Locations

1. Emergency 1st Aid Equipment & Providers

Hamilton College maintains certain 1st Aid, cardio-pulmonary (CPR) and automated external defibrillation (AED) equipment on campus, to be used in accordance with both specific regulatory obligations and other best management practices. OSHA regulations stipulate the following:


“In the absence of an infirmary, clinic, or hospital within 4-6 minutes of the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render 1st aid. Further, adequate first aid supplies shall be readily available.”

Currently, Hamilton does not have an infirmary, clinic or hospital within 4-6 minutes of the workplace for the treatment of injured employees. Further, while the Student Health Center does provide medical services to Hamilton students, it is generally for non-emergencies and by appointment only. Therefore, Hamilton’s strategy to comply with this OSHA regulation is to have trained emergency 1st aid providers who carry 1st aid equipment with them to the scene of an employee (or student) injury. There are three groups of emergency 1st aid providers on campus, including HCEMS, Campus Safety, and Athletics department head coaches, trainers and lifeguards.

In addition to the 1st aid supplies maintained by these three providers, many individual higher risk departments maintain small 1st aid kits. These departments include science laboratories, art studios and certain Physical Plant shop areas. While departmental procurement and maintenance of 1st aid kits is encouraged, these types of kits shall be limited to “basic” 1st aid equipment—like bandages, tape, gauze pads/compresses and antiseptic wipes/ointments. Departmental 1st aid kits **ARE NOT** intended to treat major injuries that 1st aid providers should be responding to and assessing. Rather, they are intended to permit employees and students with trivial to minor abrasions/nicks/scratches to self-treat. Additionally, all injuries, no matter how minor, must be reported to both one’s supervisor, and Human Resources (for employees) or Student Health Services (for students).

2. Cardiopulmonary Resuscitation (CPR) Equipment Program

The College is required to stage and make available certain equipment related to the safe performance of CPR in locations designated by the New York State Department of Health. These locations generally include eating/dining facilities, bars, theaters and health/fitness facilities. In order to comply with this requirement, 13 CPR stations are maintained on campus, as noted in the table below.

	Eating/Dining Facilities & Bars
	<ul style="list-style-type: none"> • Commons Dining Hall (near west side main entrance on the 1st floor) • McEwen Dining Hall (within the servery area on the 2nd floor) • Bundy Dining Hall (near the kitchen area on the 1st floor) • Howard Diner (near the checkout area on the 1st floor) • Café Opus 1 in McEwen (near the serving counter on the 1st floor) • Café Opus 2 in Science (near the serving counter on the 1st floor) • The Little Pub (near the bar area on the 1st floor)
	Theatrical/Performance Facilities
	Health/Fitness Facilities
	<ul style="list-style-type: none"> • Kennedy Center (Ferguson lobby on the 2nd floor) • Wellin Hall (main entrance within Schambach Hall on the 1st floor) • Blood Fitness & Dance Center (northeast main entrance on the 1st floor) • Alumni Gymnasium (within Emerson Lobby on the 1st floor) • Field House (main entrance facing the Taylor Science Center) • Bristol Pool (main entrance hallway area)

CPR Station Contents

Each staged CPR station comes equipped with a sign to properly identify the device and its purpose, and includes the PPE:

- 2 adult exhaled air resuscitation masks
- 2 pediatric exhaled air resuscitation masks
- 8 latex free, exam quality disposable gloves
- 4 antimicrobial wipes
- 1 biohazard bag

CPR Station Use Requirements

Since the College’s designated emergency medical response personnel typically carry their own PPE to medical emergencies, the principal purpose of the CPR stations is to provide good Samaritans and other members of the public/greater college community with suitable PPE so that they may begin emergency medical assistance in advance of the arrival of designated 1st aid emergency responders.


CPR Station Inspection, Maintenance and Resupply

The Director of Environmental Protection, Safety & Sustainability is generally responsible for staging, maintaining and resupplying any CPR stations when their supplies are either used for their intended purpose or otherwise depleted through tampering. However, given the intent and functional location of the CPR stations in the first place, departments or offices managing or otherwise responsible for the activity that requires the stations are charged with performing routine inspections to ensure functionality. Inspections should be conducted on a monthly basis (or as needed based upon use/tampering), and any discrepancies should be reported to the Director of Environmental Protection, Safety & Sustainability, as follows:

- Bon Appétit is responsible for the 5 stations at Commons Dining Hall, McEwen Dining Hall, Bundy Dining Hall, Little Pub and Howard Diner
- Café Opus is responsible for the 2 stations at Opus 1 (in McEwen) and Opus 2 (in Science)
- The Performing Arts Administrator is responsible for the station at Wellin Hall
- The Director of Technical Theater is responsible for the station at the Kennedy Center
- The Athletics Department is responsible for the 4 stations at the Blood Fitness & Dance Center, Alumni Gymnasium, Field House and Bristol Pool

3. Automated External Defibrillator (AED) Program

In order to increase the College’s ability to respond to sudden cardiac arrest incidents, and to provide “Public Access Defibrillators” to good Samaritans and other members of the greater college community, Hamilton maintains 17 AED’s as follows:

<p><u>Emergency 1st Aid/Medical AED’s</u></p> <ul style="list-style-type: none"> • 1 at the Student Health Center • 1 mobile unit carried by Campus Safety staff • 3 mobile units carried by the Athletic Training Facility staff • 1 mobile unit assigned to the Crew Team • 1 unit assigned to the ADK program through Janelle Schwartz 	
<p><u>Public Access Defibrillators Stationed in Areas of High Public Occupancy</u></p> <ul style="list-style-type: none"> • Field House (main entrance facing the Taylor Science Center) • Wellin Hall (main entrance within Schambach Hall) • Blood Fitness & Dance Center (northeast main entrance) • Alumni Gymnasium (in the Emerson Lobby) • Bristol Pool (main entrance hallway area) • Kennedy Center (Ferguson Lobby 2nd floor) • Taylor Science Center (1st floor near Café Opus 2) 	

<ul style="list-style-type: none"> • Physical Plant (near the rear M&O entrance area) • Tolles Pavilion/Events Barn (main entrance lobby to both buildings) • Kirner-Johnson (1st floor near elevator) 	
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AED Use Requirements

For the 5 AED’s staged or carried by the Student Health Center, Campus Safety and the Athletic Training Facility staff, only trained and qualified personnel within these departments are authorized to use them. For the 10 AED’s established as “Public Access Defibrillators”, any Good Samaritan or member of the greater college community who has had sufficient training in 1st Aid/CPR/AED techniques is authorized to use them, so as to initiate an emergency intervention in advance of the arrival of more qualified responders.

AED Maintenance and Recordkeeping

The Student Health Center is responsible for performing routine maintenance checks and inspection on all AED’s (and their storage cabinetry) at Hamilton College, in accordance with manufacturer recommendations. All documentation generated as a result of these equipment checks will be maintained for the life of the equipment by the Student Health Center. In the event manufacturer repairs are required, the Student Health Center will facilitate those repairs directly with the according manufacturer or vendor, and will retain all documentation for the life of the equipment.