



Fitchburg State University Police Department

Subject: MEDICAL RESPONSES	
Reference: IACLEA: N/A MPAC: N/A	
Rescinds: Section: 6, 9 and 16	
Effective Date: February 9, 2021	Review Date:
By Order of: Michael J. Cloutier, Chief of Police	

General Order

17.2.5

PURPOSE:

Officers may respond to various medical emergencies on campus, off campus, and possibly encounter injuries while on duty. This general order provides guidance on the response and the proper documentation of medical calls, or on the job injuries.

POLICY:

It is the policy of the Fitchburg State University Police Department to ensure that officers respond and report all instances of medical aid, injuries, and accidents that occur both on and off-campus.

PROCEDURES:

A. General Medical Response

1. All sworn members of the department members are trained in accordance with MPTC standards, to the First Responder level of care. Officers who are certified as EMTs will respond while on duty at the First Responder level.
2. Once an officer arrives at a medical and makes contact with a patient, they will provide the appropriate level of medical care based on their training and readily available equipment.
 - a. Officers will not abandon a patient and will only turn medical care over to an individual operating with an equal or greater level of medical certification.
 - b. Officers may turn the care of a patient over to a "cleared" member of the Fitchburg State University Emergency Medical Services (Student EMS) who are trained at the

First Responder level and who operates under the guidance of the Fitchburg State University Police Department.

3. Each officer assigned to a marked cruiser will ensure that the cruiser's medical bag is properly stocked, and that the Automatic Electronic Defibrillator (AED) is properly working.
 - a. The medical bag should be placed in an easily accessible area of the cruiser.
 - b. When external temperatures fall below 32 degrees, both the medical bag and AED will be placed in the front portion of the passenger compartment and brought in at the completion of each shift.
4. Officers will be responsible for the care provided on scene by this department and Student EMS.
 - a. If Student EMS assisted they will complete a Patient Care Report (PCR)
 - b. Officers will document the action of Student EMS and assisting officers in a medical report (OF).
5. The officer's reports should include:
 - a. Patients name;
 - b. Date of Birth
 - c. Signs and symptoms
 - d. Allergies
 - e. Medications
 - f. Pertinent medical history
 - g. Last oral intake
 - h. The event leading to the incident
 - i. What medical care was provided
 - j. Disposition (medical refusal, transported, etc.)
6. Under the Massachusetts Public Record Law Chapter 4§7, exemption "C" medical reports may be exempt if the disclosure constitutes an unwarranted invasion of personal privacy to the patient or to named witnesses.

B. University Police Department Injury

1. When a University Police Department employee has a non-life-threatening accident or injury on the job, the following steps will be taken to ensure the injury is properly reported:
 - a. Following the occurrence of an accident/injury, the employee will determine whether he/she needs immediate medical attention. As soon as possible after this determination is made, the employee must notify his/her supervisor or Officer in Charge.
 - b. The supervisor or OIC will notify the on-call lieutenant as soon as practicable. A supervisor may accompany the injured employee to the hospital if necessary. If

injury or accident involves occupational exposure the supervisor will ensure that applicable guidelines are followed as directed by general order 17.2.4 OCCUPATIONAL EXPOSURE.

- c. The Chief shall be notified by the on-call lieutenant, whenever an injury occurs while on duty.
- d. Whether or not medical attention is necessary, the employee will complete the required paperwork (Forms to be obtained from the Human Resource Department) along with the appropriate shift activity log entry and report. Human Resources will assist in completing the necessary forms and/or paperwork.
- e. The employee will keep the supervisor informed of any changes related to the accident or injury; the supervisor will update the Human Resource office immediately regarding changes, (i.e., time lost, etc.) and will update when to work accordingly.

C. Slip and Falls

1. Whenever this department is made aware of an incident involving someone falling on campus as a result of ice, snow, or other circumstance, a complete report will be filed to include:
 - a. The name(s) of witnesses;
 - b. Person injured;
 - c. Observation of the area where the incident occurred;
 - d. Any additional information on the injured party (requires an assisted walking device, type of footwear, etc.)
 - e. The extent of injuries;
 - f. The extent of medical aid given; and
 - g. If transported to a medical facility for treatment.
 - h. Security camera video of the incident, if available.
2. Photos of the area should be taken and attached to the report.
3. If the injury (slip and fall) occurred due to winter conditions, CPM should be notified to sand/shovel the area. CPM should also be asked when the last time grounds sanded or shoveled the area prior to the incident. This information should be included in the report.

D. Student EMS


1. The Fitchburg State University Police Department supports the Student EMS program, by providing an MPTC certified First Responder Instructor(s) their training.
2. Student EMS members, once they have completed the training program, may respond to medical calls on campus, along with members of the police department.
3. Student EMS, unless directed otherwise, will not enter a scene without a police department member present.

4. Officer may have Student EMS provide medical care to a patient, while they interview witnesses, apprehend a suspect, or conduct other police-related services on a call. However, the information related to the medical call shall be included in the report as stated above.
5. Student EMS will not be allowed to respond to:
 - a. Reports of sexual assaults
 - b. An active shooter, or hostile event, where a weapon was used/brandished.

E. Mass Casualty Incidents

1. A mass casualty incident (MCI) is defined as "an event that overwhelms the local healthcare system, where the number of casualties vastly exceeds the local resources and capabilities in a short period of time." In terms of Fitchburg State University Police, any incident with a period that exceeds the ability of the shift to respond and provide the same level of medical care.
2. Once it is known that the university is experiencing an MCI, the supervisor or OIC should notify the on-call lieutenant, and advise him/her of :
 - a. The scope of the incident;
 - b. The similarity of the cases;
 - c. The type of medical services being provided;
 - d. An estimate of known cases left to respond to;
 - e. Whether the MCI is isolated to a single building or spread out over campus.
3. The Lieutenant will:
 - a. Contact the Chief of Police;
 - b. Determine what level of the Emergency Management Team needs to be activated, and if an Incident Command post is required;
 - c. Determine if an alert under General Order 17.1.4 EMERGENCY NOTIFICATION needs to be sent.
4. A medical report will be generated for each medical response, up until an MCI is officially declared, at which time a running call for service will be generated with each patient's information and whether the individual was triaged, transported, or provided service.
 - a. A single report will be generated after the MCI, to document medical services rendered and act as the foundation of the After Action Report.

Approval:



Chief of Police

02/09/21
Date