Trained Personnel in First Aid & CPR

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Suite/Room</th>
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<tr>
<td>Caree Jent</td>
<td>856-8520</td>
<td>1000</td>
</tr>
<tr>
<td>Matt Boots</td>
<td>856-8032</td>
<td>2100</td>
</tr>
<tr>
<td>Vicky Lewis</td>
<td>856-8455</td>
<td>2276</td>
</tr>
<tr>
<td>Chanel Stickles</td>
<td>856-8284</td>
<td>3044</td>
</tr>
<tr>
<td>Amber Hill</td>
<td>856-8068</td>
<td>4156</td>
</tr>
<tr>
<td>Charlene Conner</td>
<td>856-8322</td>
<td>4042</td>
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<tr>
<td>Maria Jensen</td>
<td>856-8370</td>
<td>4228</td>
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First Aid Kits and Automated External Defibrillator (AED)

There are 4 AED units on floors 1-4 of the building. AEDs are centrally located near the atrium or directly above it on the higher levels.

The First Aid Kits are located at:
- Teacher Education Front Desk, Suite 1000
- SoE Library Front Desk, Room 1163
- Duplicating Office/ETS, Room 1238
- Center for Human Growth, Room 0001
- Instructional Systems Technology (IST), Room 2276
- Center for Research Learning and Technology, Room 2048
- Curriculum and Instruction (C&I), Room 3140
- Language Education, Room 3044
- Educational Leadership & Policy Studies (ELPS), Room 4228
- Office of Graduate Studies, Room 2128
- Dean’s Suite, Suite 4105
- Counseling and Ed Psychology (CEP), Room 4003

If personnel trained in First Aid are not available, at a minimum, try to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (Note: Avoid contact with blood or bodily fluids.)
2. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.

In the Event of a Medical Emergency...

If an IU staff member or student is injured or has a serious illness that may require immediate medical attention, call 911 and request Emergency Medical Services.

- Once the EMS arrives, the EMTs will assess the situation. The student or staff member has the right to refuse medical attention. The individual WILL NOT BE CHARGED unless transported. If the individual is unconscious, the EMTs will make this decision.
- IU faculty or staff members who are injured on-site should report the injury promptly to SoE HR for consideration under Worker’s Compensation.
- IU students who are injured or become ill while on university property will be financially responsible for medical services, meaning the individual and/or insurance will be billed.

EVACUATION ROUTES & MEETING PLACES

Maps of evacuation routes are displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building.

If an evacuation of the building is required, proceed to the bottom floor of the Jordan Avenue parking garage and await further instructions.