


Work Instruction	
MEDICAL EMERGENCY	

Work description: Medical Emergency		
Scope: Medical Emergency involving passengers, staff or third parties on or about HRH controlled infrastructure e.g. seizures, heart attacks, slips, trip and falls, allergic reactions, bleeding etc		
References: HNL-09007 Emergency Management Plan HNL-09629 Medical and First Aid		
PPE and precautions	Competencies or qualifications	Licenses or permits required
First Aid PPE	First Aid Qualification	
Tools and equipment required		
First Aid Equipment, AED		

Preparation <i>All</i>	Familiarize yourself with the location of Automatic External Defibrillator (AED), medical equipment including personal protection equipment (PPE) before a medical emergency arises.
Responding <i>Trained First Aider</i>	<ol style="list-style-type: none"> If the need for medical assistance occurs, and you are a qualified first aid provider, begin to render aid as soon as possible. Send a fellow employee to contact OCC Supervisor and if required, tell them to call 911. Have someone meet the emergency responders and direct them to person needing assistance. If you are alone, contact 911 and remain on the line, before you begin to render aid in order to get additional help as soon as possible. Always use PPE in order to prevent the spread of blood borne pathogens or other infectious diseases. Stay with the victim until emergency medical technicians or other professional assistance arrives. <div>  <div> Note <i>If the incident constitutes a significant medical emergency, the OCC should dispatch additional first aiders to the scene to assist until emergency responders arrive</i> </div> </div>
Staff without First Aid Training	<p>If you are not a trained first aider and find yourself in a situation requiring a response, the following basic steps will help. These are not a substitute for proper first aid training.</p> <ul style="list-style-type: none"> Cardiac Arrest: <ul style="list-style-type: none"> Immediately start chest compressions regardless of your training. Compress hard and fast in the center of the chest, allowing recoil between compressions. Hand this task over to those who are trained if and when they arrive. An AED should be applied and used. But it is essential not to delay chest compressions, so finding one should be commanded to someone else while you are doing chest compressions. Bleeding: <ul style="list-style-type: none"> Cover the wound with a gauze or a cloth and apply direct pressure to stop the blood flow. Don't remove the cloth. Add more layers if needed. The cloth will help clots form to stop the flow. Burns: <ul style="list-style-type: none"> Flush the burned area with cool running water for several minutes. Do not use ice. Apply a light gauze bandage. Do not apply ointments, butter, or oily remedies to the burn. Do not break any blisters that may have formed Fractures: <ul style="list-style-type: none"> Don't try to straighten it. Stabilize the limb using a splint and padding to keep it immobile. Put a cold pack on the injury, avoiding placing ice directly on the skin. Elevate the extremity. Sprains <ul style="list-style-type: none"> When in doubt, first aid for sprains should be the same as broken bones. Immobilize the limb, apply a cold pack, elevate it

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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OCC Actions OCC	OCC Supervisor	<ul style="list-style-type: none"> • Inform OCC staff and Road supervisors; • Inform O&M Management; • Alert the Honolulu Emergency Medical Services; • Report the emergency according to HNL-09023 Accident and Incident Notification, Reporting and Investigation; • Make sure that CCTV recordings from the affected area are retrieved; • Instruct OCC staff to implement any recommendation received from the Honolulu Emergency Medical Services (e.g. closure of the metro, station or train evacuation).
	Train Controller	<ul style="list-style-type: none"> • Initiate evacuation of the affected area according to procedure HNL-09328 Station Evacuation or HNL-09331 Train Evacuation, if requested by the Honolulu Police / Emergency Medical Services Department; • Prevent trains to enter the affected area.
	Engineering and Fault Controller	<ul style="list-style-type: none"> • Advise the OCC supervisor of the situation; • Handle traction power in response to the specifics of the incident.
	Information Controller	<ul style="list-style-type: none"> • Initiate announcements for evacuation of the affected area according to procedure HNL-09328 Station Evacuation or HNL-09331 Train Evacuation, if instructed to do so by the Train Dispatcher; • Monitor the affected area through CCTV and report any suspicious activity; • Retrieve all recordings of the event.
	Road Supervisor	<ul style="list-style-type: none"> • Act according to instructions from the OCC; • Assist Honolulu Police Department / Emergency Medical Services personnel.