



SECTION: RM
TOPIC: EMERG PROC 05
INJURY-ILLNESS
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: EMERGENCY PROCEDURES –
EMPLOYEE OR PUBLIC INJURY OR ACCIDENT**

IN THE EVENT OF ANY INJURY OR ILLNESS IN YOUR AREA:

1. Dial 911 or instruct a by-stander to dial 911
2. Provide the following information:
 - a. Your name
 - b. Building name
 - c. Floor and location of emergency
 - d. Any available details of accident or illness
3. Do not hang up until told to do so as additional information may be needed.
4. Do not move injured or ill persons unless it is necessary to avoid further injury, e.g., fire or tornado.
5. Reassure the accident victim or ill person that emergency assistance is on the way.
6. Have someone meet the emergency unit at elevators on your floor.

END OF PROCEDURE