

- Call 911. Do not hang up until instructed to do so by the 911 dispatcher.
- Provide the following:
 - Where is the emergency?
 - What is the emergency?
 - How many victims?
 - What is being done?
 - Give as much information about the victim(s) as you can.
- Stay with the injured person until help arrives.
- Do not move the person unless he or she is in a life-threatening situation.
- If the victim must be moved to prevent further harm (i.e., the area is unsafe), move them to a safe location, always supporting the head and neck while trying not to bend or twist them.
- Do not bend or twist the victim's body.
- Do not approach victims of fire, electrocution or toxic exposure unless they are clear of the hazard. In cases where there are open lanes of traffic adjacent to the incident scene, the responder should assess the environment to ensure his or her safety.
- Secure the scene and assist emergency personnel with traffic control.
- Obtain the name, location and phone number of the hospital where employee(s) are taken for treatment.
- Notify your supervisor with the most critical need-to-know information first.
Supervisor's Phone Number: _____
- Initial contact with the family should be done by emergency services. Management will follow up with the family.
- Any questions from the media should be referred to management. No details should be provided until an investigation occurs.