

If a **MEDICAL EMERGENCY** occurs in your office or building or if someone becomes **ILL** or is **INJURED** and requires immediate assistance:

1. Call local emergency squad 911 (98-911 from a campus phone) or Security at x300.
2. Direct personnel outside to await the arrival of emergency squad personnel and direct them quickly to the victim's location.
3. Unless trained, do not attempt to render any first aid before trained assistance arrives.
4. Do not attempt to move a person who has fallen and appears to be in pain.
5. Limit your communication with the ill or injured person to quiet reassurances.
6. After the person's immediate needs have been taken care of, remain to assist investigating personnel with pertinent information about the incident.
7. If the victim is a staff member, the victim's supervisor should fill out an "Accident Report" relative to the incident.
8. Planning for such emergencies includes being trained in emergency first aid procedures and CPR.