

## EMERGENCY MEDICAL PROCEDURES

1. IN CASE OF EMERGENCY .... Call Reception
2. RECEPTION CALL 911
3. Stay with victim until EMS arrives
4. RECEPTION PAGE COMPANY EMERGENCY RESPONSE TEAM to location of emergency
5. COMPANY E.R.T. go directly to emergency location
6. Reception's first priority is to ensure delivery of EMERGENCY DEFIBRILLATOR UNIT\*, with oxygen to emergency location.
7. E.R.T. Asses the situation and the victim.
8. IF NECESSARY, send someone to confirm 911 call.
9. DO NOT MOVE VICTIM - Unless an actual hazard is present (gas, glass, fire, water, etc.)
10. Open and Maintain the victim's airways and check breathing.
11. If victim is breathing, ADMINISTER EMERGENCY OXYGEN.
12. If the victim is not breathing, Give two breaths and check pulse.
13. If no pulse,... begin CPR (30 COMPRESSIONS - 2 BREATHS, X4 (1 MIN.)
14. Ask someone to help with CPR. prepare DEFIBRILLATOR.

### OTHER EMERGENCIES: follow steps 1 - 5

15. OPEN KIT AND FOLLOW INSTRUCTIONS.
16. STOP ALL BLEEDING - Apply pressure over the wound, with a pressure dressing.
17. SPRAIN OR BREAK - Apply ice or cold pack immediately.
18. If ambulance is not required, offer to take the person to the nearest hospital.
19. KEEP THE VICTIM WARM, use blankets.
20. LOOSEN ALL TIGHT CLOTHING.
21. DO NOT GIVE ANYTHING BY MOUTH.
22. DO NOT LEAVE THE PERSON ALONE.
23. SLIGHTLY ELEVATE THE VICTIMS LEGS.
24. REASSURE THE VICTIM CONSTANTLY AND OFFER TO HAVE SOMEONE ACCOMPANY THEM TO THE HOSPITAL.

### EMERGENCY EQUIPMENT LOCATIONS

First Aid Kit(s) Location: \_\_\_\_\_

Eyewash Station(s) Location: \_\_\_\_\_

Stretcher & Blanket Location: \_\_\_\_\_

Oxygen Location: \_\_\_\_\_

\*Defibrillator Location: \_\_\_\_\_

This document can be modified to suit specific company requirements. e.g. different phone systems may have specific dialing procedures for dialing 911.

For all your first aid requirements contact:

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