

Stay calm. Disperse the crowd, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, call 911, identify and detain witnesses. Secure the scene.

**Serious or life threatening injury:** Dial (9) or (989) 911

1. State the nature of the emergency.
2. State your name and a phone number at your location.
3. State the building address and room number or area of the building.
4. Remain on the phone until told to hang up.
5. Ask someone to meet emergency officials at the street.

**If the injury is not serious or life threatening:**

1. Locate a CPR or First Aid certified person to assist.
2. Administer first aid, if indicated.
3. Avoid handling bodily fluids or clothing stained by them.
4. If warranted, obtain transportation to the nearest medical center (listed at the back of this guide).
5. Request Human Resources notify the person's emergency contact of any transport decision.

Report the incident as soon as possible to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Human Resources (714) 736-4250  
Assistant Superintendent, Administrative Services Office (714) 736-4262

## **ACCIDENT, INJURY, SUDDEN ILLNESS**