

In an emergency, do the following:

1. Assess the situation.
2. Address life threatening issues (AED, CPR, safety of victim etc.).
3. Call 9-1-1. (Calling from a landline will give the operator your location and can lead to a faster response time)
4. Provide “status information” to 911 operator/emergency contact.
5. Follow emergency procedures.
6. Warn members or fellow employees of the situation, if advised.
7. Contact the Manager or Regional Manager to notify them of the situation.
8. Keep neat, detailed notes of the emergency on an incident report.