

Company Name: _____ Dept: _____ Location: _____ Date: _____

#016

WHAT TO DO IN AN EMERGENCY

The goals of first aid are to help the injured or sick person recover; prevent the injury or illness getting worse; provide reassurance; organize help; make the person as comfortable as possible.

For minor injuries, first aid may be all that is needed. More serious injuries may need medical attention & further treatment. Sometimes first aid is needed to deal with life-threatening injuries that may even involve resuscitating someone whose breathing has stopped. Correct & rapid assessment of what should be done is therefore crucial & often a matter of common sense applied under very difficult circumstances.

If you have to deal with a life-threatening emergency & you have other able bodied individuals around, send them to get help or have them phone for help immediately. If you are on your own & properly trained, follow these steps before arranging for professional help:

- ✓ Breathing- if choking, clear airway. If breathing has stopped, death can result within 6 mins., carry out resuscitation. If breathing has stopped, there is no rise and fall movement of the chest or abdomen, the face becomes a bluish gray color and there is no exhaled breath. Continue to give artificial respiration about 14-16 times per minute. If breathing is still absent, check heartbeat, if heartbeat has stopped, do CPR if you have been trained to do it.
- ✓ Control severe bleeding. Deal with severe burns & guard against shock. **Drowning:** speed in starting artificial respiration is essential. **Electric Shock:** turn off current or *safely* separate the victim from the source of the current (with a dry, non-conducting object). **Heatstroke:** move the victim to the coolest place possible & wrap them in a cold wet sheet. **Snakebites:** attempt to describe the snake's appearance, there are 4 major kinds of poisonous snakes in North America: rattlesnake, copperhead, cottonmouth & coral snake. **Poisoning:** try to contact a Poison Control Center & for exposure to chemicals, try to locate the applicable Material Safety Data Sheet (MSDS) to help the physician.

The procedures described above are all for life threatening situations, they need medical help immediately. You should be prepared & appropriately trained in CPR & First Aid. Emergency telephone numbers should always be available & nearby.

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference