



EMERGENCY MEDICAL CARE

There are many situations requiring emergency medical care for you or someone at work. You may need to drive to a local emergency room or call 911 for emergency personnel. It is important for you to remain calm while waiting to be helped by medical staff or Atlas personnel.

FIRST AID, CPR AND AED RESPONSE

The OSHA First Aid standard (29 CFR 1910.151) requires trained first aid providers at all workplaces of any size if there is no “infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.” In addition to first aid requirements of 29 CFR 1910.151, several OSHA standards such as 1910.269 and 1910.146 require training in cardiopulmonary resuscitation (CPR) because sudden cardiac arrest from asphyxiation, electrocution, or exertion may occur.

WHAT COUNTS AS AN EMERGENCY?

The following medical conditions require emergency care:

- ❖ Shortness of breath
- ❖ Chest pain or pressure
- ❖ Loss of consciousness
- ❖ Severe cuts or wounds
- ❖ Fractured bones
- ❖ Seizures
- ❖ Poisoning
- ❖ Sudden or severe pains
- ❖ Uncontrollable bleeding
- ❖ Persistent or severe vomiting
- ❖ Vomiting or coughing up blood



Call 911 if you may need immediate emergency care or drive to the ER yourself by considering the following situations:

- ❖ The condition appears to be life-threatening or could quickly become so.
- ❖ First Aid will not be enough.
- ❖ Moving the injured person could cause serious injury.
- ❖ The injured or ill person requires the equipment and knowledge of emergency medical personnel.
- ❖ Traffic and/or your distance to the nearest emergency room or hospital would cause a major delay in receiving emergency care.

If visiting the hospital’s emergency department, assist the doctors and nurses in treating you or a coworker by providing as much medical information as possible. You should have ready the following:

- ❖ A list of medications, including how frequently and for how long they have been taken.
- ❖ A list of allergies, especially allergies to medicine.
- ❖ A list of immunizations.

If you feel that your situation requires calling 911, then remember the following:



- ❖ Speak calmly.
- ❖ Clearly speak to the dispatcher.
- ❖ Provide the name, address, phone number and location of the person in need.
- ❖ Describe the nature of the problem.
- ❖ Do not hang up with the dispatcher and follow instructions.
 - Be aware that when calling 911 from a mobile phone, the dispatcher can only track your location based on the cellular tower.
 - It is important that you give the dispatcher your exact physical location so that emergency personnel can be directed to you quickly.

RESPONDING TO A MEDICAL EMERGENCY

As soon as Atlas management is informed of a medical emergency, they will:

- ❖ Respond immediately to the location.
- ❖ Assess the situation as quickly as possible.
- ❖ Administer first aid or CPR (*only if qualified*).
 - Easily locate the first aid kits on each floor for supplies necessary to act.
 - If alone, call for help or direct a witness to retrieve first aid kit or AED.

Employee Procedures

Should you be informed of a medical emergency:

- ❖ Determine the exact location of the emergency.
- ❖ Determine the extent of the injury, sickness, or emergency.
- ❖ Determine the name or names of the people for whom calling 911.
- ❖ Inform the Front Desk and advise that a medical emergency has been reported. Give the following information:
 - Exact location.
 - Nature of emergency.
 - Individual requiring assistance.
 - If 911 was contacted and to expect emergency personnel.

If you personally discover the emergency.

- ❖ You must not leave the person unattended unless:
 - The situation is not serious; or
 - If there is no phone immediately at hand; or
 - If your calls for assistance go unanswered.
- ❖ If the situation looks serious, you should notify the Front Desk to call 911.
- ❖ Retrieve items from the first aid kits or the AED if needed.
- ❖ Remain calm and provide reassurance until assistance arrives.
- ❖ NEVER MOVE A VICTIM.
 - DO NOT allow people to gather around the victim.
 - Attempt to disperse any persons standing around who are not directly involved in the situation.
 - After taking names and statements from witnesses, dismiss them also until they need to be called for confirmation of the statements.
 - Ensure the victim, if appropriate, is covered and warm as a precaution against shock.
 - If the victim is bleeding badly, ensure that someone is trying to stop the flow.
 - Wait for the arrival of the police and emergency medical technicians.
- ❖ Only administer first aid and CPR only if you know the proper procedure and are qualified.



- ❖ IF an AED is needed, follow the instructions of the machine once it is opened.
- ❖ NEVER make any comments regarding fault or liability for the injury.

Once emergency personnel arrive:

- ❖ Keep exits and entrances clear.
- ❖ If alone, check for emergency personnel every few minutes and lead them to the incident.
 - If you are not alone, send someone to the entrance to meet the emergency team.
- ❖ Provide any information to assist emergency team.
- ❖ Wait for further instructions.

Emergency Including Death

- ❖ Any employee who finds a body at work and death is suspected must do the following:
 - Make certain they are dead.
 - Call their name; or
 - Safely check for pulse and breathing; or
 - Movements.
 - Notify the front desk and Atlas management immediately.
 - If management is not available, **Call 911** immediately if death is suspected and report the incident.
 - If death is suspected cover the body and wait until the police arrives.
 - Lock the down the area or room.
 - Do not disturb anything in the area that may destroy evidence.
 - Await the arrival of the local police and ambulance.
 - Cooperate with the police with their investigation.

After a Medical Emergency

- ❖ It is necessary to provide the name and information of incident to Atlas management and building management. Include the following:
 - Names of those involved.
 - If any witnesses that saw the incident.
 - An incident report must be written ASAP by Security or the Atlas Management in all cases, if an employee is involved.
- ❖ Take photographs as back up evidence whenever appropriate, especially when slips and falls occur.
- ❖ NO STATEMENTS OF ANY KIND ARE TO BE MADE TO THE PRESS. INQUIRIES ARE TO BE DIRECTED TO THE EXECUTIVE OFFICE.
 - Do not talk to anybody about the incident without management approval.
- ❖ The area where the emergency occurred may need to be cleaned or disinfected, refrain from utilizing the space until management has cleared the space for use.

INTERNAL EMERGENCY RESPONDERS

Atlas has identified employees that are expected to render first aid as part of an emergency response. They are also covered by the requirements of the Occupational Exposure to Bloodborne Pathogens Standard (29 CFR 1910.1030). Our designated employees are trained by Risk Department Consultants.

***Note:** Training is conducted in accordance with the American Red Cross or American Heart Association guidelines or other nationally recognized programs. Instructors should also be certified to train per the requirements of these program.*