



Policy 7.3	Reporting Emergencies		
<u>Effective Date:</u> 2/28/12	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u>			

REPORTING EMERGENCIES

7.3

POLICY

The intent of this section is to establish response procedures in case of an emergency medical situation at DuPage County.

ELIGIBILITY

- All employees, visitors, vendors and guests of the County.

PROCEDURES

1. Medical Response Procedures:

- Any staff member or contractor designated to provide emergency medical care, treatment, first aid, etc. must be fully trained as applicable to State and Local guidelines. Persons who are not properly trained in emergency medical procedures should not administer such measures. Personnel that are expected to administer medical aid as per their job description shall be fully trained as a condition of employment.
- Employees should notify security at ext. 5262 to report any injury or illness requiring emergency aid.

2. Employee Procedures

In the event of a major medical emergency (i.e. cardiac arrest, unconscious individual, etc.) or where Security cannot be contacted immediately, the employee/witness should:

- Remain calm. Maintaining a calm and professional atmosphere will help the patient and others at the scene of the incident.
- Immediately contact 9-1-1 and indicate the nature of the emergency and location of the incident. Remember that when calling 9-1-1 from an internal county phone, you must first dial 9, then 9-1-1.

- C.** Once 9-1-1 has been summoned, immediately follow up with Security by calling ext. 5262, provide your location and other pertinent information related to the incident.
- D.** If other persons are available, enlist them to assist as needed prior to Security's arrival.
- E.** Once Security arrives, follow their instructions and assist as needed.
- F.** Attend to the victim as needed to provide comfort until Security and/or paramedics arrive.