

HR 195 Dealing With Personal Injury

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1. As soon as there is any accident or illness, ensure that the person remains still.

DO NOT MOVE the victim unless circumstances warrant absolute necessity.

2. Have a staff member or patron telephone **911** immediately.
3. Give as many details as possible to first responders.
4. If necessary, cover the victim for warmth with a coat or whatever is accessible.
5. If possible, stay with the victim to ensure that the victim remains calm, and that no one (including staff) or bystanders attempt to move the victim, give them drinks, or drive them home, for example.
6. Notify CEO or designate who will take the necessary next steps.
7. Do not discuss the incident to protect the privacy of the individual.
8. The CEO will document the who, what, where, and why of the incident and report to the County's insurance agent, if required.