# A screen shot of a computer  Description automatically generatedwhat to do in case of an incident

An incident or emergency can occur at any time, being prepared to respond by providing first aid or CPR may mean
the difference between life and death.

**What to do:**

**1.** Call 911. Get professional help on the way as quickly as possible. You will need to provide
the physical address and building number to the emergency responder so it is important to have this
information easily accessible. Many people suffer from memory loss during a crisis and having the address
posted by the phone or in a common area can alleviate this problem.

**2.** Assess the situation and look for hazards that may have caused this incident. Do not rush to the injured
person until you have looked around to ensure you will not experience the same fate. When all is clear, go to the
person.

**3.** Do not move the person unless they are in grave danger. If unconscious, check the person’s airway, breathing
and circulation (ABCs). If the person is not breathing and you are trained, begin CPR until the medics arrive.
Remember that every second counts.

**4.** If the person is bleeding, apply direct pressure to the wound until the bleeding stops. Wear latex gloves to
protect yourself from any blood. If the person is conscious, help him or her remain calm by talking in a normal
tone and not saying anything that might cause alarm. If possible, cover the injured area so the person will not
see the injury.

**5.** Locate blankets to keep the person warm and comfortable as he or she may go into shock.

**6.** Do not give the person anything to eat or drink.

Additional accident prevention and safety resources can be found at: www.OSHA.gov

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