



Tip Sheet

How to Prepare for a Medical Emergency at Your Facility

1. Develop a procedures manual. This manual should include
 - The names and phone numbers of employees who have emergency medical response training
 - The location of the first aid kit or station
 - First aid procedures
 - Proper disease transmission avoidance
 - Injury and illness recordkeeping (OSHA) procedures
 - Instructions for reaching outside assistance (i.e., dial 911)
 - Instructions for getting an outside line (i.e., dial "9")
2. Make sure all employees have access to the manual.
3. Check with your legal council or local Red Cross office regarding your state's Good Samaritan laws. In most states, when citizens respond to an emergency and act in a reasonable and prudent way, they will be protected under the Good Samaritan laws. This will protect the rescuer from being sued by the injured person. However, if a rescuer does offer assistance but is negligent or not properly trained, they could further harm the injured person and could be held liable.
4. Provide designated employees with training in proper rescue techniques, including first aid and CPR. Many options exist, but some of the best training opportunities are delivered by the National Safety Council and by the Red Cross. The Red Cross is a leader in medical emergency training, offering classes in basic first aid; CPR; ergonomics; slips, trips, and falls; back injury prevention; workplace violence awareness; and managing stress. Typical classes last between one and six hours each.

*Excerpted from **Emergency Preparedness for Facilities: A Guide to Safety Planning and Business Continuity** by David Casavant, ISBN: 0-86587-843-9 (978-0-86587-843-3). To order this book, or to view a complete list of available compliance and management resources—including all 50 Titles of the Code of Federal Regulations—call our customer service center or visit us online.*