

REPORTING EMERGENCIES

1. Call 911 immediately. The dispatcher will contact the appropriate agency for assistance: Paramedics, Fire Department, Police or other.
2. Stay calm and give your name, location and nature of the emergency. **DO NOT HANG UP UNTIL YOU ARE TOLD TO.**
3. In the event of injuries or illness, render first aid **ONLY IF QUALIFIED**.
 - Do not move the person unless it is absolutely necessary
 - Make the person as comfortable as possible. It is important to keep the person warm and quiet to minimize shock
 - Restore breathing by clearing air passages or administering CPR, if certified. (See Section on ABC's of CPR)
4. In the event of a major campus wide emergency, the President will activate the Emergency Operations Center. Information for faculty, staff and students will be available and posted at the Theatre or Stadium, depending on damage and the nature of the emergency.
5. Be certain to notify your supervisor as soon as possible.