

MEDICAL EMERGENCY SAMPLE PROCEDURE

[ABC Group]	
Subject: Handling an in-office emergency	
Title of Policy: Medical Emergency Policy	Page Number:
Created Date: Revision Date:	Approved by:

Procedure:

Call 911/9-911 from office phones

- Triage the situation and dispatch the appropriate response team

Report any pertinent information to the dispatcher (**DO NOT** hang up unless told to do so) including:

- Location: which building and room number
- Best entrance for responder to go to (someone should meet responder at this entrance if able to do so)
- Nature and extent of emergency
- Your name and telephone number
- Chemical or radioactive materials involved

Help if you are able and qualified—only trained personnel should provide first aid or CPR

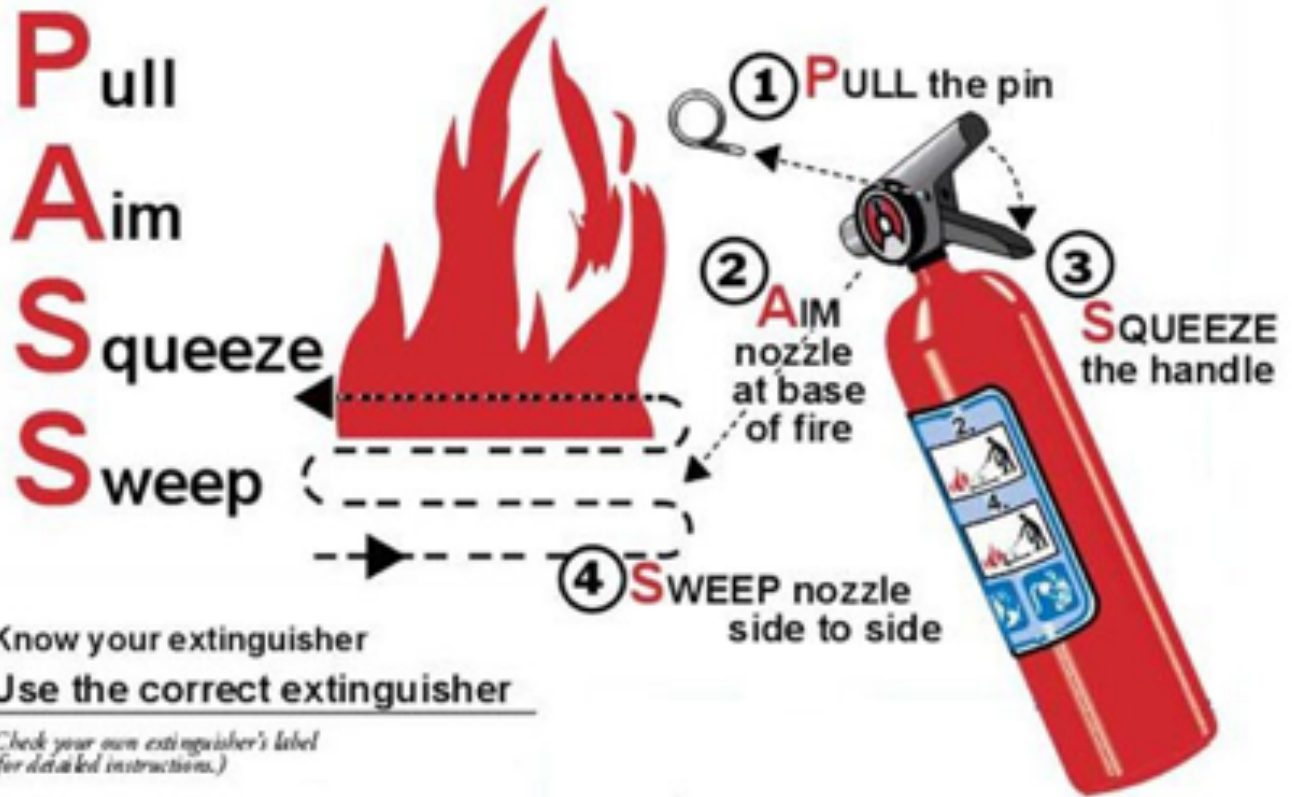
- Do not jeopardize your health or the health of the patient; wait for professional help if you are not appropriately trained
- If you are trained, conduct basic lifesaving methods within your skillset until help arrives

In the event of a fire, follow these specific procedures:

1. Keep calm
2. Call the fire department; know the emergency phone number
3. If you are trapped in the office, keep the doors closed and seal any cracks (with wet towels if possible)

In preparation:

1. Check all fire extinguishers and ensure they are working properly
2. Know where each extinguisher is located
3. Become familiar with the right procedure for extinguisher use—see image that follows



www.psicinsurance.com

P.O. Box 9118, Des Moines, IA 50306

If you would like to discuss a particular situation, please contact our risk management division at 1-888-336-2642 or riskmanagement@psicinsurance.com.

This resource may not be reprinted, in part or in whole, without the prior, express consent of Professional Solutions.

Information provided is offered solely for general information and educational purposes. It is not offered as, nor does it constitute, legal advice or opinion. You should not act or rely upon this information without seeking the advice of an attorney.