Emergency Action Plan

FIRST CONTACT

ASSESSMENT

CALL 911

EMERGENCY???

CALL 555

CUSTOMER SERVICE DESK**

ACCESS/EGRESS

ACTION

DOCUMENTATION

POST-INCIDENT

FILES

Support Staff, Professor, Student, or Other…

E.g., Lifeguard, Instructor, User, or Other…

Gathering of basic information by first person at the scene.

Judgement call: Is Fire, Police or an Ambulance needed?

Examples of when to call 911 = heart attack, unconscious, broken or dislocated bones, severe bleeding.

Note: Always air on the side of caution.

**IF APPLICABLE

Other locations that may assist with Basic First Aid or calling 911 and/or 555 are:

- 102 General Office, FKC
- 202 ARC Front Office, ALC
- Bison Athletic Therapy Centre, IGAC

Fill out Notice of Injury or Incident Form for follow up purposes.

Forward completed documentation to appropriate offices, e.g., Facilities, EHSO/Office of Risk Management and Security.

For possible future reference.

To dispatch Winnipeg Fire Paramedic Service (WFPS).

Caller must specify if emergency is in progress.

WFPS is dispatched and then call 555.

Elevator ready! Clear foyer! Open doors!

Resources/Personnel utilized to handle emergency.

Critical incident debriefing and post-emergency review.