

**SERIOUS INJURY / ILLNESS**

1. Survey area to see if safe for you to assist.
2. Do not move a seriously injured person unless it is a life threatening situation.
3. Call ESF University Police at extension **6666**, giving your name, location, and phone number. Give as much information as possible regarding the nature of the injury/ illness: whether or not the victim is conscious, advise if ambulance is needed.
4. Return to victim, administer First Aid, and keep the victim as calm and comfortable as possible.

Below please list the names of persons in your building who are trained in First Aid. List the location of nearest First Aid kit.

<b>NAME</b>	<b>LOCATION/PHONE #</b>
_____	_____
_____	_____
_____	_____
_____	_____

**FIRST AID KIT LOCATED AT** \_\_\_\_\_

5. Remain with the victim until ESF University Police arrive.
6. If injured person is an employee, initiate reporting procedures as directed by Department Head and Supervisor.