

Procedures for Reporting an Emergency Situation

- 1) **STAY CALM – DO NOT PANIC**
- 2) **Call 911 or local emergency number.**
- 3) **What is the emergency? Fire; robbery; person unconscious, not breathing, bleeding, heart attack; auto accident or etc. If the building is on fire, exit the building and call emergency number from a safe location.**
- 4) **Where is the emergency situation? Be specific. Give the physical address as well as major cross streets and exact location on the property.**
- 5) **Know the telephone number you are calling from.**
- 6) **How many people are involved?**
- 7) **What is being done to treat the victims?**
- 8) **Stay on the phone until emergency personnel arrive.**