

# PROCEDURE TO FOLLOW IN CASE OF AN EMERGENCY

## PERSON WHO DISCOVERED THE EMERGENCY

- ALERT THE RECEPTIONIST TO CALL 911

## RECEPTIONIST

- CALL 911 PROVIDING THE NECESSARY INFORMATION
- CONTACT THE FACILITY MEDICAL DIRECTOR

## QUALIFIED PERSONNEL

- QUALIFIED PERSONNEL TO PERFORM CPR AS INDICATED
- TURN OVER EMERGENCY PROCEDURE TO EMS UPON ARRIVAL

## ADMINISTRATOR

- COMPLETE THE INCIDENT REPORT FORM
- PROVIDE A COPY TO THE MEDICAL DIRECTOR
- PROVIDE A COPY TO THE ATTENDING PHYSICIAN
- SCAN INCIDENT REPORT FORM INTO CLIENT MEDICAL RECORD