

# ***Medical Response Procedure***

## **Emergency Procedure**

- 1) The first person to come upon an injured or acutely ill worker should stay with that person and send a co-worker, if available, to get assistance. This person should also designate other employees to obtain first aid supplies (kits located in the church office).

**Note:** If you and the injured person are the only ones in the building, you will need to leave the injured person and place the 911 call. Make sure you get enough information to answer the questions that you will be asked when you place the 911 call.

**In obvious life threatening emergencies such as severe trauma, loss of consciousness, difficulty breathing, burns that are severe or other such situations, a decision to call 911 should be made.**

Do not attempt to move a seriously injured person unless he/she is in a life threatening situation from toxic fumes, fire or some other immediate danger.

- 2) The co-worker should go to the nearest phone (cell, office, kitchen) and call an ambulance.
  - a. **Dial 911** and give the following information:  
**"This is the Valley Baptist Church, requesting an ambulance at 3600 North Chippewa Street in Appleton."**
  - b. State the reason:  
**"For a person who     (state specific reason)     Examples: burn, chest pain, severe injury.**
  - c. Say that someone will meet the ambulance at the construction site and direct them to the injured person. Send someone to meet the ambulance.
  - d. Do not hang up the phone until you are certain all of your information has been understood and you have been told you may hang up.
- 3) After co-worker completes calls, he/she returns to the scene of the incident and informs the caregivers that help has been contacted.
- 4) First responders will be identified each week at the initial safety briefing. A list of those volunteers Certified in First Aid & CPR will be posted on the project announcement board located outside at the south side of the existing building.
- 6) The Incident leader should notify the following people in all emergency cases:
  - a. - Charles Dunning  
- Your volunteer team leader.
  - b. The volunteer's family will be notified by the people listed above or by the receiving hospital.
  - c. If the media is involved, the only person authorized to give a statement is Pastor Larry Creamer.

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## **Non-Emergency Procedure**

1. When is a non-emergency situation?
  - a. If first aid has been given, but further treatment such as sutures may be required.
  - b. Strain or sprain is suspected and x-rays are needed.
  - c. Volunteer has a minor eye injury and first aid provider identifies further medical treatment is needed. (i.e. foreign body in the eye)
  - d. Burns that a first aid provider has treated on site but may require additional medical evaluation.
  
2. What procedure do you follow in accident or illness situations that are not an emergency, but require medical attention?
  - a. Charles Dunning will arrange for transportation of the employee to a health care facility. (Example: A hospital or nearby urgent care).
  
  - b. The injured volunteer or person with them will contact Charles Dunning and their volunteer team leader when released from the medical facility.
  
3. There is an Ascension Urgent Care located at:

3329 N. Richmond St.  
Monday - Friday: 7:30 a.m. to 7:30 p.m.  
Sat./Sun./Holidays\*: 7:30 a.m. to noon  
(920) 380-2715

If you walk to the road next to the church and look South (away from the Interstate), you will see it at the first traffic light

***First Aid supplies are located in the church office.***