

- Ensure the safety of employees and guests.
- Notify CPR/first aid certified persons in building of medical emergencies (*names of CPR/first aid certified persons are listed in Crisis Team Members section*).
- Seal off area where assault took place.
- Call 911 if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (*intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing*).
- Notify _____ in _____ at _____. Coordinator assembles
Crisis Team Coordinator Office # Work/Mobile/Page #
Crisis Team Members.
- Coordinator notifies designated emergency contact of persons involved in assault.
- Document all activities.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures (*see Serious Injury/Death section*).