

If incident occurred in building during work hours:

- 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*).
- Call 911.
- If possible, isolate affected employee(s)/guest(s).
- Notify _____ in _____ at _____.
Crisis Team Coordinator Office # Work/Mobile/Page #
- Activate crisis team. Designate staff person to accompany injured/ill person to hospital.
- Coordinator notifies injured/ill person's emergency contact.
- Determine method of notifying employees. Announce availability of counseling services for those who need assistance.
- Refer media to _____ in _____ at _____.
Public Information Designee Office # Phone Numbers (home, work, mobile)
- Implement post-crisis procedures.

If incident occurred to employee outside of workplace:

- Activate crisis team.
- Notify supervisors before normal operating hours.
- Determine method of notifying employees. Announce availability of counseling services for those who need assistance.
- Refer media to _____ in _____ at _____.
Public Information Designee Office # Phone Numbers (home, work, mobile)
- Implement post-crisis procedures.

Post-crisis procedures:

- Meet with _____ to determine level of intervention
community mental health workers
for employees.
- Designate rooms as private counseling areas.
- Escort affected person's close friends and other "highly stressed" employees to counselors.
- Follow-up with employees and guests who received counseling.
- If death occurred, designate staff person(s) to attend funeral.
- Allow for changes in normal routines to address injury or death.