

THE INTERCHURCH CENTER MEDICAL EMERGENCY RESPONSE PROTOCOL

I. Emergency:

- A. Use your best assistant – COMMON SENSE
- B. Check the CABs (Circulation, Airway, Breathing)
- C. Call or have someone call (verify that someone did call):
 1. TIC MEDICAL OFFICE – Ext. 3053
(during building hours Monday – Friday 8:45 AM – 4:30 PM)
 2. 911
 3. SECURITY - Ext. 3002 (before or after working hours and on weekends)
- D. Supply the following information:
 1. Exact location of the emergency (floor and room number or best location).
 2. When calling 911 the address to be used for The Interchurch Center is 61 Claremont Avenue, between West 119th and 120th Street, and again floor and room number or best location
 3. If known give the following information:
 - a. What is the emergency (heart attack, asthma attack, choking, bleeding, fall, etc.)
 - b. Approximate age, gender, known medical history, employee's name, etc.
 4. Have someone meet the responding medical/security/EMS personnel at the elevator

II Safety:

- A. Clear the area of anyone not involved in the emergency
- B. Be aware of the surrounding area conditions:
 1. Type of floor (metal, wet)
 2. Smoke in the area
 3. Hazardous materials in the area
- C. Remain calm

III Until Help Arrives:

- A. Stay with the patient
- B. Manage the emergency to the best of your ability