EMERGENCY PROCEDURES

Ensure all steps are followed in accidents resulting in serious injury and/or fatality and incidents that involve law enforcement and/or may result in litigation.

• Priority attention: care for injured; stabilize the situation.
  • Call 911 or police, ambulance and clergy as appropriate.
  • A responsible Cooperative Extension representative stays at the scene.
  • Make NO statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel, Risk Mgmt., or University Relations.
  • Appropriate person must immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
  • Contact your supervisor, unit coordinator and Risk Management ASAP.
  • Contact Virginia Tech Legal Counsel.
  • Immediately complete the Accident/Incident report and take notes; FACTS ONLY.
  • A copy of the report form can be found in the Risk Mgmt. Guide.
  • Refer all media to University Relations. DO NOT MAKE ANY COMMENT!
  • Call Virginia Tech Police for assistance if you cannot reach emergency contacts.

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