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!
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EMERGENCY CONTACTS AND TELEPHONE NUMBERS

Cell #:

First Contact: Risk Mgmt. Office: 540-231-7439

Supervisor name:

Office #:

University Relations: 540-231-5396

State Police: Cell Phone #77

VT Police: 540-231-6411

State Police Local: Local Police:

VT Legal Counsel: 540-231-6293

THESE PROCEDURES SHOULD ONLY BE FOLLOWED IN THE EVENT OF A FATALITY OR AN EMERGENCY WHICH INVOLVES SERIOUS INJURIES OR LIFE THREATENING INCIDENTS.

Information on how to handle incidents of a lesser nature, or on what forms to complete may be found in the Risk Management Information Guide for Virginia Cooperative Extension. The general switchboard number for Virginia Tech is: 540-231-6000.

VT/0215/VCE538NP/490101

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