

If you've ever been the first one on the scene at an automobile accident, or if you have been working next to someone who had a traumatic injury at work, then you know how important it is to know what to do when an emergency occurs.

So often in the stress of the situation we forget some of the basics. This can be such a stressful time and your desire to help in a hurry mysteriously "fogs" your brain of the basics. That's why it is so important to know some of the basics of emergency response.

## EMERGENCY RESPONSE



These are just some of the basics that each of us should know here at Integrated Water Services:

- The best phone to call 911 on is your cell phone. For medical and law enforcement emergencies you should call 911 immediately. Always notify your manager as soon as practical after calling 911.
- Before starting every new job, your Safety Steward should go to the [www.iws.support](http://www.iws.support) center and fill out the Emergency Action Planning form. Upon submission of this form, you will receive a completed emergency action plan that has all the emergency information you will need to adequately respond to the emergency.
- Every EAP should have all the requested information fields populated before submitting. The life of you or your co-worker might depend on it at some point.
- In the Direction tab of the [www.iws.support](http://www.iws.support) center are the driving directions to all active company projects. If an emergency occurs and emergency medical services are needed, the Directions portal is a great way to direct responders to the site.
- Every office should have an emergency action plan just the same as the project sites should have a plan. It doesn't matter if it is a short term two-person office or project or if is the corporate headquarters or the largest project, all workers must have a completed and readily available Emergency Action Plan.
- Every project should have at least one basic first aid kit available, and every company vehicle should have a good basic first aid kit. The vehicle FA kit can be counted as the project FA kit.
- It is expected that all injured employees who are coherent and capable shall self-perform first aid in the event of injury.
- Designated employees will be trained for CPR and First Aid in the event of a medical emergency where first aid may be required.
- **Signs of a stroke** include sudden numbness or weakness in the face, arm, or leg, especially on one side of the body. Sudden confusion, trouble speaking, or difficulty understanding speech. Sudden trouble seeing in one or both eyes. Sudden trouble walking, dizziness, loss of balance, or lack of coordination.
- **Signs of a heart attack** include chest pain or discomfort. Most heart attacks involve discomfort in the center or left side of the chest that lasts for more than a few minutes or that goes away and comes back. The discomfort can feel like uncomfortable pressure, squeezing, fullness, or pain. Additional symptoms include feeling weak, light-headed, or faint. You may also break out into a cold sweat. Pain or discomfort in the jaw, neck, or back. Pain or discomfort in one or both arms and shoulders. Shortness of breath. This often comes along with chest discomfort, but shortness of breath also can happen before chest discomfort.
- In case of a tornado warning:
  - Home**
    - go to the basement or an inside room without windows on the lowest floor (bathroom, closet, center hallway). If possible, avoid sheltering in any room with windows. For added protection get under something sturdy (a heavy table or workbench). Cover your body with a blanket, sleeping bag or mattress. The goal is to shelter yourself among walls and protect yourself from falling/flying debris. If
  - In Your Car**
    - If you see a tornado while you are driving, stop your car and get out. Find the lowest spot, such as a ditch, and lie flat on the ground. Cover your head with your hands and any other material you can find.
- Do not seek shelter beneath overpasses as wind speeds can be higher in narrow passages. Never try to out-drive a tornado.
- These are just a few things that each of us should know while here at work. We aren't all necessarily first responders, but we can certainly help and may be called upon to do such if a coworker close to you has a traumatic event.