

## Emergency Incident Checklist

*In an emergency situation you may not always know how best to react or take control of the situation. ICAS has compiled a checklist to assist you with the some key procedures to follow during an Emergency.*

### Car Accident:

- ✓ Check if anyone needs medical attention
- ✓ Call for medical assistance
- ✓ Obtain other driver information (including driver's license and ID no.; car registration, make and model; insurance details, home and work address and contact information including alternate numbers)
- ✓ Inform immediate family
- ✓ Lodge accident report at nearest police station within 24 hours
- ✓ Obtain case number
- ✓ Notify insurance
- ✓ Explore need for trauma debriefing
- ✓ Referral to ICAS

### Bereavement:

- ✓ Keep calm and contain emotions
- ✓ Notify immediate family
- ✓ Make arrangements for children
- ✓ Contact medical professional for death certificate
- ✓ Contact funeral home
- ✓ Enquire about any funeral policies
- ✓ Refer for bereavement counselling

### Hijacking:

- ✓ Check if anyone needs medical attention
- ✓ Call for medical assistance if necessary
- ✓ Call family for assistance
- ✓ Report incident to police within 24 hours
- ✓ Obtain a case number
- ✓ Inform insurance
- ✓ Arrange for trauma debriefing

### **Medical Emergency:**

- ✓ Call an ambulance
- ✓ Use precaution to prevent exposure to bodily fluids
- ✓ Refrain from moving person unless absolutely necessary
- ✓ Note the time of the incident (when was the last time you talked to person and how long has person been unconscious)
- ✓ Seek any employee with first aid experience
- ✓ Call family to explore possible medical conditions/medical history
- ✓ Check for medic alert bracelet, gather any medication person may be on
- ✓ Explore need for debriefing

### **Suicidal employee:**

- ✓ Check for plan
- ✓ Check for means
- ✓ Contract around safety depending on risk profile
- ✓ If high risk either inform family member or friend
- ✓ Or obtain psychiatric assessment (any hospital casualty)
- ✓ Explore need for debriefing for remaining staff