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<b>ADMINISTRATION 903-737-7473</b>			
Superintendent	903-737-7479		
Asst. Superintendent Curriculum	903-737-7473	2330	
Asst. Superintendent Human Resources	903-737-7473	2332	
Business Manager	903-737-7473	2327	
Director of Maintenance/Transportation	903-737-7489	2867	
Public Information Officer	903-737-7473	2328	
Director of Safety and Security	903-491-1520	2754	

### **EMERGENCY PHONE NUMBERS**

The Principal is responsible for contacting the Superintendent in the event of a school emergency.

The Superintendent will be responsible for contacting school board members in the event of a school emergency.

<b>EMERGENCY: 911</b> Police, Fire, Ambulance	Lamar County Sheriff Department 903-737-2400
Paris Police Department – Non-emergency: 903-784-6688	Texas Highway Patrol 903-785-8421 Criminal Law Enforcement 903-737-9910

**Hospital:** Paris Regional Medical Center main number 903-785-4521

**Electric:** 888-313-6862

**ATMOS Gas:** 800-817-3090

**Water: 903-784-2464**

**TXU Energy:** 800-233-2133

**City of Paris:** 903-784-9234

**Red Cross:** 903-737-4390

**Texas Department of Public Transportation:** 903-737-9300

**Poison Control Center:** National 800-222-1222

## BOMB THREAT

<b>Staff</b>	<p><b>Don't hang up on phone threats.</b> Try to keep caller talking and the notify principal. The principal and campus police officer will make a threat assessment and the decision whether or not to evacuate.</p> <p><b>Do not:</b> Use campus radios, cell phones, pagers, turn lights on/off. Instruct students not to use their cell phones. Use existing hard line telephones or runners.</p> <p>Document in writing, as soon as possible, other types of threat contacts including:</p> <ol style="list-style-type: none"> <li>1. Specific time message is received</li> <li>2. Date and day of week</li> <li>3. Exact wording of message</li> <li>4. Estimation of sex, race, age, cultural background of person making threat</li> <li>5. Explain circumstances under which message is received noting usual and</li> <li>6. Unusual circumstances such as noises, clothing, actions of person(s).</li> </ol>
<p><b><u>THREAT ASSESSMENT:</u></b></p> <ul style="list-style-type: none"> <li>• How vague/specific/detailed is the threat?</li> <li>• Is there a motive?</li> <li>• Does the individual have the resources to carry out the threat?</li> <li>• Is there information on the time and place the attack will be carried out?</li> </ul>	<p><b><u>AUTHORITIES TO BE INVOLVED:</u></b></p> <ul style="list-style-type: none"> <li>• Paris ISD Police</li> <li>• Police/Fire Department            911</li> <li>• Sheriff's Department                903-737-2400</li> </ul>

## BOMB THREAT FORM

<p><b><u>AUTHORIZED MEDIA CONTACTS:</u></b></p> <ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Designee</li> <li>3. Public Information Officer</li> <li>4. Campus Principal</li> </ol>
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<p><b><u>ASK:</u></b></p> <p>What time is it set for? _____</p> <p>Where is it? _____</p> <p>What does it look like? _____</p> <p>Why are you doing this? _____ _____</p> <p>Who are you? _____</p>
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**BOMB THREAT REPORT**

**DON'T HANG UP.**

Telephone Location/Extension # \_\_\_\_\_

Time of Call: \_\_\_\_\_

Exact Wording Used by Caller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimate of Voice of Caller (man, woman, child, intoxicated, accent, speech impediment, etc.): \_\_\_\_\_  
\_\_\_\_\_

Describe Background Noise (music, children, voices, airplane, traffic, keyboarding, etc.): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Call Received By: \_\_\_\_\_

## BUS ACCIDENT

### IN THE EVENT OF AN ACCIDENT

<b>Staff</b>	Remain calm.
	Keep children in the same seats – seating order is a vital part of the police report.
	If threat of fire exists, move children to a safe place – otherwise, leave them in their same seats as when the accident occurred.
	Call emergency services: police, fire, ambulance, highway patrol and begin administration of first aid.
	Call the Maintenance & Operation Director, Superintendent, and Principal.
	Do not issue statements to the media. Refer them to law enforcement officials, Superintendent, Asst. Superintendent Curriculum, Public Information Officer or Asst. Superintendent of Personnel

### PRECAUTIONARY MEASURES BEFORE LEAVING DISTRICT (EXTRACURRICULAR)

Take a list of students/sponsors in attendance. Leave a copy with the school office. Include for each a home telephone number, names of parents, parents' work telephone, home address, and any indications of student health or medical problems.

## CUSTODY LAWS AFFECTING THE SCHOOL

### REQUEST TO RELEASE CHILD:

<b>Divorced Parents</b>	Refuse to release child except to the custodial parent. A copy of the divorce decree/court order should be kept on file. An exception can be made only upon the written request of the custodial parent. Written requests shall be kept on file.
	A change in custody should be indicated and a copy of the court order/court document kept on file.
<b>Separated Parents</b>	Release to either parent unless there is a statement on file from the parent-in-residence.
<b>Divorce Pending</b>	Release in accordance with temporary custody/court documents.

### REQUEST TO SEE CHILD AT SCHOOL:

<b>Divorced Parents</b>	Contact custodial parent and abide by the expressed wishes of that parent or divorce decree/court order.
<b>Separated Parents</b>	Permit either parent to visit.
<b>Divorce Pending</b>	Permit in accordance with temporary custody/court documents.

### MEDICAL EMERGENCY:

<b>Divorced Parents or Divorce Pending</b>	Use emergency information listed on student's card.
	DO NOT contact non-custodial parent.
<b>Separated Parents</b>	Use emergency information listed on the student's card.
	May contact either parent.

## EXPLOSION / FIRE

FIRST ACTIONS	
<b>Principal</b>	Evacuate the building and take proper shelter to provide the greatest safety to students and staff.
<b>Teacher</b>	Teachers should take their class roll computer sheet.
	Students and staff should not take personal belongings.
	A predesignated person should check adjacent restrooms, vacant classrooms and/or storage areas.
<b>Principal</b>	Call 911
	Call the Superintendent/Central Office - 903-737-7473
<b>Teacher</b>	Teachers should check their class roll and report to the Principal.

PREVENTIVE/SUPPORTIVE MEASURES	
<b>Principal</b>	Develop and practice your building evacuation plan for fires and other kinds of building level disasters/emergencies. Keep a copy of that plan accessible to all personnel.
	Provide for alternate shelter. Educate staff and students about shelter locations and fire safety procedures.

## GAS LEAK

### GAS LEAK ATMOS 866-322-8667

Natural gas leaks can occur inside or outside of a building. The potential hazards of a gas leak are fire, explosion, carbon monoxide poisoning, and suffocation. Suspect a gas leak if you smell a very unpleasant odor, like that of rotten eggs. "Mercaptan" is added to gas to let you know a leak exists.

FOR ALL GAS LEAKS:	
<b>Teacher</b>	Contact your principal/Director.
<b>Principal</b>	Contact the Maintenance Department (903-737-7489) and report the emergency situation. Maintenance Director cell # 903-573-0240.
	If the situation is an emergency, call the Fire Department (911).

	If the smell of gas is faint:	If the smell of gas is strong:	If the person(s) is unconscious:
<b>Teacher</b>	Open windows or doors	Open windows or doors	Do not enter the area without breathing protection
	Evacuate the area	Move upwind from any smell	Remove all persons from area
<b>Teacher/Principal</b>			Contact school nurse

## GUN

<b>GUN IN BUILDING</b>	
<b>Teacher</b>	Notify principal that there is a gun in possession on campus.
<b>Principal</b>	Notify the campus police officer.
	Campus police officer and principal will determine if evacuation is necessary if threat of danger is present.
	Immediately evacuate the area of concern.
	Advise all personnel to make no attempt to disarm the student unless he/she expresses a willingness to relinquish the possession of the gun.
	Notify the Superintendent.
	Turn situation over to the campus police officer.

<b>SHOOTING INVOLVED:</b>	
	<ul style="list-style-type: none"> <li>• Call 911</li> <li>• Implement a lockdown until/unless instructed otherwise by campus police officer/school personnel.</li> <li>• Follow the guidelines above, administering basic first aid until health care professionals arrive.</li> </ul>

## DRIVE-BY SHOOTING

<i>DRIVE-BY SHOOTING</i>	
<b>Teacher/Staff</b>	When shots are heard, yell to students to "Drop to the ground!"
	As vehicle exits area, yell to students to "Return to building"
	Notify Principal ASAP
	Report any known injuries
	Organize students within building and restore calm
	Return students to classroom
	Take roll and report any missing students to office
<b>Principal</b>	Call 911 for police and ambulance (if needed)
	Notify nurse
	Bring all students and staff inside building ASAP
	Secure building by locking doors and classroom
	Notify Superintendent (903-737-7479)
<b>Teachers</b>	Remain with classes
<b>Principal</b>	Detain students beyond dismissal time if necessary
<b>Staff</b>	Remain with students until emergency is over
	Provide counseling to students as needed
<b>Superintendent</b>	Notify Public Information Officer if school dismissal will be delayed

***Do NOT issue a statement to the media.***

## HAZARDOUS MATERIALS

### DIRECT CONTACT

<b>Teacher</b>	Evacuate the area to avoid fumes.
	Remove contaminated clothing and flush the area with cold running water for fifteen minutes. If flushing the eye area, position the flow to go into the eye while holding the eyes open.
	Notify the school nurse.

### INDIRECT CONTACT

<b>Teacher</b>	Evacuate the area to avoid fumes.
	If the spill is outside move upwind from the spill.
<b>Principal</b>	Contact Maintenance & Operations Department if evacuation from the campus and/or if shut down of ventilation system that transports fumes is necessary. Contact campus police officer or call 911.

### CLEANUP AND DISPOSAL

<b>Staff</b>	Never enter a spill area alone. Wait for Fire Department instructions.
	Spill areas should be ventilated with fresh air and directional fans that prevent direct exposure.

<b>For Traffic Control</b>	Paris ISD Police
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### IDENTIFY THE SPILL TO EMERGENCY PERSONNEL WITH THE FOLLOWING INFORMATION:

<b>Teacher/Principal</b>	1. Product information
	2. Manufacturer information
	3. Product contents/ingredients as given on container (whenever possible, spell names to avoid misunderstanding)
	4. Volume of spill/exposure
	5. Reactions on surface/individuals
	6. Product contamination with other chemicals

### EMERGENCY PERSONNEL TO NOTIFY:

<b>Paris ISD Police</b>	
<b>Ambulance, Police, Fire</b>	<b>911</b>
School Nurse	
Maintenance/Transportation Department	903-737-7489
Texas Department of Transportation	903-737-9203



## INJURY / DEATH

INJURY	
Teacher	Notify the school office/school nurse. Notify the principal.
Principal	Call ambulance if needed (911). Notify the Superintendent if ambulance is called (903-737-7479)
Teacher/Nurse	Notify the parent or nearest relative as indicated on the student's enrollment/registration card.
Principal	If a child or staff member is transported to an area hospital, the principal or a staff member should accompany the person to the hospital until the situation is secure and the person is out of danger. This may require that someone else be put in charge of communications at the campus while the administrator is away.

DEATH	
Teacher/Principal	Call 911 to notify the Ambulance/Police/Fire Departments – <b><i>DO NOT NOTIFY THE NEXT OF KIN!</i></b>
Principal	Appoint a staff member to follow the ambulance to the hospital. The staff member should bring a copy of the student's enrollment/registration card.
Nurse	The nurse should remain on the campus if at all possible.
Principal/Teacher/Nurse	Media inquiries should be referred to the Superintendent or Public Information Officer. <b>Do NOT issue a statement to the media.</b>

## KIDNAPPING

IN THE EVENT OF A CHILD KIDNAPPING	
Teacher	Notify the principal or campus police officer.
Principal	Call the parent/guardian listed on the student's enrollment/ registration card. Call the Superintendent (903-737-7479). Notify Paris ISD Police or call 911.
Principal/Teacher	Do <b>not</b> release any information to media. Refer all requests for information to the Superintendent.

PREVENTIVE ACTIVITIES THAT MAY HELP AVOID CHILD KIDNAPPING SITUATIONS ARE:	
Secretary	A list of students who are not to be released to anyone except a specified parent or guardian should be kept at her desk.
Teacher/Secretary	Enrollment cards of these students should be "red-flagged." Before releasing a child to anyone except the parent/guardian on the list, check with the custodial parent/guardian for approval. A record of the time and date of phone approval should be made and kept. When a telephone request to release a child from school is received, if any doubt exists concerning the identity of the caller, confirm the request before the child is permitted to leave (by separate call to the parent/guardian).

**Do NOT issue a statement to the media.**

## LOCKDOWN

<b>DANGER OF/OR ACTUAL SHOTS FIRED</b>	
<b>Staff</b>	The signal is "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.
<b>Principal/ Secretary</b>	Notify campus police officer and call <b>911</b> Turn off bells and lights
<b>Teacher</b>	<b>Do not panic!</b> Close and lock classroom doors (students in hallway immediately step into nearest classroom/office). Students and staff assume position of sitting against wall, out of view of door(s)/glass. Turn off lights Stay in position until first responders open door
<b>Staff</b>	Ignore bells (if not turned off)
<b>Principal</b>	Wait for official word before opening doors – stay in position until instructions are received from designated authorities.

**TEXT NOTIFICATIONS WILL BE SENT TO PARENT AND COMMUNITY**

## LOCKOUT

<b>THREAT OUTSIDE</b>	
<b>Staff</b>	The signal is "Lockout! Lockout!" and is repeated twice each time the public address is performed. Notify campus police officer or office staff.
<b>Teacher</b>	<b>Do not panic!</b> Close and lock classroom doors (students in hallway immediately step into nearest secure room). Install red "Night Lock Device". Close windows and blinds. Continue normal classroom activity.
<b>Principal</b>	When official word is obtained, announce, "Resume normal activities."

## LOITERING / STRANGER ON CAMPUS

<b>PROCEDURES TO FOLLOW WHEN PERSONS ARE SUSPECTED OF LOITERING INCLUDE:</b>	
<b>Staff</b>	Contact campus police officer or approach strangers on campus in groups of two or more. Have another staff member present when approaching the loiterers, ask for identification, determine the nature of their presence, and direct and/or accompany them to the proper office. If they have no acceptable purpose, ask them to leave. Never attempt to physically remove the stranger from the premises. If the person refuses to leave contact your campus police officer.
	Check periodically to be sure the stranger has not reappeared on campus. The principal may want to give staff members a description of the person in the event he returns to the campus.

<b>PREVENTIVE MEASURES:</b>	
<b>Staff</b>	School entrances should be kept locked during the school day to ensure use of main entrances by school visitors. Signs are posted at building entrances instructing visitors to go to the office and identify themselves.
	Teachers, administrators and staff should approach, greet and direct visitors to the proper office.

## MISSING CHILD / RUNAWAY

<b>Teacher</b>	Notify the principal.
<b>Principal</b>	Contact campus police officer
	Call the parent/guardian.
	If police are called, notify the Superintendent (903-737-7479).

## PLANE CRASH

FIRST ACTIONS:	
<b>Principal</b>	Evacuate the building if necessary.
	Contact campus police officer.
	Call 911.
	Call the Superintendent (903-737-7479)

PREVENTIVE/SUPPORTIVE MEASURES	
<b>Principal</b>	Practice emergency escape routes.
<b>Principal/Superintendent</b>	Provide for alternate shelter.
<b>Teacher</b>	Teachers should take their class roll with them when evacuating the building.
<b>Principal</b>	Some special education students will need special transportation.
<b>Teacher</b>	Parental/guardian release forms must be signed prior to allowing a student to leave the school premises or alternate school location.

**Alternate Site:** In the event of an elementary/Intermediate/junior high school evacuation, students may be taken to the Paris Jr. High School Weger Fine Arts Center. Teachers should conduct roll call at the alternate site. High school students can be sent to the Fine Arts Center if it meets safety requirements during the emergency/crisis situation on that campus.

**The Superintendent will determine additional alternate sites.**

## POWER FAILURE / LINES DOWN

POWER FAILURE	
<b>Principal</b>	Call Oncor Electric 888-313-4747.
	Even though lights may not work on phone, phones will usually operate.
	Call Maintenance Department (903-737-7489)
	Notify Superintendent (903-737-7479). If telephones will not operate, send a staff member to Administration Office for assistance.
	If there is a danger of fire, evacuate the building by fire drill procedures.
<b>Teacher</b>	Relocate the students from rooms without windows or direct outside ventilation.

LINES DOWN IN AREA	
<b>Principal/Teacher</b>	Have an adult in the area of the downed lines to prevent anyone from going near the lines.
<b>Principal</b>	Contact campus police officer or call 911
	Call Maintenance Department for additional assistance 903-737-7489 (7:00 a.m.- 4:30 p.m.)
	After 4:30 p.m. and before 7:00 a.m. call the Paris ISD Police Director at 903-491-1520 or Maintenance Director 903-573-0240

## SCHOOL EVACUATIONS

**In the event that a school or District facility needs to be evacuated (flooding, chemical spill, explosion, etc.), the Superintendent will contact Transportation Department to make arrangements to transport students to an alternate school location.**

<b>Staff</b>	Follow emergency escape procedures in the event a building must be evacuated.
<b>Staff/Students</b>	File out of the classroom in a single file, orderly fashion.
<b>Teacher</b>	Designated person should check adjacent restrooms, vacant rooms, storage areas, etc. Teachers should take class roll books and release forms with them when evacuating the building.
<b>Principal Staff</b>	Some special education students will need special transportation. Parent/guardian release forms must be signed prior to allowing a student to leave the school premises or alternate location.

### ALTERNATE SCHOOL SITE

<b>Elem./Intermediate Junior High School</b>	Paris Jr. High School Weger Fine Arts Center - teachers should immediately conduct roll call using their class roll books.
<b>High School</b>	Weger Fine Arts Center - providing it meets safety requirements during the emergency situation on the campus. Use cafeteria and/or gymnasium if necessary.
<b>All campuses</b>	Paris High School gymnasium will be the second alternate school site.

**The Superintendent will determine alternate sites other than the Fine Arts Center.**

## SUICIDE

### KNOWLEDGE OF ATTEMPT

The Principal will:

- Treat attempted suicide as a medical emergency and contact campus police officer or call 911.
- If the suicide is completed, designate a person to secure the area until arrival of police and emergency units.
- Notify Superintendent (903-737-7479).
- Police will notify parent/guardian.

The Superintendent will:

- Notify other appropriate central administrators and Board members.
- Notify Public Information Office.
- Dispatch counselors to the scene.

### KNOWLEDGE OF INTENT

The Principal will verify intent and, depending upon circumstances, take appropriate action:

- Ensure that the student is not left alone.
- Notify campus police officer, school counselor, nurse, etc. for intervention and development of prevention strategies.
- Contact parent/guardian.
- Notify Superintendent (903-737-7479).

**NATIONAL YOUTH CRISIS HOTLINE: 1-800-442-4673**  
**National Suicide Prevention Lifeline: 1-800-273-8255**



## WEAPONS

<b>SUSPICION OF POSSESSION</b>	
<b>Principal</b>	Notify campus police officer
<b>Teacher</b>	A designated adult or police officer should bring the student to the office. The student should bring any books, backpack, purses, etc., which are in his/her possession. At least two adults and a police officer should be present at the meeting with the student.
<b>Principal</b>	Enforce guidelines in the <i>Student Code of Conduct</i> . If a weapon is found, notify the Asst. Superintendent (903-737-7473).

<b>THREATENING WITH WEAPON(S)</b>	
<b>Teacher</b>	Remain calm and talk to the student in a calming voice. Do not attempt to confiscate the weapon. Send for the principal/assistant principal as quickly as possible.
<b>Principal</b>	Contact campus police officer Notify the Assistant Superintendent (903-737-7473).

## WEATHER CLOSINGS

Most weather closing of schools will occur overnight, however a few may occur during the school day.

<b>OVERNIGHT WEATHER CLOSINGS</b>	
<b>Staff/Students/ Parents</b>	Staff and students, along with parents, may be reminded to listen to local radio stations (KPLT 107.7, KBUS 101.9, KOOL 98.5FM, KOYN 93.9), local television stations, and PISD's website ( <a href="http://www.parisisd.net">http://www.parisisd.net</a> ) for weather closing announcements.
<b>Principal</b>	May wish to develop plans for telephone calls to staff to confirm the weather closing. Develop plans to check on building security and aid students and staff who may arrive at a building unaware of weather closing.

<b>SCHOOL DAY CLOSINGS</b>	
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Information on daytime weather closings will reach the principal through the Superintendent.</li> <li>• Only the Superintendent or designee (in Superintendent's absence) is authorized to close schools, delay opening, or accelerate the end of the school day.</li> </ul>

**Paris ISD has partnered with SchoolMessenger Notification System to provide timely communication to parents and staff members.**







## EMERGENCY RESPONSE TEAM

DISTRICT	CAMPUS	Campus First Responders (Trained in first aid and before EMS arrival)
Superintendent	Principal	Campus Police Officer
Asst. Superintendent Curriculum	Assistant Principal	
Asst. Superintendent Of Personnel	Nurse	
Maintenance/Transportation Director	Counselor	
Business Manager	Head Custodian	
Public Information Officer	Teacher	
Paris ISD DSS Director	Cafeteria Manager	

### BASIC FIRST AID

<p><b><u>HEART ATTACK OR STROKE:</u></b>  <b>Signs and Symptoms</b></p> <ol style="list-style-type: none"> <li>1. Chest pain, middle of chest and possibly in left arm and neck</li> <li>2. Shortness of breath</li> <li>3. Sweating</li> <li>4. Loss of consciousness</li> <li>5. Weakness on one side of body</li> <li>6. Slurred speech</li> </ol> <p><b>First Aid</b></p> <ol style="list-style-type: none"> <li>1. Check to see if patient is breathing and check pulse</li> <li>2. If no pulse or breathing, start CPR</li> <li>3. If stroke (weakness on one side; slurred speech) lay victim down on unaffected side, guard airway</li> <li>4. Call ambulance/fire department 911</li> </ol>	<p><b><u>BLEEDING:</u></b>  <b>Signs and Symptoms</b></p> <ol style="list-style-type: none"> <li>1. External – uncontrolled bleeding</li> <li>2. Internal – patient complaining of pain in stomach or chest, patient dizzy when standing, pulse rate fast, above 100</li> </ol> <p><b>First Aid</b></p> <ol style="list-style-type: none"> <li>1. Call ambulance/Fire Department 911</li> <li>2. External: Place direct pressure over the wound, keep wound as clean as possible. Immobilize the injured area in a comfortable position. Elevate a bleeding extremity above the level of the heart. DO NOT remove any impaled object. DO NOT apply a tourniquet.</li> <li>3. Internal: Lay patient down with feet raised, protect airway, keep patient calm.</li> </ol>
<p><b><u>CHOKING:</u></b>  <b>Signs and Symptoms</b></p> <ol style="list-style-type: none"> <li>1. Unable to talk or cry out</li> <li>2. Victim clutches at throat</li> </ol> <p><b>First Aid</b></p> <ol style="list-style-type: none"> <li>1. Call ambulance/fire department 911</li> <li>2. If patient is coughing, then do nothing but assist</li> </ol> <p>If patient is unable to cough and airway is completely obstructed, use five (5) abdominal thrusts, pause and ask if the patient is still choking. Repeat until airway is clear. Wait for ambulance/fire department to arrive.</p>	<p><b><u>FRACTURES:</u></b>  <b>Signs and Symptoms</b></p> <ol style="list-style-type: none"> <li>1. Swelling</li> <li>2. Deformity</li> <li>3. Tenderness</li> <li>4. Exposed bone ends</li> </ol> <p><b>First Aid</b></p> <ol style="list-style-type: none"> <li>1. Call ambulance/fire department 911</li> <li>2. Immobilize the extremity</li> <li>3. Never straighten fracture or nearby joints</li> <li>4. Splint if you have to move patient, if not, wait for ambulance/fire department</li> </ol>
<p><b>POISON CONTROL: 1-800-222-1222</b></p>	