EMERGENCY ACTION PLAN

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Purpose

Emergency situations may occur at anytime in athletics. The importance of implementing a viable plan of action during an emergency can save a life. Grambling State University Athletics is committed to ensuring all medical personnel; athletic trainers; strength and conditioning coaches; athletic personnel (e.g. administrators, coaches, and graduate and student assistants) will help ensure the best care is provided.

Medical Emergencies Defined

A SERIOUS INJURY IS ANY CONDITION WHEREBY THE ATHLETE'S LIFE MAY BE IN DANGER OR RISKS PERMANENT IMPAIRMENT. The following would be considered, but are not limited to, medical emergencies that require immediate medical attention: blockage of airway or circulation; severe bleeding; severely broken bone, deformity or dislocation; any injury to the head, neck or spine; loss of consciousness or seizures; heat stroke/ severe heat illness; severe asthma attack; or severe allergic reaction.

Review Statement

The emergency action plan should be reviewed, rehearsed, and updated annually.

Role of Emergency Personnel

The availability of medical personnel maybe limited depending on the nature of the sport. Therefore to reduce legal liability it is essential that everyone in the athletic department is familiar with their role and limitations in the event of an emergency situation.

Those with the highest level of health training, such as a Team Physician, Certified Athletic Trainer, Emergency Medical Staff, Strength and Conditioning Staff, or Student Athletic Trainer are responsible for the emergency plan at a session or event. If a member of the sports medicine or strength training staff is not available at a practice, then the Coach is responsible for the emergency plan. Once again legal liability is very important to consider, and ALL athletic staff should understand this plan.

A. Immediate Care of the Athlete (by those with highest level of health training)
B. Emergency Equipment Retrieval
C. Activation of Emergency Medical Services
D. Directions to the Emergency Site (EMS)
Immediate Care of the Athlete
The first and most important role is immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. This should be determined in advance of each training session.

Emergency Equipment Retrieval
The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, coaches and equipment personnel are good staff members for this role. Important emergency equipment is noted below.

Activation of Emergency Medical Services (EMS)
The third role, EMS activation, should be done as soon as the situation is deemed an “emergency” or “life-threatening event”. Time is the most critical factor. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure, who communicates well, and who is familiar with the location of the sporting event.

Directions to the Emergency Site
After EMS has been activated, one member of the team should be responsible for meeting the emergency medical personnel as they arrive at the site of the contest, if they are not already there. Depending on ease of access, this person should have keys to any locked gates or doors that may hinder the arrival of medical personnel. A student athletic trainer, manager or coach may be appropriate for this role.

Emergency Equipment
All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel.

Emergency equipment that will be available onsite is listed as follows:

- Splints
- Crutches
- Ice & ice bags
- Portable AED
- Pocket CPR masks (located with the AED and in the athletic training kits)
- All other supplies located in the athletic training rooms
Emergency Communication

Effective communication during an emergency situation is critical. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communications plan should be in effect should there be failure of the primary communication system. A cellular phone with back up battery is preferred.

Activation of EMS

If EMT’s are at the event, then a signal (discussed in advance) should be given to summon them forward.
2. If EMS is not on site, call campus police at (318) 274-2222 or call 911
3. The following information should be provided to the dispatcher:
   A) Your name
   B) Exact location where the injury occurred and where you will meet them
   C) The number you are calling from
   D) Number of injured athletes
   E) The condition of the athlete(s)
   F) The care being provided
   G) Make sure that you hang up only after the dispatcher has hung up
4. Notify someone from the sports medicine staff. Numbers are enclosed below.
5. As EMS is being dispatched, make sure someone is designated to retrieve any needed emergency equipment from the sidelines.
6. Have the coaches’ serve as crowd control and keep other athletes away from victim.
7. Send someone to meet the ambulance at the designated spot.
8. A member of the sports medicine staff or coach will accompany the injured athlete to the hospital (Northern Louisiana Medical Center). The member of the sports medicine staff should bring medical and/or insurance information with them to the hospital if accessible.

Transportation

An ambulance will be on site at high-risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. EMS should be contacted for transportation of any emergency or life threatening conditions. Transporting student-athletes presenting unstable injuries in personal vehicles is strongly discouraged. Having completed a primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete.
On Campus Venues

Baseball: RWE Jones Park/ Wilbert Ellis Field

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the front entrance of the RWE Jones Stadium located on the east end of Hutchinson St

EMERGENCY EQUIPMENT
Supplies on the field:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Stadium Support Athletic Training Room.
5. Portable AED unit.

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene. Address: 154 Hutchinson St. Grambling, LA 71245
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Soccer Complex

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the rear entrance of field located behind the Softball Complex.
Address: North Side of Fredrick C. Hobdy Assembly Center 263 Stadium & Facilities Dr.
Grambling, LA 71245

Emergency Equipment
Supplies on the field:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Athletic Training Room in the Assembly Center
5. Portable AED unit

Role of First Responders
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   A. Provide name, address, and phone number.
      • B. Number of individuals injured.
      • C. Condition of the injured.
      • D. Care being given to the injured.
      • E. Specific directions.
      • F. Other information as requested.
4. Direct EMS to the scene.
   • A. Open appropriate gates.
   • B. Designate individual to meet EMS and direct them to the scene.
   • C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Health Center: 274-2351
Fredrick C. Hobdy Assembly Center
Volleyball, Basketball, Athletic Training Room 127, Weight Room 131

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222). Instruct EMS to report to the loading dock located in the rear entrance of building at Address: 263 Stadium & Facilities Dr. Grambling, LA 71245

EMERGENCY EQUIPMENT
Supplies on the court:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Athletic Training Room.
5. Portable AED unit

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene.
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
City of Grambling Police Department: 247-3771

TRACK & FIELD

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the northeast entrance of the track located on Stadium Dr. Address: 285 Central Ave. Grambling, LA 71245

EMERGENCY EQUIPMENT
Supplies on the field:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Stadium Support Athletic Training Room.
5. Portable AED Unit

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   • A. Provide name, address, and phone number.
   • B. Number of individuals injured.
   • C. Condition of the injured.
   • D. Care being given to the injured.
   • E. Specific directions.
   • F. Other information as requested.
4. Direct EMS to the scene.
   • A. Open appropriate gates.
   • B. Designate individual to meet EMS and direct them to the scene.
   • C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
Softball Complex

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the rear entrance of field located at the end of right field.
Address: North Side of Fredrick C. Hobdy Assembly Center  263 Stadium & Facilities Dr.
Grambling, LA 71245

EMERGENCY EQUIPMENT
Supplies on the field:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Athletic Training Room in the Assembly Center
5. Portable AED unit

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS);
   Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene.
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Tennis Practice Complex

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the rear entrance located at the rear of the Student Judicial Affairs building off of Main Street. Address: 413 Founder Ave. Grambling, LA 71245

EMERGENCY EQUIPMENT
Supplies on the court:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Stadium Support Athletic Training Room.

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene.
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
City of Grambling Police Department: 247-3771
Stadium Support Facility Robinson Stadium
Weight Room 105, Athletic Training Room 107

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainer(s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the front entrance of building located off of Blalock Street. Address: 117 W. Stadium Dr. Grambling, LA 71245

EMERGENCY EQUIPMENT
Supplies in the building:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Stadium Support Athletic Training Room.
5. Portable AED unit.

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene.
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
City of Grambling Police Department: 247-3771
Football Practice Field

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the field located the left of the parking lot located off of Blalock Street. Address: 117 W. Stadium Dr. Grambling, LA 71245

EMERGENCY EQUIPMENT
Supplies in the building:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Stadium Support Athletic Training Room.
5. Portable AED unit.

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene.
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
City of Grambling Police Department: 247-3771
Robinson Memorial Stadium
Football Game Field

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided.

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the field located down the hill to the right off of Stadium & Facilities Dr.

EMERGENCY EQUIPMENT
Supplies in the building:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Stadium Support Athletic Training Room.
5. Portable AED unit.

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene.
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
City of Grambling Police Department: 247-3771
Men’s Gymnasium
Volleyball (OFFLINE UNITL FUTHER NOTICE)

Emergency Personnel: Certified Athletic Trainer and/or student athletic trainers (s) on site for practice and competition; additional sports medicine staff accessible from our Athletic Training facility. A three to five minute response time from certified athletic trainers will be provided

Emergency Communication:
To activate Emergency Medical Services, call – 911 (on campus dial 2222).
Instruct EMS to report to the front of the building located to the right off of Reed St.

EMERGENCY EQUIPMENT
Supplies on the court:
1. Splint kit.
2. Crutches.
3. First-aid supplies.
4. Additional emergency equipment maintained in the Athletic Training Room.
5. Portable AED unit

ROLE OF FIRST RESPONDERS
1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
   - A. Provide name, address, and phone number.
   - B. Number of individuals injured.
   - C. Condition of the injured.
   - D. Care being given to the injured.
   - E. Specific directions.
   - F. Other information as requested.
4. Direct EMS to the scene.
   - A. Open appropriate gates.
   - B. Designate individual to meet EMS and direct them to the scene.
   - C. Scene control: limit scene to first-aid providers and move bystanders away from area.

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Vernita Young, ATC: 931-529-4617
Jye Shuang “Bridget” Ng, ATC: 903-752-9064
Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
City of Grambling Police Department: 247-3771
Off Campus Venues

Bowling & Tennis (Game Matches)

Due to the various venue locations that our women’s bowling and tennis teams may compete, the coach will notify EMS in the event of an emergency. He/She will follow the EAP for the venue they are at. The coach should have at all times the Grambling State University Athletics EAP with important phone numbers. Each team will carry a folder with all the athletes’ emergency numbers and insurance information. In the event of an emergency with a coach or athlete, the athletic training room staff needs to be notified as soon as possible.

After Hour/ Travel Protocol

After Hours
In the event of an emergency after office hours, the following plan should be initiated: Call 911 and go to the nearest hospital.

Travel Protocol
If a student-athlete is injured or becomes ill during away competitions, and there is not a GSU athletic trainer in attendance, the coach should contact the host athletic trainer to be advised on the best route for evaluation and treatment.
APPENDIX

Emergency Numbers

Phone Numbers: (318) area code
EMS: 911
Campus Police: 274-2222
Athletic Training Room: 274-6151 or 274-3453
Director of Sports Medicine: Vernita R. Young (931) 529-4617 (cell)
Assistant Athletic Trainer: Jye Shuang “Bridget” Ng (903) 752-9064

Foster Johnson Health Center: 274-2351
Northeastern Louisiana Medical Center: 254-2100
City of Grambling Police Department: 247-3771

RELATED EMERGENCY SITUATIONS

Fire
In case of fire, follow these instructions:
1. Evacuate building immediately by following nearest exit sign.
2. Exit in a calm and orderly fashion through nearest fire exit.
3. Call 911
4. If smoke is present, crawl low to escape.
5. If you cannot escape, stay in room, stuff door cracks and vents with wet towels or clothes.
6. Call 911 and let dispatcher know your location

Poisoning
1. Check scene to make sure it is safe
2. Remove victim from source of Poison
3. Check for life threatening situation
4. If victim is conscious, ask questions to get more information.
5. Look for poison container and take it with you to telephone
6. Call Poison Control Center or 911
7. Give care according to directions of PCC or 911.
8. Find out what type of poison did the victim ingest
9. How much poison did victim ingest?
10. When did the poisoning take place?