

Emergency Procedures Manual

Company: Demo Business Solutions

Document Version: 4.1

Last Updated: January 2025

Overview

This manual provides comprehensive procedures for handling various emergency situations that may occur in the workplace, including medical emergencies, security threats, natural disasters, and facility emergencies.

Medical Emergencies

Life-Threatening Emergencies

Immediate Response Protocol

1. **Call 911 immediately** - provide clear location and nature of emergency
2. **Do not move the injured person** unless they are in immediate danger
3. **Check for responsiveness** - tap shoulders and shout "Are you okay?"
4. **Check breathing** - look for chest movement, listen for breath sounds
5. **Begin CPR if trained** and person is not breathing normally
6. **Control severe bleeding** with direct pressure using clean cloth

Information for Emergency Responders

- **Company name and address:** Demo Business Solutions, [Full Address]
- **Nature of emergency:** Be specific - heart attack, fall, etc.
- **Number of people injured:** Provide accurate count
- **Current condition:** Conscious/unconscious, breathing/not breathing
- **Your name and callback number**
- **Any known medical conditions** or medications if known

Workplace First Aid

Severe Bleeding:

1. **Apply direct pressure** with clean cloth or bandage

2. **Elevate injured area** above heart level if possible
3. **Do not remove** embedded objects
4. **Apply pressure around** embedded objects, not on them
5. **Call 911** if bleeding doesn't stop within 10 minutes

Burns:

1. **Cool with water** for 10-20 minutes (not ice)
2. **Remove jewelry** before swelling occurs
3. **Do not break blisters** or apply ointments
4. **Cover with sterile gauze** if available
5. **Seek medical attention** for burns larger than palm of hand

Head Injuries:

1. **Keep person still** - don't allow movement
2. **Apply ice pack** to reduce swelling
3. **Watch for symptoms:** confusion, vomiting, severe headache
4. **Call 911** for any loss of consciousness
5. **Stay with person** and monitor vital signs

Non-Life-Threatening Injuries

Minor Cuts and Scrapes

1. **Wash hands** before providing first aid
2. **Clean wound** with water (avoid hydrogen peroxide on deep cuts)
3. **Apply antibiotic ointment** if person has no allergies
4. **Cover with bandage** and change daily
5. **Watch for signs of infection** (redness, swelling, pus)

Sprains and Strains

1. **Rest** the injured area
2. **Ice** for 15-20 minutes every 2-