

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 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 next of kin
- 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 next of kin
- 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 next of kin for assistance
- Report incident to police within 24 hours
- Obtain a case number
- Inform insurance
- Arrange for trauma debriefing



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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 next of kin to explore possible medical conditions/medical history
- Check for medic alert bracelet, gather any medication person may be on
- Explore need for debriefing



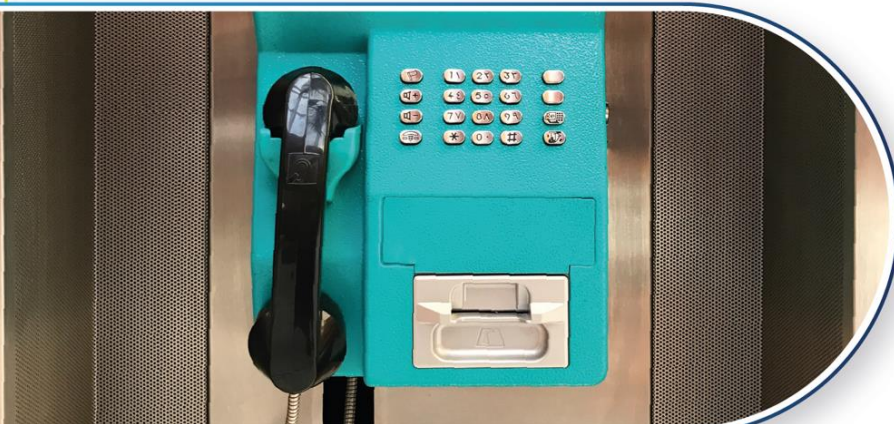
Suicidal Employees



- Check in with individual, try and determine if they have a plan to action, the means to action and a note to explain.
- Contract around safety depending on risk profile If high risk either inform family member / next of kin or friend
- Refer employee to ICAS

If suicide has been attempted

- Remain calm
- Check for a pulse, and/or check if person requires medical attention
- If so, call for medical assistance
- Notify next of kin
- Establish whether staff require trauma support
- Contact ICAS for a referral



ICAS

A Lyra Health company