

EMERGENCY PROCEDURES

Ensure all steps are followed in accidents resulting in serious injury and/or faculty and incidents that involve law enforcement and/or may result in litigation.

- Priority attention: care for injured; stabilize the situation.
- Call 911 or police, ambulance and clergy as appropriate.
- A responsible Cooperative Extension representative stays at the scene.
- Make NO statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel, Risk Mgmt., or University Relations.
- Appropriate person must immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
- Contact your supervisor, unit coordinator and Risk Management ASAP.
- Contact Virginia Tech Legal Counsel.
- Immediately complete the Accident/Incident report and take notes; **FACTS ONLY**. A copy of the report form can be found in the Risk Mgmt. Guide.
- Refer all media to University Relations. **DO NOT MAKE ANY COMMENTS!**
- Call Virginia Tech Police for assistance if you cannot reach emergency contacts.

 **Virginia Cooperative Extension**
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EMERGENCY CONTACTS AND TELEPHONE NUMBERS

First Contact: Risk Mgmt. Office: 540-231-7439
Supervisor name: MIKEY SATPHIN
Office #: 510-465-51699 Cell #: 540-398-8148
University Relations: 540-231-5396 VT Legal Counsel: 540-231-6293
State Police: Cell Phone #77 State Police Local: _____
VT Police: 540-231-6411 Local Police: _____

THESE PROCEDURES SHOULD ONLY BE FOLLOWED IN THE EVENT OF A FATALITY OR AN EMERGENCY WHICH INVOLVES SERIOUS INJURIES OR LIFE THREATENING INCIDENTS.

Information on how to handle incidents of a lesser nature, or on what form to complete may be found in the Risk Management Information Guide for Virginia Cooperative Extension.

The general switchboard number for Virginia Tech is: 540-231-6000.

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