

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE** What to do in an Emergency?

**KEY TEACHING POINTS**

- **If an emergency occurs, do you know what to do? The nature of your work provides numerous opportunities for emergencies to occur. Working with hand and power tools, on open sided floors, placing or moving rebar, and working near heavy equipment represent just a few areas where an accident may happen. The thing I want to stress today is that all of us need to know what to do in an emergency.**
- **When an emergency arises, time is critical and almost always in short supply. Your action or inaction could mean the difference between life and death for the victim. You need to be prepared to take appropriate steps at the moment's notice. To accomplish this you must be prepared and be properly trained.**
- **Cardio-pulmonary resuscitation (CPR) is possibly the most important first aid skill. Once a heart attack occurs and the victim's blood stops circulating, irreversible brain damage will occur within four to six minutes unless someone starts CPR. When faced with any medical emergency, the American Red Cross recommends remembering the three C's:**
  - **Check the condition of the patient and the surrounding area.**
  - **Call 911. Get help on the way as quickly as possible. Be prepared to tell the dispatcher the condition of the victim or victims, and to give as precise a description of your location as possible.**
  - **Care for the patient until help arrives. Do not move trauma victims and don't allow them to try to move themselves unless they are in immediate danger because of their position or location. If at all possible wait for professional help to arrive before moving the victim. Treat trauma victims for shock by covering them with a blanket to keep them warm. If you are properly trained, begin first aid and CPR if necessary. Try to calm the victim. Assure them that professional help is on the way.**

**REMINDER: Be prepared for the unexpected - learn CPR and First Aid.**

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 If you are properly trained, begin first aid and CPR if necessary.		
2 Your action or inaction could mean the difference between life and death for the victim.		
3 Once a heart attack occurs and the victim's blood stops circulating, irreversible brain damage will occur within four to six minutes unless someone starts CPR.		
4 Do not move trauma victims and don't allow them to try to move themselves unless they are in immediate danger because of their position or location.		
5 When an emergency arises, time is critical and almost always in short supply.		

EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE