

MANAGING A CALL TO 911

(place this form near your telephone)

1. Dial 911

2. Tell emergency operator:

♥ This is a medical emergency

♥ Your name

♥ The location of the emergency: *(fill in the blanks for reference)*

⇒ **Borough** _____

⇒ **Organization Name** _____

⇒ **Street Address** _____

⇒ **Two Cross Streets** (1) _____

(2) _____

⇒ **Exact location of emergency in organization** (floor, room, etc.)

⇒ **Organization telephone number** (_____) _____

⇒ **Extension number of this telephone** _____

♥ The type of emergency, if known (i.e., choking, burn, etc.)

♥ Which entrance to use (*exact location*)

♥ AED is on premise

Do not hang up the telephone until the operator tells you to

3. Once you hang up the telephone:

♥ Alert individual who will provide escort for ambulance personnel to location of emergency

Stay by telephone in case of a call-back from the emergency operator