

Medical Response

- **Immediate Action:** Assess the situation and Call 911 if the injured person needs professional medical attention or is unable to get up by themselves if it was a fall.
- **Note** – OFD does not charge to come out, charged only if they take you to the hospital.
- **First Aid:** Administer basic first aid using the church's first aid kit found in the usher's closet or East side of Narthex near MSDS Manuals. Assure 911 is engaged if needed.
- **Usher:** The usher will secure the area. In the incident of a fall where they are unable to get up by themselves, no one should attempt to move an injured person, do not attempt to lift them until a medical assessment is completed.
- **Keep Calm:** Ensure the congregation and staff remain calm. Have people move away from the injured person.
- **Communicate:** Alert Church leadership and others involved.
- **Discussion of responsibility should not be discussed:** Do not acknowledge or deny responsibility for the incident.
- **Accident report:** Designated representative/usher will contact the Council President/designee to assign someone to complete the Accident Report in a timely manner.
- **Church Insurance:** Insurance representative should be contacted and sent a copy of the Accident Report. If needed.