

## EMERGENCY RESPONSE PROCEDURES AT THE MNI

### MEDICAL ATTENTION

#### **Minor injuries**

**First aid kits** should be available to all personnel and a notice indicating the location should be posted in each laboratory. This notice should include the names of individuals who have taken first aid or medical training, as well as emergency numbers. First aid kits must be inspected quarterly (January, April, July, October) and kept up to date. Fill in inspection checklist: [http://www.mcgill.ca/ehs/files/ehs/EHS-FORM-012\\_v.1.2\\_First-aidKitInspectionForm.pdf](http://www.mcgill.ca/ehs/files/ehs/EHS-FORM-012_v.1.2_First-aidKitInspectionForm.pdf) and reorder supplies <http://www.mcgill.ca/ehs/forms/forms/first-aid/supplies-order-form>.

It is not necessary to have a first aid kit in every laboratory room as long as a kit is accessible 24/7 nearby and the location is posted.

Report work accidents to EHS <https://www.mcgill.ca/ehs/forms/forms/accident-and-incident-report>.

#### **Ambulatory, but requiring medical attention**

Go to a hospital Emergency Department (e.g., the Montreal General Hospital). Be accompanied by a co-worker.

#### **Onsite emergency care for conscious, non-ambulatory individual: inside or outside the building**

- Call 911.
- Give precise location (Building, Pavilion, Floor, Room number), your name and a phone number to contact you.
- Then inform Security by calling 55-555. State that you have called 911. Provide the information above.
- Make sure that someone will direct *Urgence Santé* to the appropriate location.

#### **Medical emergency for unconscious individual (CODE BLUE) inside or outside the building**

- Call 55-555 and specify a "code blue".
- Give precise location (Building, Pavilion, Floor, Room number), your name and a phone number to contact you.
- The Code Blue team from the Neuro will respond.
- Make sure that someone will direct the Code Blue team to the appropriate location.

**Post this page in a visible location with the notice of first-aid kit location and list of first responders**