

MEDICAL EMERGENCIES, ILLNESS, OR INJURY AFFECTING EMPLOYEES IN THE CENTRAL OFFICE/FREEWAY MEDICAL BUILDING

Policy:

Employees who become seriously ill or receive serious injuries are to seek medical attention immediately. Emergency medical attention for seriously injured or ill employees is to be obtained by the employee or, if the employee is incapacitated, by fellow employees calling 911. After calling 911, Central Office employees should call the ADH Security Desk (661-2461) and inform them of the nature and location of the emergency so they can assist emergency personnel responding to the call. ADH Security should then contact the ECC at 661-2136 and advise them of the emergency. Freeway Medical Building employees should call Freeway Building Management (350-2055) for the same purpose. The same process should be followed for any visitor who becomes seriously ill or receives serious injuries.

All ADH employees are encouraged to learn to administer first aid and cardiopulmonary resuscitation. Any employee may respond voluntarily to situations which require medical assistance.

A large first aid kit containing basic first aid supplies, a stethoscope and a blood pressure monitoring device is available at Central Office and at Freeway Medical.

Defibrillators contain voice-programmed instructions and can be operated by anyone by listening to the verbal prompts.

Evacuation chairs that can transport employees needing assistance out of the building via stairwells during an emergency.

Equipment Locations

Large First Aid Kit Locations

The first aid kit contains basic first aid and medical supplies as well as a blood pressure cuff and stethoscope.

Central Office Markham Street - Reception Desk/Main Entrance
Freeway Medical Building – 8th Floor in Emergency Medical Services Section



Automated Electronic Defibrillators and Stop the Bleed Tourniquet Kit Locations

Central Office Markham Street:

- 1st Floor by Canteen
- 1st Floor by back loading dock
- 1st Floor by West Entrance
- 2nd Floor by Security Guard Desk
- 2nd Floor Southwest Entrance
- 2nd Floor East (Next to Main Auditorium 2508)
- 3rd Floor by North elevators
- 4th Floor by North elevators
- 5th Floor by North elevators
- Basement Southwest
- Emergency Operations Center
- Vital Records

Public Health Laboratory:

- 1st Floor West Atrium
- 2nd Floor by West Atrium
- 3rd Floor by West Atrium

Freeway Medical Building:

- 1st Floor by Radiation Control
- 8th Floor by elevator

Wheelchairs Locations

Central Office Markham Street:

- 2nd Floor by Security Guard Desk
- 1st Floor Conference Room in Annex

Public Health Laboratory - Reception Desk

Freeway Medical Building - Lobby

Evacuation Chair Locations

Central Office Markham Street:

- 2nd Floor by Security Guard Desk
- 2nd Floor Outside Stairwell #8 by Main Auditorium

Public Health Lab

- 2nd Floor

