



RESOURCE 5: Risk Management Emergency Card, VCE Pub 490-101


(Side 1)

(Side 2)


EMERGENCY PROCEDURES

Ensure all steps are followed in accidents resulting in serious injury and/or fatality and incidents that involve law enforcement and/or may result in litigation.

- Priority attention: care for injured; stabilize the situation.
- Call 911 or police, ambulance and clergy as appropriate.
- A responsible Cooperative Extension representative stays at the scene.
- Make NO statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel, Risk Mgmt., or University Relations.
- Appropriate person must immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
- Contact your supervisor, unit coordinator and Risk Management **ASAP**.
- Contact Virginia Tech Legal Counsel.
- Immediately complete the Accident/Incident report and take notes; **FACTS ONLY**. A copy of the report form can be found in the Risk Mgmt. Guide.
- Refer all media to University Relations. **DO NOT MAKE ANY COMMENT!**
- Call Virginia Tech Police for assistance if you cannot reach emergency contacts.


Virginia Cooperative Extension
 VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Publication 490-101


 VIRGINIA STATE UNIVERSITY

EMERGENCY CONTACTS AND TELEPHONE NUMBERS

First Contact: Risk Mgmt. Office: 540-231-7439 Home: _____

Supervisor: Name: _____

Office: _____ Home: _____

University Relations: 540-231-5396 VT Legal Counsel: 540-231-6293

State Police: Cell Phone #77 State Police Local: _____

VT Police: 540-231-6411 Local Police: _____

THESE PROCEDURES SHOULD ONLY BE FOLLOWED IN THE EVENT OF A FATALITY OR AN EMERGENCY WHICH INVOLVES SERIOUS INJURIES OR LIFE THREATENING INCIDENTS.

Information on how to handle incidents of a lesser nature, or on what forms to complete may be found in the Risk Management Information Guide for Virginia Cooperative Extension.
The general switchboard number for Virginia Tech is: 540-231-6000.

VT/028/1103/25M/241423/490101