

IN A MEDICAL EMERGENCY (Illness or Injury):

1. Call the Health Center at x4270. If no answer, call Security x4199 (day) and ask that the Nurse be paged. Beeper 650-870-7035

DO NOT HESITATE TO CALL 9-911 IF YOU ARE IN DOUBT ABOUT THE SERIOUSNESS OF THE INJURY/ ILLNESS. TREAT AN EMERGENCY AS YOU WOULD AT HOME.

2. When calling, stay calm. Carefully explain the situation and location, and give your name, location, and phone number.
3. Stay with the injured person and reassure them.
4. Keep crowds away from the person and the emergency scene.
5. Administer first aid according to the procedures in this guide.

ALL OTHER EMERGENCIES (FIRE, THEFT, ETC.)

1. Call Security - Dial x4199 or 650-678-3705
 2. For outside assistance (police, fire), call 9-911.
- EMERGENCY PROCEDURES AND FIRST AID KITS ARE AVAILABLE IN EVERY BUILDING AND DIVISION OFFICE. BE AWARE OF THEIR LOCATION.**

REPORTING EMERGENCIES