



# Guidelines for Providing Medical Assistance

April 2022

## 1

**In the event of a medical incident, call the Institute's Emergency Center at 08-934-2999 and provide the following details:**

- Location of the injured person
- Description of the injured person and their condition, and indicate if an ambulance should be called
- Identity of the injured person (if and at all possible)
- Give your name and telephone number or your extension

## 2

**Evacuation of the injured person**

- The Institute's Emergency Center will immediately call an ambulance as soon as the request for an ambulance is received
- The injured person is not always aware of their condition  
To prevent worsening of the injury or their collapse, they should not be allowed to leave the premises on their own, either by car or on foot
- Evacuation will be carried out by the Area Security Officer, according to the injured person's condition

## 3

**On-Site Treatment**

- When an Area Security Officer's assistant or shift supervisor arrives on-site, they will be responsible for all incident management
- Initial on-site treatment will be given by first aid providers and security personnel
- The Institute's Emergency Center will inform all relevant parties about the accident/medical incident for continued treatment