

INTRODUCTION

The instructions in this handbook are intended to be used during an emergency. They provide only a brief summary and overview of policies.

For assistance in a medical emergency, call 911.

When you call 911:

- Identify yourself and the specific location of the emergency. Give the street address. Tell what has occurred. Be concise and factual.
- Relate known or suspected personnel or student injuries or fatalities.
- Identify immediate help needed.
- Know that you can also call:
 - Office of Catholic Schools, 703/841-2519
 - Chancery, 703/841-2500
- Alert other employees (when appropriate) that an emergency is occurring.

PERSONNEL AT YOUR LOCATION WHO ARE TRAINED AND CERTIFIED TO ADMINISTER FIRST AID AND CPR: