



# What To Do In An Emergency

Emergencies and incidents happen on the job, but when everyone knows what to do to, who to contact, and what to record, the damage can be kept to a minimum and future incidents may be prevented. It's important to stay calm in an emergency, and knowing what to do will help everyone do so!

## Getting Help

First, depending on the situation, call emergency personnel. Meet the emergency response team at the entrance and provide the following information:

- Name(s) of the injured
- Their employer
- Date, time, and location of incident
- Cause of incident, if known



## If the Incident Must Be Reported to OSHA

Employers must notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loses an eye. Hospitalizations, amputations, and eye loss must be reported within 24 hours, and fatalities must be reported within 8 hours.

Collect as much information as you can and call either the local Area Office during normal business hours or the 24-hour OSHA hotline (1-800-321-OSHA).

You may want to start corrective actions (such as shutting equipment associated with the incident down, having a stand down, planning a training session, etc.) before calling OSHA. Let them know what you've planned.

### Provide the following minimum information:

- Company Name
- Location of work-related incident
- Time and type of incident
- Number of employees who suffered and their names
- Next of kin for each employee
- A contact person and phone number for an investigation
- Brief description of the incident
- Hazard description and location
- Activities immediately before the incident