

## **Providing emergency information**

If an employee requires emergency medical attention, basic medical information can greatly assist the medical professionals in more quickly assessing the employee's possible condition. Therefore, DAS employees are strongly encouraged to provide emergency information either through the secure database on the ASAP website or by paper form. The online database and paper form can both be accessed at [das.ohio.gov/asap](http://das.ohio.gov/asap). You can complete as much or as little information on the form as you choose. The information will be stored and used for emergency purposes only.

## **Reporting a medical emergency:**

1. Notify Building Security/Building Manager at \_\_\_\_\_ – \_\_\_\_\_ and provide the following information:
  - Location of injured or ill person (address, floor number).
  - Any details available about the accident or illness.
  - Name of injured/ill person.
2. If Building Security is unavailable, call 911 and provide the following information: *(Remember: You must first dial "9" from a state phone.)*
  - Location of injured or ill person (address, floor number).
  - Any details available about the accident or illness.
  - Name of injured/ill person.
3. Inform your Deputy Director's/Administrator's Office at \_\_\_\_\_ – \_\_\_\_\_.

## **Take the following action in the event of a medical emergency:**

1. Do not move the injured or ill employee.
2. Try to make the person comfortable. Cover with coat or blanket.
3. Notify the employee's family contact and the medical professional contact. This information is housed on ASAP Online (if entered by the respective employee) and can be obtained by calling the Office of Employee Services at 466-2136 or the DAS Office of the Director at 466-6511.

*Note: Some employees may have chosen to provide his/her manager with his/her Employee Emergency Information. Managers will maintain the employee forms; managers should share with Floor Wardens the location of the employee forms in the event the manager is not present.*

4. WITHIN 24 HOURS: Contact the DAS Office of Employee Services at 466-2136 to report the incident. For injury or accident, complete and submit an Accident/Illness Report known as ADM4303 to your division's employee relations office, DAS Office of Employee Services and your deputy director/office administrator. ADM4303 can be accessed on the DAS website at <http://das.ohio.gov/Divisions/HumanResources/HRDDownloadableForms/tabid/216/Default.aspx> (It is the first form under the Workers' Compensation section).