RESPONDING TO AN ACCIDENT

Depending on the situation, you may or may not need all the steps listed below, but you should follow this outline in nearly all situations:

1. *Get to a safe place*
   Regardless of the situation, getting to a safe place after an accident will help prevent any additional accidents or injuries from occurring. This will allow you to assess the situation and proceed.

2. *Assess the situation*
   Is anyone injured? Has any property been damaged? Do you need to call 911? Answering these basic questions will determine your next steps.

3. *Call for help*
   In any case of injury, getting professional help immediately will minimize the risks of the situation and prevent injuries from getting worse. Know your limits. If anything beyond very simple first aid is required, always get EMS or other professionals involved right away.

4. *Assist the injured*
   Provide first aid where possible; stabilize those with major injuries. A company representative should accompany any injured employee to a medical facility as necessary.

5. *Get information*
   Record the details of the accident while they are fresh in your mind. Time can change the way you view the situation and your memory of it, so write down all information immediately. Get contact information from others involved whenever possible, and get insurance information where necessary.

6. *Keep the evidence*
   Never destroy potential evidence in an attempt to prevent further accidents. Always keep people away from potentially hazardous equipment, but do not discard or destroy it.

7. *Prevent further accidents*
   Following an accident, the Safety Committee should quickly take action to assess the situation to prevent any further injuries. The Safety Committee may recommend long-term changes, but always do what you can to keep others safe in the short-term as well.

8. *Follow up*
   File the appropriate paperwork as required by AirCorps and/or the insurance company and provide any assistance necessary as requested by the Safety Committee, Human Resources, or leadership.