

**In the event of a first aid emergency in the workplace, here are some guidelines to follow:**

1. If first aid kits are provided in the work area, and if the victim is able, let them apply their own band-aids, etc. In the case of a medical emergency, call 678-HELP (4357) or 911 for assistance. (For 911 calls, do NOT dial 9-911.)
2. Do not handle any bloody materials without the proper personal protective equipment (PPE). Call EH&S at 678-1625 for guidance on any bloody clothes, devices, etc. that need to be decontaminated or discarded.
3. If the contaminated item is already discarded into a container (such as broken glass in a box), do not attempt to retrieve it. Alert EH&S at 678-1625 for guidance on proper disposal.
4. Any bloody material (towels or clothing) should be properly discarded into a biohazardous waste container. Call EH&S at 678-1625 for guidance and/or assistance.



*Students may seek medical assistance at the Student Health Center. Employees should utilize the services of an authorized medical services provider from the State [Workers' Compensation Preferred Provider Network](#) and complete appropriate forms, including but not limited to the [First Report of Injury Form](#). Employees should contact Human Resources for additional information.*

### **Important Phone Numbers in Case of a First Aid Emergency**

#### Fire, Police, Ambulance

- Main Campus ..... 678-HELP (4357)
- Lambuth Campus ..... 731-425-1942

#### **911**

#### Environmental Health & Safety (Please call in the order listed)

- Eric Swauncy ..... 678-1625
- Erik Tyge, CHMM ..... 678-2044
- Alton Simpson, CHMM..... 678-4672
- Main Office ..... 678-5700