

SOP: Emergency Response and First Aid Instructions

Purpose

This SOP provides comprehensive **emergency response and first aid instructions** to ensure immediate and effective action during medical emergencies. It outlines step-by-step procedures for assessing the situation, providing initial care, contacting emergency services, and administering first aid for common injuries and illnesses. The goal is to minimize harm, stabilize patients, and facilitate timely professional medical assistance, thereby enhancing safety and health outcomes in the workplace or community.

Scope

This SOP applies to all employees, volunteers, and relevant personnel present in the workplace or community setting.

Responsibilities

- **All staff:** Must familiarize themselves with this SOP and participate in training.
- **First Aid Responders:** Act according to this SOP and remain certified in first aid/CPR.
- **Management:** Ensure availability of first aid kits, emergency contacts, and training.

Emergency Response Procedures

1. **Assess the Situation**
 - Ensure the scene is safe for yourself and others.
 - Quickly identify the nature of the emergency (illness, injury, fire, chemicals, etc.).
2. **Call for Help**
 - If serious, **IMMEDIATELY CALL emergency services (e.g., 911)**.
 - Provide your name, location, and nature of the emergency.
3. **Provide Initial Care**
 - Check for response: Try to communicate with the victim.
 - Check for breathing and pulse.
4. **Administer First Aid**
 - Follow the appropriate first aid steps for the condition or injury (see table below).
 - Remain with the patient until professional help arrives.
5. **Aftercare and Reporting**
 - Record the incident and actions taken.
 - Restock first aid kits used and report deficiencies to management.

First Aid Instructions for Common Emergencies

Condition	First Aid Steps
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Condition	First Aid Steps
Unconscious/Not Breathing	<ol style="list-style-type: none"> 1. Call emergency services. 2. Begin CPR if trained. 3. Use an AED if available.
Severe Bleeding	<ol style="list-style-type: none"> 1. Apply firm pressure with a clean cloth or bandage. 2. Raise the injured part if possible. 3. Do not remove embedded objects; apply pressure around them. 4. Call for emergency help if bleeding is severe.
Burns	<ol style="list-style-type: none"> 1. Cool the burn under running water for at least 10 minutes. 2. Cover with a sterile, non-fluffy dressing. 3. Do not pop blisters or apply creams. 4. Seek medical help for severe burns.
Choking	<ol style="list-style-type: none"> 1. Encourage the person to cough. 2. If ineffective, give 5 back blows, followed by 5 abdominal thrusts (if trained). 3. Call emergency services if obstruction persists.
Shock	<ol style="list-style-type: none"> 1. Lay the person down and raise legs if possible. 2. Keep them warm and comfortable. 3. Do not give food or drink. 4. Call emergency services.
Fainting	<ol style="list-style-type: none"> 1. Lay the person flat and raise legs. 2. Loosen tight clothing. 3. Check for normal breathing.
Seizures	<ol style="list-style-type: none"> 1. Keep the area clear of harmful objects. 2. Do not restrain the person or put anything in their mouth. 3. Place in recovery position once the seizure stops. 4. Call emergency services if seizure lasts longer than 5 minutes.
Broken Bones/Sprains	<ol style="list-style-type: none"> 1. Immobilize the injured part. 2. Apply a cold pack. 3. Do not move if suspected spinal injury. 4. Seek medical attention.

Equipment and Resources

- First aid kits (fully stocked and accessible)
- Automated External Defibrillator (AED) where available
- Emergency contact lists
- Access to working telephones or communication devices
- Personal protective equipment (PPE) like gloves and masks

Training Requirements

- All designated personnel must attend certified first aid and CPR training annually.
- Regular drills should be conducted for familiarization with emergency procedures.

Review and Revision

- This SOP must be reviewed annually or after any significant incident.
- Revisions should reflect updated best practices and legal requirements.