



PROCEDURES FOR CALLING 911

(Adapted from [Seattle Public Schools](#))

Do not leave the injured person alone or without an adult present

REMAIN CALM. This helps the operator receive your information.

DIAL 911. Remember you may need to access an outside line first. Give the 911 operator as much of the following information as possible:

"My name is _____. I am a (your role) _____ with the (your youth program) _____ at the University of Washington.

We have a medical emergency.

My exact address is _____ and there is a person with (type/ location of injury) _____ injury.

The person's name is _____ and they are _____ years old.

The person is located at _____ which is on the (North/South/East/West) _____ side of the facility.

I am calling from (telephone number) _____.

(Name) _____ will meet the ambulance."

Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Do not hang up until all of the information is correct and verified.

Wait until the dispatcher hangs up first and wait with person until EMS arrives.

Paramedics will take over care of the person when they arrive. An adult must accompany any injured minor in the ambulance and remain with the minor until the parent/guardian arrives.

Call the parent/guardian and the Program Director. File an Incident Report.

Important Phone Numbers:

Unit/Person: _____

Phone Number: _____

Unit/Person: _____

Phone Number: _____

Unit/Person: _____

Phone Number: _____