



## Medical Emergency Procedures

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Should an employee be injured and require medical attention on the premises, please follow the procedures below:

### Monday – Friday:

1. If an employee does not require outside medical attention, but requires first-aid, call a first-aid/CPR trained person on the telephone list with an asterisk (\*) by their name, and tell him/her where the injured/ill employee is located.
2. If the employee requires outside medical attention, contact the human resources department. They will make the determination to have the Shipping Supervisor drive the employee to the hospital or call the **Wood Dale Fire Department at 911**. If human resources is unavailable a first-aid/CPR trained person will make this determination.
3. If the Wood Dale Fire Department is called the first-aid/CPR trained person will assign someone to wait at the main entrance and escort the emergency person to the injured/ill employee.

### After hours/weekends:

1. If an employee does not require outside medical attention, but requires first-aid, call a first-aid/CPR trained personnel on the telephone list with an asterisk (\*) by their name, and tell him/her where the injured/ill employee is located.
2. If the employee requires outside medical attention, but there are no first-aid/CPR trained person on the premises, call the **Wood Dale Fire Department at 911**.

#### Monday – Friday

8:00 AM to 5:00 PM  
Concentra Medial Centers  
1830 Jarvis Avenue  
Elk Grove Village, IL 60007  
(847) 952- 1180

#### For After Hours/Urgent Care

Alexian Brothers Medical Center  
Emergency Department  
800 Biesterfield Road  
Elk Grove Village, IL 60007  
(847) 437- 5500

