

## EMERGENCY FIRST AID PROCEDURES

In the event of an illness or injury:

1. Stay with the injured/ill person.
2. Assess the situation (The “5 W’s” - who, what, when, where, why).
3. Ask someone to:
  - Call 9-911 if critical – DO NOT USE CELL PHONE.
  - Call a First Aid Team Member.
  - Alert the Lobby Receptionist **X 6500** to assist in directing emergency responders.  
**Note: The North Building has the only elevator accessible for stretcher or gurney.**
4. Stay on scene to provide First Aid Team Member and/or paramedics with information.

### SCCOE FIRST AID TEAM MEMBERS

BUILDING	NAME	EXT	DEPARTMENT
N – 1	Mike McGaughey	6684	General Services
N - 2	Lerian Reloba	4263	ROP
N - 2	Phyrun Heng	6733	Technology Services
N – 2	Karen Larson	6523	Technology Services
N - 3	Barbara Coats	6925	Risk Management
N - 3	Kyanne Eastman	6862	Risk Management
N - 3	Michael Vallez	6713	Risk Management
N – 3	Marko Mosunic	6667	DBAS
S - 1	Dollie Forney	6528	Learning Multimedia Center
S – 2	Nelson Estupin	6769	HR – Credential Services
S - 2	Kathy Sealana	6686	HR – Workforce & Org Development
S – 2	Lisa Ketchum	6574	HR – Volunteer & Staff Development
S – 2	Yolanda Gomez	6938	HR – Staffing
S – 2	Natalie Kelm	6929	HR – Certificated
S – 2	Peggy Stull	6508	Educational Services
S - 3	Judy Kritikos	3606	Early Learning Services
S – 3	Oscar Uribe	6611	Head Start