

**REVISED – 9/18/2009**

**MELVILLE - MEDICAL EMERGENCY PROCEDURES**

*These are the steps to follow in case of a medical emergency.*

1. In a medical emergency call or ask the Receptionist to call **631-547-4121**.
2. In other than a medical emergency call or ask the Receptionist to call **911**.
3. Contact one of our CPR/AED and Standard First Aid trained employees listed below for assistance.
4. Notify Facility Services x2660 that an emergency call was placed, and request type of assistance needed.
5. Facility Services will alert the Receptionist (if she was not already notified) that an emergency call was placed and Facilities will notify Human Resources x2292.
6. Human Resources will notify the supervisor, manager, and Senior VP of Publishing of the person involved. Human Resources has individual emergency information available in their employee personnel files; including person(s) to contact in case of an emergency  
Any individual who wishes to seek outside medical assistance and/or who wishes to go home will receive assistance to do so.

<b>EMPLOYEE</b>	<b>EXT.</b>	<b>LOCATION</b>	<b>CERTIFIED IN</b>
Arnold, Lisa	2254	Vice President, Publishing	CPR/AED & First Aid
Awasthi, Piyush	2390	Business Systems & Operations	CPR/AED
Binger, Jesse	2632	Online Services	CPR/AED & First Aid
Brzozowski, Diane	2437	Production Oper. & Customer Services	CPR/AED
Chen, Helen	2323	Publishing Technology	CPR/AED & First Aid
Caccioppoli, Phil	2217	Facility Services	CPR/AED
Caccioppoli, Valerie	2470	Production Oper. & Customer Services	First Aid
Denien, Tracy	2338	Business Systems & Operations	CPR/AED
Fint, Bruce	2361	Online Services	CPR/AED & First Aid
Schwalb, Kimberly	2279	Fulfillment & Marketing Services	CPR/AED
Flahavan, Liz*	2285	Treasurer's Office	CPR/AED & First Aid
Hall, Doreen	2207	Online Services	CPR/AED
Hamlin, Chris	2335	Publishing Technology	CPR/AED
Jack, Andy	2479	Business Systems & Operations	First Aid
Lewis, Doris	2410	Treasurer's Office	CPR/AED
Martone, Donna	2629	Production Oper. & Customer Services	CPR/AED
Minder, Charles	2324	Publishing Technology	CPR/AED
O'Hara, Pete	2217	Facility Services	CPR/AED
Quigley, Kelly	2357	Acoustical Society of America	CPR/AED & First Aid
Quinn, Karen	2308	Business Systems & Operations	First Aid
Romas, Jane	2668	Production Oper. & Customer Services	CPR/AED
Sladic, Ellie	2255	Production Operations Support Services	CPR/AED
Turchin, Lisa	2366	Production Operations Support Services	CPR/AED & First Aid
Van Pelt, Robyn	2370	Production Oper. & Customer Services	CPR/AED
Wonder, James	2398	Publishing Technology	CPR/AED
Wortzman, Stuart	2454	Web Based Editorial Services	CPR/AED

**THE FULL TIME CHILDCARE STAFF ARE CERTIFIED IN INFANT CPR & FIRST AID.**

\*Certified EMT

9/2009