

EMPLOYEE RESCUE

CONTENTS

1.	<b>GENERAL</b> .....	1
2.	<b>EMERGENCY ASSISTANCE</b> .....	2
3.	<b>SIZE UP</b> .....	3
4.	<b>PROVIDING INFORMATION</b> .....	4
5.	<b>FIRST AID</b> .....	5
1.	<b><u>GENERAL</u></b>	

DATE RECD				
AREA MANAGER				
	FYI	DISC	HNDL	PC
CA				
DB				
JD				
LE				
ML				
LO				
DL				
CM				
RM				
PP				
JW				
RD				
* RTM FILE ABEY TOSS				
RESPONSE DUE				
NOTES				

- 1.01 This section contains information ~~and procedures~~ to be followed in the event that an employee should encounter another employee who has become a victim for any known or unknown reason, and the necessity of rescue of that employee from their respective worksite is apparent.
- 1.02 This section is being issued to replace AT&T practices 010-100-011, Rescue Of Employee From Manhole; 010-100-012, Rescue of Employee From Pole; and 010-100-013, Rescue Of Employee from Live Wire On Ground.
- 1.03 It is not Southwestern Bell Telephone Company's policy to interfere with or to regulate every decision made by a worker to place themselves at risk to save another individual. Nor is it Company policy to specifically designate employees with responsibility to perform or assist in rescue operations.

At the same time, employees working in environments where the possibility of life-threatening accidents is reasonably foreseeable are advised to take appropriate precautions if they should voluntarily assist another individual, that they themselves do not become a victim.

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement

2. EMERGENCY ASSISTANCE

2.01 The very first reaction should be to summon professional emergency help. Dial "911" or have someone else (another employee, a by-stander or flag someone down) dial "911" for you. If in an area where E911 is not available, dial "0" for emergency assistance.

2.02 If possible, send two people to make the call to ensure the call is made accurately. Instruct the caller to report back as to what the Dispatcher said. Be prepared to give the Dispatcher as much information as possible, such as:

- The location of the emergency.
- The telephone number of the phone being used and the caller's name.
- What happened.
- The number of victims.
- The victim's condition.
- The help currently being given.

The location of emergency: Exact address, city or town, near-by intersection, landmarks, etc. This is the most important information you can give.

Telephone number and caller's name: This prevents false calls and allows the dispatch center to call back for additional information if needed.

What happened: Tell the nature of the emergency, i.e., heart attack, electric shock, explosion, cave-in, etc.

Number of victims: The number of people needing help and any special conditions.

The victim's condition: Is the victim conscious, breathing, bleeding, etc.

The help currently being given: What is being done for the victims, i.e., first aid, CPR, keeping comfortable, etc.

Speak slowly and clearly. Remember, do not hang up first because the dispatcher may need more information or specifics.

- 2.03 If it is apparent that the emergency is caused by contact with energized plant, or there is a possibility that electricity may be involved, the "911" Dispatcher must be informed of that and advised to notify the local power company.
- 2.04 The employee(s) on the scene is an integral part of the rescue effort. They are the first ones there. They know the location and the job; in most cases they know the employee, and they have surveyed and secured the area. They can provide important information that could save valuable time prior to the actual rescue. The on-scene employee must not leave the site but meet the professionals upon their arrival.

### 3. SIZE UP

- 3.01 After the call has been made for professional emergency assistance, the employee should then determine what can be done safely to aid the victim until assistance arrives. The employee must survey and "Size Up" the situation to ensure their own safety and secure the area to ensure public safety.
- 3.02 An attempt should then be made to determine the cause of the incident. In some cases, a victim of an electrical shock may remain in contact with the energized voltage source because of not being able to release the live conductor or due to an unconscious state. It should be assumed that all wires are energized unless it is definitely known that the cause of the incident is not electrical shock or the contact with the energized source has been broken. The employee shall take the necessary precautions to prevent another injury.
- 3.03 In order to determine the victim's condition, call to them or attempt to talk to them. If the victim is conscious, but unable to help himself, reassure him/her that emergency assistance is on the way. Keep the area secure and comfort the victim as much as possible. If the victim is unresponsive, make as many advance preparations as possible, such as keep all by-standers away from the immediate area, provide a clear pathway to the victim for the rescue team and keep the victim as comfortable as possible.

- 3.04 During the size-up routine, the employee must consider the need and use of work area protection in addition to their own personal protective equipment, such as hard hat, eye protection, the 188 Test Set (if there is a potential electrical hazard) and rubber gloves.
- 3.05 It is very important to keep in mind at all times that during an emergency situation there is already one victim. The other employee on the scene must do all they can to prevent becoming a victim themselves, no matter what the temptation is to assist their co-worker. **REMEMBER,** knowing what not to do is as important as knowing what to do.

4. PROVIDING INFORMATION

- 4.01 As stated previously, the on scene employee is a very integral part of the rescue team and can assist the professionals with needed valuable information.
- 4.02 As soon as the professional rescue team arrives on the scene the employee should be prepared to pass along the information to them as quickly and efficiently as possible because this information will help in expediting the rescue.
- 4.03 Such pertinent information may include:
- What has been observed.
  - What is known about the injured employee; i.e., age, general health, previous illness if known.
  - What has been done to aid the victim.
  - What tests have been taken, such as electrical, gas, explosive, etc.
  - What other authorities have been notified.
  - Has the area been completely secured to prevent other injury.
  - Are there any special hazards.
- 4.04 As soon as practicable after calling "911," a call should be placed to local management informing them that an

emergency situation has taken place and that professional assistance has been alerted.

5. FIRST AID

- 5.01 In administering first aid to a victim, the techniques described in the current company designated First Aid Training Course should be followed.
- 5.02 Do not attempt to move the victim, unless the victim is in a position of life-threatening peril; e.g., from a possible vehicle fuel explosion or falling debris. Wait for the arrival of the emergency unit, but continue to administer appropriate first aid measures as needed.
- 5.03 It is likely that one day an employee may be in a situation in which someone needs first aid. This practice will help you handle the first crucial minutes of a medical emergency.

**"THE WORST THING TO DO IS NOTHING"**

PROPRIETARY

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement