

## EMERGENCY PROCEDURES

*Ensure all steps are followed in accidents resulting in serious injury and/or fatality and incidents that involve law enforcement and/or may result in litigation.*

- Priority attention: care for injured; stabilize the situation.
- Call 911 or police, ambulance and clergy as appropriate.
- A responsible Cooperative Extension representative stays at the scene.
- Make NO statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel, Risk Mgmt., or University Relations.
- Appropriate person must immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
- Contact your supervisor, unit coordinator and Risk Management *ASAP*.
- Contact Virginia Tech Legal Counsel.
- Immediately complete the Accident/Incident report and take notes; *FACTS ONLY*.  
A copy of the report form can be found in the Risk Mgmt. Guide.
- Refer all media to University Relations. *DO NOT MAKE ANY COMMENT!*
- Call Virginia Tech Police for assistance if you cannot reach emergency contacts.



## Virginia Cooperative Extension

Virginia Tech • Virginia State University Publication 490-101

### EMERGENCY CONTACTS AND TELEPHONE NUMBERS

First Contact: Risk Mgmt. Office: 540-231-7439 Home: 804-752-4310

Supervisor: Name: Laura Maxey - Nay

Office: 804-752-4307

Home: 804-466-0502

University Relations: 540-231-5396

VT Legal Counsel: 540-231-6293

State Police: Cell Phone #77

State Police Local: 804-550-3900

VT Police: 540-231-6411

Local Police: 911 or 804-365-6110

**THESE PROCEDURES SHOULD ONLY BE FOLLOWED IN THE EVENT OF A FATALITY OR AN EMERGENCY WHICH INVOLVES SERIOUS INJURIES OR LIFE THREATENING INCIDENTS.**

Information on how to handle incidents of a lesser nature, or on what forms to complete may be found in the Risk Management Information Guide for Virginia Cooperative Extension.

The general switchboard number for Virginia Tech is: 540-231-6000.

VT/028/1103/25M/241423/490101

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Supervisor name: Rita Schalk

Office #: 804 752-4308

Cell #: 804 519-9234

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