



Safety Note

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EMERGENCY PREPARATION AND RESPONSE GUIDELINE

Information given here is intended for use by program representatives, master food preservers, and those they train.



Introduction

Although University of California Master Food Preserver activities are planned and conducted to eliminate risk of injury to participants, unforeseen accidents periodically occur whereby injuries are sustained. When an injury occurs, Master Food Preservers and program coordinators need to be prepared to provide an appropriate emergency response to the type and extent of a participant's injury. This Safety Note describes how to prepare for and respond to an injury emergency.

Emergency Preparation

Master Food Preservers and Program Coordinators should be prepared for potential participant injuries by:

- Being capable of distinguishing between life threatening and non-life threatening injuries.
- Being competent to determine whether an injury requires immediate Emergency Medical Services (EMS) evacuation or other transportation in a passenger vehicle to a hospital or clinic.
- Knowing the location of and route to the nearest hospital or clinic.
- Having a telephone (cellular or land-line) to be able to immediately communicate with EMS. Dial 911, but remember that some phone systems require you to first dial an outside line.
- Knowing whether any participants have special medical conditions, such as severe allergies or diabetes, that may require emergency medication or other assistance.

Primary Emergency Response

Master Food Preservers and Program Coordinators should provide a primary emergency response as follows:

- Evaluate the situation and if a serious injury has occurred, contact EMS.
- Stabilize the situation.
- Evacuate other event participants if a serious hazard continues to exist.
- Provide basic first aid to the extent you are trained.

Secondary Emergency Response

Master Food Preservers and Program Coordinators should provide secondary emergency response as follows:

- Once EMS has arrived, provide assistance as requested or needed.
- Act as a resource to EMS or responding agency (police, fire dept., etc.)
- Manage event participants to prevent additional injuries.
- Report any injury to the Master Food Preserver's emergency contact.
- Report any injury and circumstances of the incident to their program coordinator.
- Program coordinators will report any injury through their chain of command until an administrator such as the Cooperative Extension (CE) County Director, Regional Director, or Statewide Master Food Preserver Coordinator is notified.

Incident Reporting Procedures

- Master Food Preservers or Program Coordinators are not expected to conduct any investigation of a serious injury or incident. Any investigation will be conducted by the responding agency (police, fire, etc.) or directed by ANR Risk Services.
- Master Food Preservers and/or Program Coordinators will complete an Incident Report form for all injuries regardless of seriousness and submit the form to the CE county office and CE Director within 48 hours of the incident. Incident Report forms are available from the CE county office or online at: <http://ucanr.edu/incidentreport>.
- CE county offices will keep a copy of the Incident Report and forward it to ANR Risk Services within two working days of the incident.
- Contact ANR Risk Services at (530) 750-1263 or ANR Environmental Health & Safety at (530) 750-1264 for help with the Incident Report form.