

Memorandum



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To: All Home Office Team Members
From: Kevin Clayton
Date: June 20, 2018
Re: **FAST Team**

CMH is proud to inform you of our First Aid Safety Team (FAST). This team is composed of a First Responder (and fellow Team Member) as well as the Wellness Team, who are trained in CPR, First Aid and Automated External Defibrillators (AED). It is designed to provide temporary care to team members in medical need until outside emergency services arrive. The goal of this team is to help provide a safe and healthy working environment for our team members and visitors.

The FAST Team can be summoned from any internal phone during normal working hours (8:30 A.M. - 5:30 P.M.) by dialing 5911. 5911 is a direct line to our operators who will take down important information and contact the FAST Team. In an after-hours emergency, utilize direct emergency procedures by dialing 911. Notify our Security Guard and have team members available to meet and direct the EMS team to the location of the emergency.

Time can be critical in saving lives, so remember that emergency services can always be reached directly from any internal phone by dialing 911.

Stickers are posted at each workstation with both the outside emergency services number "911" and our FAST team number "5911."

Please direct any questions regarding the FAST Team to Sarah Jo Gregory, ext. 2624 or Tim Morse, ext. 2193.