

ESOURCE NEWSLETTER

FIRST AID 101: A BEGINNER'S GUIDE TO EMERGENCY CARE

Accidents can happen anywhere and anytime, whether or not you're prepared for them. Because of this, it's essential that you know basic emergency first aid so you can effectively handle the situation until professional help arrives. While you may simply want to rely on emergency services, depending on your location, traffic, and other various factors, it can be over an hour until help can reach you. Take into account that a person can bleed out in mere minutes, and you'll realize how critical it is to know first aid.

First Steps

Many people mistakenly believe that the first thing you should do in an emergency medical situation is to administer first aid. Before you start performing first aid, there are a few things you need to do in order to ensure both the victim's and your safety.

Assess the Situation

This refers to the patient's location and surroundings. Where did the person get hurt? Are they lying in the middle of the road or inside a building that may collapse? If you treat the victim in their current location, will it be putting you or the victim at risk? Long story short, safety is the priority for both of you, and you need to protect yourself. You can't help anyone if you get injured as well, so if necessary, relocate the patient.



Stay Calm

When a traumatic incident occurs, it can be incredibly easy to panic, lose your focus, and forget all of your first aid knowledge. So, you need to keep calm as much as possible so that you can ensure the situation doesn't take a turn for the worst. One thing you can do to keep yourself from freaking out is to breathe. Take a moment to collect yourself, take a deep breath, and get to work.

Another thing to think about is that the patient will often play off of your reaction. If you freak out, they're going to jump to worst-case scenarios and be even more stressed than they already are. So, by keeping calm, you'll also help them feel more at ease.

Comfort the Patient

If you tend to panic under stress, just imagine how freaked out the victim is. On top of that, if you suddenly start touching them without explaining what's going on, they may try to get away from you and make matters worse for both of you. Instead, calmly introduce yourself and inform them that you're going to be providing first aid. (Continued, Page2)

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Explain what you're doing and what's going on, tell them that they're going to be alright, warn them if something you're doing will hurt, talk about random topics, and ask them questions to help distract them and gauge their alertness.

The reason you should keep up a steady stream of conversation is because if you don't talk to them, you can increase their stress. Imagine that you just got hurt. You know it's bad, but you don't know how bad it is. All of a sudden, there are people looming over you and touching your wound. You're in pain, you don't know what's going on or how bad it is, no one's explaining what happened or what they're doing, you don't know if you're dying, and you're terrified. Having someone willing to help as well as explain what's going on is an incredible blessing many people overlook.

While you're talking to your patient, avoid mentioning the severity of the wound or if you think they'll survive or not. If you do so, you'll only make the patient panic and increase their heart rate. If their heart rate goes up, they could bleed out faster. Instead, continuously reassure the patient that they're going to be okay. By doing so, you can lower their heart rate and provide just a little bit of peace of mind.

Call for Help

This should be obvious. If there's an emergency, call 911 or whatever the local emergency number is. Even better, if there's a crowd, task one of them with calling for help so you can focus on treating the injured. The sooner you call for help, the sooner the victim can be transported to the hospital and receive professional help.

Glove Up

This might seem trivial when someone is potentially dying, but wearing gloves is as much for the patient's protection as yours. Touching an injury with dirty hands may cause a potentially life-threatening infection for the victim down the road. Additionally, if the victim's bodily fluids, such as blood, enter your body, you can become infected with any diseases the victim might have. So, keep everyone safe by gloving up!

Providing First Aid

When it comes to administering emergency first aid, it's important to know what injuries are regarded as an emergency and how to address them.

Breathing

If someone is unconscious, unresponsive, and not breathing, you'll need to perform CPR. For those who aren't CPR certified, you shouldn't perform mouth-to-mouth. Instead, you will stick to chest compressions. For adults, interlock the palm of one hand over the back of the other and place them at the center of the patient's chest between their nipples. Compressions should be done at a rate of 100 to 120 per minute and pressed into the chest about two inches deep. Make sure you allow the chest to fully recoil between each compression.

For those who are trained in CPR, give two rescue breaths between every 30 compressions. However, it is highly recommended that you use a CPR Shield if you intend to provide rescue breaths to prevent the possible transmission of diseases. (Continued, Page 3)

BLEEDING

While a small cut or scrape doesn't qualify as an emergency, deep lacerations and severe blood loss definitely do. For heavy bleeding on the limbs, apply a tourniquet high and tight on the limb (don't worry, the patient won't need the limb amputated because you used a tourniquet). If the injury is in the groin or armpits, you'll need to pack the wound using regular or hemostatic gauze and place an emergency pressure bandage over the gauze.

Take note that if the patient has lost a lot of blood, their body will lose the ability to thermoregulate. Because of this, as soon as you've stopped the bleeding, you need to focus on keeping the victim warm. Space blankets are incredibly helpful for this task since they reflect a large amount of your body heat back to you. Just wrap them up like a burrito, and you're good to go. If you don't have a space blanket, use anything and everything you have on hand. Blankets, extra clothing, hats, gloves, tablecloths, and everything else you can think of will help.

Burns

In the case of severe or extensive burns, ensure that they aren't at risk of getting burned further. Remove all restrictive jewelry, belts, and clothing as burns can swell quickly. If some of the clothing sticks to the skin, cut around it. Do not try and remove it! Protect the burned areas by covering them with loose and sterile gauze, nonstick bandages, or similar material like a sheet.



If applicable, separate toes and fingers with more of the dressing. Do not apply ice, especially directly, as it can make matters worse.

Prevent the victim from going into shock by laying them flat on the ground, elevating their feet, and covering them with a blanket. An exception to this is if the patient has facial burns. In this case, have them sit up.

Broken Bones

If you have a broken bone, you probably aren't having a great day. However, different types of breaks have different levels of severity. For example, a fracture or clean break should be immobilized with a splint before heading to the hospital. However, an open or compound fracture refers to a piece of bone breaking through the skin.

In this case, you'll first want to stop the bleeding and cover the wound to prevent infection. Immobilize the area as much as possible and try to prevent the injured person from using nearby joints as well. For example, if you have a compound fracture in your foot, avoid using your ankle. (Continued, Page 4)

For all types of broken bones, pain medicine can be used to help manage the pain, and ice can be applied to reduce any swelling.

Head Injuries

A severe head injury can be deadly, and most, if not all, head injuries should be checked by a professional in case the patient has a brain bleed. If the injury occurs from a forceful blow or high impact (such as a long fall or car accident) or the person received a head injury and has had a history of brain surgery, uncontrolled bleeding, blood clotting disorders, are taking medication that may cause bleeding problems, or has consumed alcohol or drugs, they should immediately be taken to the hospital even if they say they feel fine.

Symptoms of a severe head injury that needs prompt medical attention include loss of consciousness, seizures, difficulty speaking or slurred speech, hearing loss or double vision, blood or fluid coming from the ears or nose, amnesia, problems with coordination, and vomiting.

Head injuries also bleed a lot, so don't panic and simply stop the bleeding using a hemostatic dressing or gauze if possible.

WHAT BASIC EMERGENCY EQUIPMENT SHOULD YOU KEEP ON HAND?

With many of these injuries, it's difficult to treat them properly without some basic supplies on hand. Listed below is the gear you should keep nearby at all times. If you want something more flushed out, learn how to build a comprehensive first aid kit.

- Chest Seals
- Emergency Pressure Bandage
- Gloves
- Hemostatic Gauze
- Regular Gauze
- Space Blanket
- Tourniquet

Medical emergencies can be petrifying, but knowing how to approach the situation and keeping the necessary medical supplies on hand will significantly increase the victim's condition and comfort. If you don't already have the necessary emergency supplies, pick up a first aid kit containing these items today!



2026 IMEA Annual Business Meeting & Vendor Expo

IMEA Annual Business Meeting & Vendor Expo provides an opportunity to learn from industry experts and network with peers. It attracts all levels of the Indiana utility professionals and staff from member communities, as well as IMEA staff.

The conference features educational sessions on technical programs focused on the utility industry. It also provides an opportunity to collaborate with other utilities one on one during the IMEA business meeting.

In order to make sure that all guest are provided hotel room availability we ask that you reserve your room ahead of time. This way we are able to keep track of quantity and increase the group block if needed.

We need your voice to be heard & your experience of the Public Power Industry to share with others during the IMEA Annual Business meeting.

We Look Forward to Your Participation!



13 - 15 October, 2026



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The Indiana Municipal Electric Association (IMEA) Educational Scholarship Program provides scholarships for up to six (6) college / tech school-bound seniors of IMEA municipal members for continuing education annually. The scholarship aid, in part, is designed to assist the student in attaining the education and skills necessary to compete in today's workforce as he/she works to become a productive and viable member of his/her community.

The \$1,000 scholarship, which is non-renewable, is made available in the spring of each year. The award notification will be presented to the student prior to graduation by a representative of the Indiana Municipal Electric Association. The scholarship will be issued at the end of the first year of college or completion of tech school as long as the student maintains a passing grade.

To learn more on eligibility requirements please click the link to register!

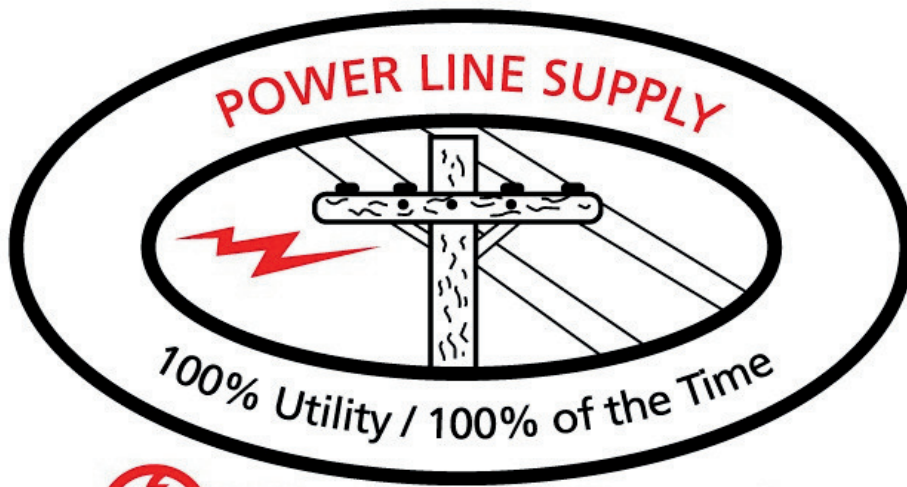
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- Our instructors are patient, knowledgeable, constructive, and collaborative with students-not adversarial.
- In-house FULL CDL training and testing facilities. This cannot be emphasized enough as obtaining a CDL is critical to job placement, and IMEA makes obtaining a CDL very easy and affordable versus other programs. MOST schools will help you only obtain the permit versus earning the entire CDL. We do ALL of the training and TESTING in-house, on-site.
- Job placement services and career planning services.
- IMEA is a Non-Profit Organization, unlike other schools so we can provide the same training at a significantly lower cost.
- On-site lodging.



INDIANA MUNICIPAL
ELECTRIC ASSOCIATION

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Electrical Systems

Students will learn the basics of the entire electrical system from generation through transmission, distribution, and conversion.



Basic Electricity

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Transformers

Students will learn how and why transformers are used, banked, energized and the various configurations of both Delta and Wye.



Personal Protective Grounding

Students will learn how and why companies work on transmission and distribution lines as well as all equipment and methods used when working.



Rigging And Knot Tying

Students will learn how to tie specific knots, splice rope and learn the proper use of various ropes, slings, block and tackle.

Why Us?

Are You Ready To Begin Your Career Ahead Of Your Competitors?

Our lineman school program will allow you to begin your career ahead of all the rest. Our students have experience performing the jobs of a lineworker, as well as obtaining professional knowledge of the industry while they proceed through our program. Our students are well equipped to stand out from the interview to the actual job. Our program will provide an outlet for electric companies to search for new qualified applicants.

Our students will be able to enter the industry with the technical skills that their employers can't pass up!

Do you want to learn from Experienced and Knowledgeable Linemen?

The lineman school instructors at IMEA Lineman Training Institute have extensive real-world experience in power generation, transmission and distribution. Their exceptional understanding of the industry and what companies are looking for makes our program a cut above other school. Our students will have hands-on experience in the trade and be coached in problem-solving skills in order to help them excel in their work.

Do you want to be able to graduate and have the opportunities for immediate positions anywhere? Then this trade is the right career for you. IMEA Lineman Training Institute provides its lineman school graduates with a listing of municipalities that will be useful in your search. Our instructor's connections with the leaders of the trade will also give the students of IMEA Lineman Training Institute the upper hand at finding a career. Our students will be trained, not only to look for the job, but to find jobs. A career planning class is required to help our students create a resume and learn to find their own jobs.

So is it what you're looking for?



Indiana Municipal Electric Association

IMEA Lineman Training Institute

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