Section 4: CASE STUDIES

The following case studies describe workplace situations and issues that are likely to challenge public safety workers and emergency-medical workers.

Discuss those cases that are appropriate to the learner group. You should personalize the case studies by adding information about what emergency transport vehicles would be dispatched to the scene according to your standard operating procedures, and make substitutions in the text that will make the case studies more relevant to your department.

You may also choose to substitute situations and issues that have come up in your district. Or, especially in follow-up sessions, you might ask learners to share experiences, either real or hypothetical. When you tailor training in this way, the curriculum becomes more relevant.

The pages that follow contain the case studies that may be copied and handed out to each of the learners. The discussion questions are included with the case study to facilitate the discussion. During the group interaction, it is very important that everyone joins in the discussion. In this learner situation, the people in the class as well as the trainer can bring a wealth of experience to the class.

The lecture outline and the "Guidelines" (Section 7) will provide information specific to transmission of the viruses and background information. The trainer should also be ready to apply local operating procedures and laws to these case studies.

Discuss issues in small groups

If the training session has 20 to 25 or more learners, consider introducing the case and the issues raised, and then breaking the group into small groups of 4 to 6 persons.

Tell all groups that they will come back together at a certain time. The amount of time spent discussing a case depends on the time you have allocated to the entire course and how many cases you want to discuss. A recommended amount of time would be about 10 to 15 minutes for one part of the case study, 30 minutes for an entire case study.

Allow time for representatives to report the small group discussion summaries to the total group for further discussion.

Another option is to assign specific issues or questions to each small group for discussion and feedback to the total group.

For more suggestions on leading discussions, see Section 2, "Tips for Trainers."

Be informed about local law concerning ethical/legal issues

During case study discussions, learners may raise issues that require you to know relevant laws, policies, goals, and procedures. Consult with local counsel, supervisors, and other authorities. For example, if the question comes up, "Do you have the right to refuse to treat someone you know or suspect is HIV- or HBV-positive?" you must be able to cite the law.

Other questions that learners might raise include, "Do you have the right to delay treatment of someone you know or suspect is HIV- or HBV-positive?" "Do you have the right to refuse to work with someone who is HIV- or HBV-positive?" "Do you have the right to be told if an individual you are treating is HIV- or HBV-positive?" "Do you have the right to be told if a person you are working with is HIV- or HBV-positive?" "If you have suffered an exposure, do you have the right to know if the source person is HIV- or HBV-positive?"

AUTO ACCIDENT

When the call comes in: At approximately 1030 hours, you are dispatched to a report of a motor vehicle accident involving two vehicles.

When you arrive on the scene, you find the following:

In the first car, the driver looks like a pregnant woman in her 30's who is conscious and trapped in the car. She has severe lacerations to facial and head area and her left arm is covered with shattered glass.

The passenger, a young child, is conscious and has minor lacerations.

In the second car, the driver, a male who looks about 20 years old, escaped from the vehicle with severe lacerations, including a 4-inch gash on his arm and a bleeding forehead.

The passenger, an unconscious female who looks about 18 years old, is not breathing and has multiple lacerations. You cannot get a pulse.

Blood and vomitus are on the ground and on the victims. Broken and shattered glass, jagged metal, and gasoline spills are everywhere. It is cold and drizzling rain.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Stabbing

When the call comes in: At 0200 hours you are dispatched to a reported stabbing of a woman in a hotel that is known to be frequented by prostitutes.

You work in a community where the normal emergency response for nonbreathing patients is the nearest engine company.

When you arrive on the scene, you find a woman in bed bleeding from 2 stab wounds in the chest area. She is unconscious and has labored breathing. Red frothy sputum seeps from her mouth. Drug paraphernalia is on the bedside table.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

House fire

When the call comes in: At 0200 hours, you are dispatched to a house fire.

When you arrive on the scene you find a working interior fire in progress.

Primary search: You find a male in his mid-30s unconscious, apparently suffering from smoke. Once he has been pulled out of the house, you determine that he is not breathing but has a heartbeat. He has third-degree burns on 30 percent of his body.

Secondary search: As a result of the primary search, you find a mid-30-year-old female lying unconscious on the kitchen floor. She has third-degree burns on 20 to 30 percent of her body. When treatment begins, she wakes up and becomes combative.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Nursing home patient

When the call comes in: At 0900 hours, you are dispatched to a report of an 85-year-old female patient in a nursing home; she is unconscious.

When you arrive on the scene, you find an incontinent elderly woman lying in bed not breathing. Two orderlies are administering chest compressions and bagging her. She has already vomited once. You remember that you have a cold sore in your mouth.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Man with labored breathing

When the call comes in: At 2000 hours, you are dispatched to a report of a 55-year-old man experiencing labored breathing.

When you arrive on the scene, you find a 55-year-old male sitting in a chair, leaning forward, coughing blood-tinged sputum. His breathing is noisy and he spits frequently.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Swimming accident

When the call comes in: At 1430 hours, you are dispatched to a report of a near drowning of a small child in a neighbor's swimming pool.

When you arrive on the scene, you find a small child lying unconscious on the ground. Her mother is next to her and hysterical. She says that she pulled the child out of the pool a few minutes ago, but does not know how to give CPR.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Stomach pains

When the call comes in: At 2200 hours, you are dispatched to a report of a 27-year-old male with stomach pains.

When you arrive on the scene, you find that two men occupy the home. A man in his late 20s meets you at the door and says that his friend in the bedroom has been having severe stomach pains. You remember that you have a cut on your hand.

The patient: When you enter the bedroom, you find a male in his late 20s lying in bed doubled over in pain.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Barroom fight

When the call comes in: At 10:00 p.m., your car is dispatched to a report of a fight in a local bar.

When you arrive on the scene, 2 men are in a violent fight; one has a knife. Both are injured and bleeding at mouth, nose, arms, and hands. As you approach the men, you order them to break up the fight. They ignore you. Your partner draws his nightstick and tries to break up the fight. As he approaches the men, he slips and falls down. You subdue the other man and handcuff him. Next, you pull the man with the knife off your partner and hold him to the ground.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Shots fired

When the call comes in: At 11:00 p.m., you are dispatched to a report of shots being fired at a residence that you know is a drug house.

When you arrive on the scene, the front door is wide open. After checking carefully for anyone with a weapon, you enter. A man is lying on the floor in a pool of blood; he appears to be dead. You hear moaning in another room, and go to find a woman in the bed who is shot in the side and bleeding profusely. Blood is on her dress and all over the bed. Drug paraphernalia is on a bedside table.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Swimming accident

When the call comes in: At 2:30 p.m., you are dispatched to a report of a near-drowning of a young child.

When you arrive on the scene, a 6-year-old girl is lying unconscious on the ground. Her hysterical mother tells you that she pulled her child out of the pool a few minutes ago, but does not know how to give CPR. You receive a radio report that tells you that the ambulance has been held up in traffic. You remember that you have a cold sore in your mouth.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Drug Bust

When the call comes in: Several merchants have complained about the sale and use of IV drugs in their parking lots. As a result, you are one of two undercover officers who have been staking out the area for several weeks.

When you arrive on the scene, you observe two people who show suspicious behavior in a parked car. You and your partner approach the car from behind and observe that they have narcotics paraphernalia and are preparing to shoot up. You arrest the suspects, and search and handcuff them. Next, you conduct a thorough search of the vehicle.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Auto Accident

When the call comes in: At 11:00 p.m., 2 cars are dispatched to a report of a personal injury accident. The accident is on a major highway and involves 3 seriously injured people.

When you arrive on the scene:

In the first car, the driver looks about 35 years old. He has severe facial lacerations, and is semi-conscious and trapped in the car.

In the second car, the driver looks about 30 years old and in her last months of pregnancy. She is hysterical because she is delivering her baby. She hit her head on the windshield and has a slight laceration on her head.

A female passenger looks about 35 years old. She has serious chest wounds and pulsating arterial bleeding. Blood is spurting out, but she is conscious.

You remember that your lips are chapped and cracked.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Man falls downtown

When the call comes in: It is 12:30 p.m. and you are dispatched to a report of a disturbance downtown.

When you arrive on the scene, a small crowd is gathered around a 40-year-old man lying on the ground. A witness says that he saw the man walking and then go into convulsions and fall to the ground. You recognize the man on the ground as a known drug user. He is unconscious and and you cannot find a pulse. CPR is indicated. You are 5 minutes from the nearest hospital.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Violent male outside house

When the call comes in: At 2:00 p.m., you have been dispatched to a report of an extremely violent, distraught person who is yelling and screaming in the front yard.

When you arrive on the scene, you find a 39-year-old male outside the house screaming "Take me to the hospital! I'm dying! I'm dying!" A witness who identifies herself as a close relative tells you that he is suffering from the later stages of AIDS and has lost control of his mental reasoning. When you approach him, he becomes violent and tells you he's going to kill you.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Gay rights rally

When the call comes in: You are a part of a team that is assigned to control the order of a gay rights demonstration.

When you arrive on the scene, you witness a violation of a local ordinance when a demonstrator trespasses on private property. You must arrest that person. The person resists arrest and bites you. To protect yourself, you restrain and handcuff the person.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Fight

Your assignment: You are called to assist in the break-up of a fight on the cell block.

When you arrive on the scene, you find one of the inmates using a homemade knife. He has cut another inmate who is bleeding profusely. Both are bloody around the face and hands. The inmate with the weapon has pinned down the other inmate on the ground and is preparing to slash his throat.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Inmate collapses

Your assignment: Making regular rounds.

When you arrive on the scene, you are in the television room making your regular rounds. You see a prisoner collapse and in need of CPR. Forty other inmates have gathered around to see what you are going to do. You are the only one in the immediate area that can administer CPR.

You begin giving CPR and in the process, the inmate vomits. The inmate looks very bad and in need of additional CPR. The medical team has not yet arrived. You remember that you cut your face shaving this morning.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Inmate claims to have AIDS

Your assignment: Making rounds in the cell block.

When you arrive on the scene, you pass by one inmate's cell as the inmate yells out at you that he has AIDS and, if he has to die, he's going to take you with him. He then throws a cup of fluid at you.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

IV drug search in a cell

Your assignment: You are asked to assist in a search of one of the inmates and his cell. He is suspected of having drugs and an IV needle in his possession.

When you arrive on the scene, the inmate is hostile, uses abusive language and pushes you as you move toward him. As you try to handcuff him, he bites you, drawing blood from your hand. Once you subdue him, you pat search him and search his cell.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

IV drug/booking search

Your assignment: Booking incoming suspects into custody at a local corrections facility.

When you are on the scene, you need to conduct a booking search on an incoming female arrested for possession of drugs. She is wearing a jacket with several pockets and is carrying a purse.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

Job injury

Your assignment: Supervision on a job detail in which a group of inmates are involved in cutting sheetmetal that will be used in making signs.

When you are on the scene, an inmate you are supervising cuts himself on the sheet metal and is bleeding profusely. You remember that you cut your hand this weekend doing yard work.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

HIV-infected fellow employee

Your assignment: One of the officers on your shift was out with a bad cold for several weeks. He came back for a week and was out again for 2 months. When he came back this time, he was weak and very thin. He is obviously suffering from a chronic illness. You suspect that he might have HIV infection.

When you are on the scene, you have just been assigned to transport prisoners during the next several weeks. The officer in question is your assigned partner.

Part 1.

- 1. At the beginning of your shift, what personal protective clothing and equipment should be in your vehicle to protect you from contamination? What items should be on your person? Why?
- 2. Once you arrive on the scene, what are the contamination risks?
- 3. How can you use personal protective clothing and equipment to protect yourself from contamination?
- 4. What can you do to protect yourself from contamination if you do not have all of this clothing or equipment with you? What if you have more people to treat than you have equipment for?

Part 2.

- 5. Before leaving the scene, what items must be decontaminated and disposed of? What are the correct procedures?
- 6. What must be decontaminated or disposed of when you return to the workplace? What are the correct procedures?

Part 3.

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