

EMERGENCY ACTION PLAN

Medical Emergency Procedures



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This worksheet is for use with the Building Sessions within the Emergency Action Plan training program and the sample documents provided. When prompted, please refer to the exercises on this sheet.

First Responders

Use this place to designate members of your staff as first responders. Write down all relevant information, including their shifts, job titles and phone numbers.

Major and Minor Incidents

In this section, list four incidents that are most likely to occur at your facility and classify them as either **major** or **minor** incidents. An example is provided below.

MAJOR **MINOR**

- If the incident is major, then follow the **Red Sheet** procedures.
- If the incident is minor, then follow the **Green Sheet** procedures.

Post Incident

Please take a moment to look over the sample incident report provided. It is important to note the date that an incident occurred, which staff members were involved and what procedures took place.

The information you listed on this worksheet forms the basis for an Emergency Action Plan. The next step is to list it in a form similar to the template provided on pages 1-2.

EMERGENCY PREP SHEET

Emergency Numbers: EMT: 911 or _____
 Fire Department: 911 or _____
 Police Department: 911 or _____

Facility Manager:

Name _____ Phone Number _____

Alternate Contact:

Name _____ Phone Number _____

Facility Address

Directions to Facility

First Aid Kit Locations:

AED Location:

Fire Extinguisher Locations:

RECOMMENDATIONS

1. At least one staff member that is CPR/AED, First-aid certified on duty at all times.
2. At least one fully stocked First Aid Kit on the premises.
3. Emergency numbers posted at all phones.
4. Directions to facility posted at all phones.
5. Blank Incident Report forms on file and ready for use.
6. Utilize the American Heart Association's "Chain of Survival":
 - Early Access: Recognize the emergency, Call 911
 - Early CPR: Start CPR, do not stop until EMTs arrive.
 - Early Defibrillation: Use the AED within 3-5 minutes.
 - Early Advanced Care: Paramedics arrive and take over.

RESPONSE TEAM

- Emergency Coordinator: _____ Phone: _____
- 2nd Emergency Contact: _____ Phone: _____
- First on Scene: Staff member who is present when incident occurs or is first person summoned to the scene by witnesses. This person can also be a First Responder.
- First Responder: Any staff member on duty who is CPR/AED and First Aid certified. This person is responsible for administering any CPR or First Aid procedures and using the AED if necessary.
- Second Responder (if available): Any other available staff members or clients who can help with calling 911, getting the AED and directing paramedics to the scene.

MAJOR INCIDENT PROCEDURES

STEP 1 (Early Access)

Upon arriving at the scene, assess the situation. If one of the following scenarios exists then help should be given:

- Injured party is unconscious.
- Injured party is in extreme pain and cannot self-administer aid.
- Injured party is panic-stricken and cannot self-administer aid.

If outside help is needed, have a second staff member or patron call 911 immediately. Whoever calls 911 should meet paramedics at the entrance and lead them to the scene of the incident.

STEP 2 (Early CPR)

If CPR is needed, **ONLY** a certified staff member or volunteer should administer CPR. Once CPR has been started, do not stop until paramedics arrive!

STEP 3 (Early Defibrillation)

While CPR is being performed, a staff member or volunteer must quickly go get the AED. Defibrillation should occur no later than 3-5 minutes from the time the injured person is discovered.

STEP 4 (Early Advanced Care)

Once outside help has arrived then quickly bring them up to date on the situation and let them take over as soon as possible.

STEP 5 (Post Incident)

- If the injured person is transported to the hospital, pull their membership file and immediately call the person they have listed as an emergency contact.
- Fill out an Incident Report as soon as possible. If there were witnesses, have them fill out a Witness Report.

MINOR INCIDENT PROCEDURES (GREEN SHEET)

These injuries include cuts, sprains, and bruises. Typically, the injured party will be able to administer their own aid.

STEP 1

Evaluate the situation from the standpoint of determining if the injured party needs assistance beyond their own. **DO NOT** offer assistance unless the injured party asks for it or it is obvious that they need help.

STEP 2

- **DO NOT** try to diagnose the degree of the injury.
- **DO NOT** examine the injured person or the injury.

STEP 3

Non-Life-threatening assistance includes the following:

- Distribution of Band Aids
- Distribution of Ice Packs
- DO NOT give anyone aspirin or ibuprofen, ever.

STEP 4 (Presence of Bodily Fluids)

If bodily fluids are present then do the following:

- Wear rubber/latex gloves.
- Wear eye guards.
- Dispose of contaminated materials in accordance with OSHA standards.

STEP 5

Fill out an Incident Report and Witness Report if there were witnesses.

DATE

NOTES

[illegible]

Use the next page to draw or insert a diagram of your facility and list all emergency exits. Use arrows to draw escape routes to each exit. Make sure escape routes move away from potential fire sources. List fire extinguisher and AED locations on the map. See the sample below:



