

ABC SCHOOL EMERGENCY RESPONSE PLAN

The following personnel have current qualifications in providing first aid and/or CPR:

<u>NAME</u>	<u>LOCATION</u>	<u>CERTIFICATION DATE(S)</u>	
		<u>FIRST AID</u>	<u>CPR</u>
John Doe	204	January, 2001	January, 2001
Mary Kae	Cosmetology	December, 2000	
Tom Jones	Music Room (156)	June, 1999	June, 1999

First-aid kits are available in the following locations:

<u>Location</u>	<u>Type</u>
Main Office (Front cabinet by Principal's office)	Master Kit
Room 15 (Wall mount by phone)	Portable First Aid Kit
Gym 1 (Phys-ed office wall mount)	Portable and Master kits
Staff Room (Book case wall mount)	WSIB No. 2 (Metal box)

EMERGENCY RESPONSE PROCEDURES

1. **MEDICAL ALARM RAISED - CONTACT MAIN OFFICE IMMEDIATELY**
 - by student or staff in person or by phone (DIAL 0)
 - get the name of the person raising the alarm
 - if that person is in the office, have him/her stay there to guide rescuers to the scene of the accident.

2. **DETERMINE LOCATION OF THE EMERGENCY** (get a room number)

3. **DETERMINE NATURE OF THE EMERGENCY**
 - if injury is SERIOUS (the person is unconscious, not breathing, having seizures, bleeding severely, in advanced shock, or in considerable pain) activate the EMERGENCY PROCEDURES outlined below
 - if the injury is MINOR, contact administration or one of the first-aiders on staff (no further action is required)

4. **EMERGENCY TEAMS TO RESPOND**
(Teams should consist of at least two males and two females)

TEAM A

RESPONSIBLE FOR MAIN LEVEL OF THE SCHOOL

TEAM LEADER: I. M. SAFE

TEAM MEMBERS: ANNIE MANNEQUIN, RED CROSS, JOHN SAINT

TEAM B

RESPONSIBLE FOR UPPER LEVEL OF THE SCHOOL

TEAM LEADER:

TEAM MEMBERS:

TEAM C

RESPONSIBLE FOR GYM AND TECHNICAL WING

TEAM LEADER:

TEAM MEMBERS:

5. ALARM CALL OVER P.A. (only for SERIOUS emergencies)

-In the event of a First Aid Situation the Front Office will be informed immediately (extension 0, 100,etc) Information will be given regarding the location of the incident, number of casualties, circumstances and severity if possible.

-The office will respond by paging the appropriate EMERGENCY RESPONSE TEAM to the location in question. In order to prevent panic, the announcer will not use the words 'FIRST AID' or 'EMERGENCY'. The call will be repeated as such:

"ATTENTION ALL STAFF; THERE IS A CODE _____ IN ROOM _____ TEAM _____ RESPOND. ATTENTION ALL STAFF; THERE IS A CODE _____ IN ROOM _____ TEAM _____ RESPOND."

PLEASE NOTE THE FOLLOWING SUGGESTED CODES, THESE SHOULD BE STANDARD IN ALL SCHOOLS:

CODE 1	FIRST AID SITUATION APPROPRIATE TEAM RESPOND
CODE 2	FIRST AID SITUATION ALL TEAMS RESPOND
CODE 3	EVACUATION OF THE AREA REQUIRED. ALL STAFF PLEASE ASSIST.

IF ADDITIONAL HELP IS NEEDED AT THE EMERGENCY SITE, INFORM THE OFFICE TO CALL A 'CODE 2', WHICH SIGNALS ALL TRAINED EMERGENCY RESPONSE STAFF TO GO TO THE LOCATION IMMEDIATELY.

A 'CODE 3' ANNOUNCEMENT IS TO NOTIFY ALL PERSONS THAT AN AREA OF THE BUILDING IS TO BE EVACUATED.

EVACUATION OF THE BUILDING CAN BE ACCOMPLISHED BY ACTIVATING THE FIRE ALARM IF THIS STRATEGY IS USED, THE FIRE DEPARTMENT MUST BE INFORMED IMMEDIATELY AND ADVISED OF THE TYPE AND LOCATION OF EMERGENCY

NOTE:

A member of the administration team (principal/vice-principal or assistant vice-principal) will respond to ALL emergencies, and will deliver the FIRST AID KIT from the Main Office to the scene of the emergency.

6. EMERGENCY RESPONSE TEAM MEMBERS GO TO THE EMERGENCY SITE

- if possible a response members should inform neighbouring classroom teachers that you are responding, they can assist in keeping an eye on your class.
- go quickly, but walk into the emergency site area
- take a First Aid Kit (see below for kit locations)
- observe RESPONSE TEAM PROTOCOL - on separate page

7. CALL AMBULANCE (if required) **613-544-5555 or 911**

- indicate suspected type of injury/medical issue, e.g. anaphylaxis, seizure
- indicate someone will call back with details, if necessary
- inform the front office an ambulance has been called

RESPONSE TEAM PROTOCOL

NOTE: RESPONSE TEAM MEMBERS SHOULD ARRIVE WITH FIRST AID KITS, THE FIRST RESPONDER ON THE SCENE IS IN CHARGE OF THE SITUATION.

FIRST RESCUER ON THE SCENE TAKES CHARGE

- ASSESS AND TREAT INJURIES

SECOND RESCUER

- ASSIST IN TREATMENT
- Ensure that an ambulance has been called (911 or 544-5555) -unless individual is known to be an epileptic and has been convulsing for less than 2 minutes
- Notify office of details for ambulance
 - Life threatening
 - Nature of threat
 - Type of injury
 - Number of patients
 - Entrance to be used by ambulance

THIRD RESCUER

- NOTIFY OFFICE (if not done)
- Crowd control
- Send runner to appropriate entrance door to guide ambulance attendants to the incident scene

NOTE:

- IF THERE IS MORE THAN ONE PERSON INJURED BE PREPARED TO CALL FOR ADDITIONAL TEAMS AND AMBULANCES.
- IF NO TEAM MEMBER PRESENT IS THE SAME SEX OF THE CASUALTY BE PREPARED TO CALL FOR ADDITIONAL RESPONSE TEAMS.

FOLLOW UP

- CONTACT PARENTS - permission may be needed for medical aid
- CONTACT PRINCIPAL/VICE PRINCIPAL/ASSISTANT VICE-PRINCIPAL if they have not responded
- DEBRIEF RESPONSE TEAM MEMBERS (in consultation with the Principal/Vice-Principal/ Assistant Vice-Principal). It is the responsibility of the team leader to ensure the well being of the team members.)

DETERMINE

- who will accompany the casualty to the hospital
- S if the choice is made not to call an ambulance, transportation of the casualty is necessary, then a member of the response team plus a properly insured driver (\$1,000,000 liability insurance) will transport the casualty. It is preferred that one of these people be the same sex as the casualty
- S who will contact (or meet) parents, as necessary
- S other requirements as created by the situation

COMPLETE ACCIDENT REPORT

- S upon completion of all first aid situations and transportation of the individual(s) from the scene, regardless of the severity of the incident. It is the Team Leaders responsibility to ensure all forms

have been completed by the appropriate persons.