



EMERGENCY ACTION PLAN

Event: _____

Site: _____

Address: _____

Site Phone Number: _____

AED Location: _____

In the event of an emergency, WHO does the following:

Primary

Back-Up

- | | | |
|---------|---------|---|
| X _____ | X _____ | : Calls 911 (STAY ON THE LINE!) |
| X _____ | X _____ | : Gets the AED (if a medical emergency) |
| X _____ | X _____ | : Meets emergency team at door |
| X _____ | X _____ | : HELPS (provide CPR/First Aid, assist as needed) |
| X _____ | X _____ | : HELPS (provide CPR/First Aid, assist as needed) |

Emergency Procedures:

1. Stay calm & check the scene – what is happening & is it safe to help
2. Call 911
 - Provide the following information
 - Name, phone number
 - General information about the injury or situation, number of individuals injured, type of injury that has occurred, and treatment given
 - Location of victim(s), address, specific directions
 - Any additional information
 - *STAY ON THE PHONE, BE THE LAST TO HANG UP*
3. Designated individual(s) get AED
4. Designated individual(s) sent to meet EMS
 - Open appropriate doors
 - Designate an individual to “flag down” EMS and direct to scene
5. Begin CPR/First Aid and provide care until EMS arrives to take over