

Subject: Template Medical Emergency Response Plan

When a Medical Emergency occurs, the following steps are critical:

1. Recognize the emergency
2. Activate Emergency Medical Services (EMS) by CALLING 9-1-1 and simultaneously summon colleagues for help
 - a. Your building or area may have a different emergency number. Be aware of the appropriate number for your building
 - b. Your phone system may require you to dial a “9” before dialing 9-1-1. Be aware of the procedure to make an outgoing call on your phone system
3. Activate your internal Emergency Response Team
 - a. If you have a medical team onsite, make sure they are activated to respond.
 - b. Page should include a description of the location of the emergency so volunteers can respond without delay
 - c. Know how to activate your team – know the access number for paging
4. Volunteer responders should retrieve emergency equipment (i.e. the AED) on the way to the location
5. Based on their training, volunteer responders will perform CPR and apply the AED as is appropriate
6. To facilitate a quick transfer to EMS, the ambulance should be met and directed to the location of the emergency if sufficient personnel are available. Do not forget your access card when you go to do this
7. Once the care of the victim has been transferred to EMS, the Site Coordinator must notify facilities to get the AED properly serviced and replaced