

# Medical Emergency Incident Response Checklist

## 1. Evaluate the Incident Area

Secure or eliminate hazards to the victim, you, your team, and other people before entering the area.

## 2. Secure the Incident Area

- Control traffic through the area to only what is necessary. Don't do this yourself; direct someone to do it.
- We want to provide privacy to the extent possible, and you will want to figure out exactly what happened after things have settled down.

## 3. Have someone turn on overhead lights, turn off music, and notify attendees.

## 4. Based upon the training of the first responding person, render aid until a more qualified person is present to assist.

- If someone yells, "I am a doctor", let them handle the medical issue, while you handle the logistics.
- If you aren't fortunate enough for this to happen, ask if there is a medical professional in the building (or send people to find one).
- Someone with training can assess if CPR, first aid, or the recovery position is appropriate.

## 5. Ask who knows the person and what they can tell you. Ask if they have an emergency card. If so, get this information to the person calling 911.

## 6. Direct someone to call 911 on speakerphone who can provide the dispatcher with the address, a description of the emergency, any other relevant details, and directions to you (give them the 1-pager you have created).

- Have the person who calls 911 near the person with medical training on speaker so they can exchange information with emergency services.

## 7. Send someone to the parking lot or street to wait for EMS. This person will direct them to the front door.

## 8. Send someone to the front door to direct EMS to your location upon arrival.

## 9. Have someone else clear a path from the front door to the person having an emergency.

## 10. Instruct someone to notify your team.

## 11. Wait with the person until 911 arrives.

- If they do not have someone to go with them, send a member of staff.
- Ask the EMT's which hospital they are going to.
- If you have an emergency card, direct someone to inform their emergency contact. This needs to be done gently and with discretion. Do not leave a message with this. You leave a message that says, "This is X. I need to talk to you about Y Person. Please call me as soon as possible." When you speak to them, don't say they were at a lifestyle event or how they were injured. Inform them of the emergency and which hospital they went to.

## 12. Gather everyone involved, and anyone who witnessed either the incident or the response. Give each of them a piece of paper and a pencil and have them write down what they witnessed and what they did. The person directing also needs to complete this task.