

SAMPLE

School Emergency Response Teams

SCHOOL EMERGENCY RESPONSE TEAM:

Trained staff members who can work together quickly and efficiently, to handle an emergency situation occurring in the school.

GOALS OF THE PROGRAM:

1. The School Emergency Response team will be familiar with the School District School Crisis Staff Handbook and policies. They will have immediate access to this booklet so they can appropriately respond to any crisis situation that might occur in school or on school grounds.
2. To have a known plan of response for any unconscious victim.
3. To have a team trained in CPR who can respond to the call.
4. To be sure those unconscious victims will be assessed for cardiac and respiratory arrest and will receive CPR as necessary to sustain life until EMT's and ambulance arrive.
5. To be able to initiate the plan and follow through until the ambulance arrives in the event that the nurse is not in the building.

SETTING UP THE PROGRAM:

1. CPR and Basic First Aid Certification are required for all Team members. Team members will meet to review the procedures for handling emergency situations at least two times during the school year.
2. The Principal shall review the procedure with the staff and hold a preannounced drill at the start of each school year. Team members should arrange for coverage of their classrooms in the event they are called on to respond to an emergency. It will be up to each team member to secure coverage, in advance, so that they are free to respond.

Team members who are not directly involved in CPR or administering first aid will assist by taking notes (recording vital signs, times and sequences of events, etc.), directing students, parents and staff away from the area and clearing furniture and hallway obstructions that may impede the ambulance team.

Staff members whose room's are located at the ends of the corridor, near stairways or the elevator will insure that these areas are clear, regardless of where the incident happened, so that emergency crews will be able to enter and exit from any school stairway.

The elevator will only be used by School Emergency Response Team members, Administration and EMT's during an emergency response Procedure.

TEAM MEMBERS WILL MEET AT THE CLOSE OF EACH SCHOOL YEAR TO EVALUATE THE EFFECTIVENESS OF THIS PROCEDURE.

PROCEDURES TO FOLLOW IN CASE OF AN EMERGENCY WHEN A PERSON BECOMES UNCONSCIOUS OR IS CRITICALLY INJURED AT SCHOOL

1. Notify the nurse and the office personnel of the location of the victim/incident.
2. The nurse will respond to the scene with emergency bag / AED, assess the student or staff member and refer as necessary.
3. The school secretary will announce “Emergency Response located at....” on the intercom. All team members will proceed to that location.
4. The nurse and/or the Team will assess the victim and determine if CPR is necessary. If CPR is required, the nurse and members of the Team will initiate intervention and continue until the EMT’s arrive.
5. The school secretary will call 911 if necessary after assessment by the Code team and:
 - Explain the situation
 - Give the school name and exact location of the incident.
 - Tell the EMT’s which entrance is the closest to the victim.
 - Meet the EMT’s at the door and escort them to the victim.
6. Team members will assist with crowd control as necessary, and greet and direct EMS if needed.
7. Office personnel will call a parent or family member and have them meet at school or at the hospital ER where the student/staff member is being transported. Parents will be told that they are responsible for letting their own physician know of the transfer to the hospital.
8. The EMT’s are responsible for determining where the victim will be transported, based on the situation. If request for a specific hospital is noted on the student’s emergency sheet by parent, that request will be relayed to the EMT’s—however, it is their responsibility to make the decision as to which emergency facility they will transport to—depending on the nature/extent of the injury/illness and the availability of coverage while they are out of the local area.
9. A team member or staff member may accompany the victim to the hospital if a family member has not arrived prior to transport and if there is room on the ambulance depending on the age of the victim and situation.
10. Later in the day, or on the following school day, the CPR Team will meet with the Principal, the Lead Nurse and the School Nurse to evaluate the plan; its effectiveness and changes/modifications that need to be made to it. A debriefing will be held for all personnel involved regardless of the event outcome.

EXTENDED ROLES OF EMERGENCY RESPONSE TEAM MEMBERS

School Nurse: Will Bring:

- Emergency Bag containing medical supplies, inhalers, EpiPen (Adult & Jr.) etc.
- AED
- Current list of student and staff medical problems/allergies
- Medication keys
- Walkie-talkie

Team members will:

- Report to the location of the code as soon as they have secured coverage for their class/students.
- Know the location of emergency supplies, emergency phone numbers of students and staff, location of severe allergy alerts and life threatening medical conditions in nurses office
- Know location of emergency medications such as inhalers for asthma, EpiPen, insulin, Benadryl if requested.
- Team members will assist with greeting and directing EMS to the scene of the incident
- Team members will bring wheel chair to the site of the incident if needed.
- Team members will handle crowd control as necessary

Office Staff:

- Will handle incoming call for Emergency Response; announce the code with specific location over the intercom.
- If teacher is outside with gym class, they will call her over the walkie-talkie. They will then handle communication between the team, EMT's, Fire Dept., hospital, parents or family members and press (if necessary).
- They will copy the two-sided blue emergency sheet to be sent with the patient to the hospital.