

# EMERGENCY PLAN

## MEDICAL EMERGENCY PLAN

**Assess the situation** – Is the situation safe? Do not enter yourself into a dangerous situation. This will worsen the situation. What is the level of severity of the injury? Proceed accordingly.

**Minor injuries** (cuts, scrapes, abrasions, minor burns, etc.):

1. Stop the activity
2. Remove the injured person from the activity area
3. Render first aid within the extent of your training, if applicable
4. Send the injured person home (if necessary)
5. Fill out incident report

**Moderate injuries**

1. Stop the activity
2. Determine if the injured person can be safely moved from the accident site
3. Remove the injured person (if reasonable) and render first aid
4. Assess the injury to determine if additional medical treatment may be necessary
5. Obtain witness statements, names, addresses, and telephone numbers
6. Take pictures & examine the accident site for cause of injury
7. Isolate and tag equipment involved in the incident whether it was the cause or not
8. Fill out incident report

**Serious injuries**

1. Do not move the injured person
2. Call 911 and be prepared to give the following information:  
Address \_\_\_\_\_; What happened; As much information about the victim(s) as you can provide; How many need help; What is being done
3. Stay on the phone until instructed to end call by the 911 operator.
4. Stay with victim until help arrives. If there is a second responsible adult have them clear the way for EMS entry and wait outside to direct emergency crew. A third responsible adult can call the victim's emergency contact.
5. Stabilize to the extent of your medical training - If the person is unconscious, then check the Airway, Breathing, and Circulation (ABC's) to determine their condition
6. Stop severe bleeding with direct pressure when possible.
7. Keep victim warm.
8. Remain available to help the disseminate pertinent information
9. Obtain witness statements, names, addresses, and telephone numbers
10. Take pictures & examine the accident site for cause of injury
11. Isolate and tag equipment involved in the accident whether it was the cause or not.
12. Fill out incident report