

**Title:** Medical Emergency Preparedness and Response Policy  
**Date of Current Version:** December 2018  
**Replaces Version:** April 2012

### **Background**

The purpose of the emergency medical plan is to ensure that participants receive prompt and appropriate attention when a medical emergency arises.

### **Response**

1. In the absence of Center staff members, the responsible individuals, class instructors, or volunteers leading weekend and evening programs are responsible for managing medical emergencies that occur under their supervision.
2. When staff are present in the facility, the first staff members on the scene should take a leadership role and act immediately to offer the appropriate assistance.
3. Whenever Center staff members are notified that someone in the building is injured or ill, they should respond immediately. If the person is conscious, the emergency response should be in accordance with the person's wishes. If the person is unconscious, unable to respond, confused, or gravely ill, call emergency responders (9-911) immediately.
4. Following all injuries, illnesses, and/or accidents, the first responding staff member is responsible for the completion of an incident report (located on the intranet) within twenty-four (24) hours of the incident. The completed report is given to The Center Coordinator or designee, who will complete the supervisor's section and submit it to the Occupational Safety Specialist within twenty-four (24) hours of the incident.
5. If a Center staff member notices significant behavioral changes in a participant that they believe may endanger the well-being of the participant, the situation will be discussed with The Center coordinator or designee. If deemed to be warranted, a family member or emergency contact person shall be informed of the staff observations by the coordinator or designee.

### **Preparedness**

1. Center staff members shall be familiar with, and able to carry out the actions identified in the *The Center's Medical Emergency Procedures*.
2. Center staff members are encouraged to obtain training in CPR, external defibrillation, and basic first aid. Fully stocked and up-to-date first aid kits, external defibrillators, and public phones are placed in accessible locations on each floor of the facility.

### **Administration**

The Center coordinator or designee is responsible for securing appropriate training for staff members and full implementation of the policy.

Approved by the Senior Center Commission on: January 24, 2019

