

## Sample Checklist for Life-Threatening Crisis

When a major medical emergency or injury occurs that is life threatening to an individual, the building administrator or the office should immediately call 911. It is essential that staff on the scene of the incident provide as much information as possible regarding the patient's condition to the office. This patient information will be used by the 911 dispatcher to determine whether to send an ambulance only, ambulance and paramedic team or all of these units and a life-line helicopter.

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>Life-Threatening Procedures:</b>	
Identify the affected individual (s).	
Call 911 for Fire Department and Rescue/Ambulance response.	
Notify the school nurse and Crisis Response Team.	
Other staff, with appropriate training, are notified to report to the scene.	
Notify the staff of the medical emergency.	
Institute temporary delay in change of classes.	
Have other students and staff report to classrooms.	
If contagion is suspected, notify the local Health Department and ask for follow-up instructions.	
Call parents/guardian immediately.	
Notify Superintendent's Office.	
If needed, mental health staff are activated to provide counseling.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Communications:</b>	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
<b>Cautions/Notes:</b>	