

*This is a suggested format.
Clear this with your administration and health and safety committee before using.*

TMJ TECH ROOM _____

IN CASE OF EMERGENCY TAKE LEADERSHIP AND STAY CALM

ASSIGN 1 PERSON TO CALL THE OFFICE TO ALERT THEM OF AN EMERGENCY – IF REQUIRED, ASK THEM TO CALL 911, AND DEFINE THE PROBLEM (SUCH AS WOUND, STROKE, SEIZURE, CHOKING, ALLERGIC REACTION) GIVE THE OFFICE A CELLPHONE NUMBER ACTIVE IN THE ROOM.

OUR ADDRESS IS _____, CLOSEST MAJOR INTERSECTION IS _____. OUR PHONE NUMBER IS ____-____.

A BASIC FIRST AID KIT IS IN THE ROOM (give location)

CONFIRM THAT 911 HAS BEEN CALLED AND WHETHER THEY NEED MORE INFORMATION. ADVISE THAT WE ARE (give location in building)

ASSIGN 1 PERSON IF REQUIRED TO GET THE AED FROM (the closest available and give location).

ASSIGN 1 PERSON TO ASK THE OFFICE TO LOCATE A PERSON TRAINED AS A FIRST AID RESPONDER. IF AN EPI-PEN IS REQUIRED, NOTIFY THE OFFICE TO SEND IT.

ASSIGN 1 PERSON IF REQUIRED TO ASSESS FOR AIRWAY AND BREATHING, THEN PULSE, THEN IF REQUIRED, CPR.

ASSIGN 1 PERSON TO GET ANOTHER TEACHER OR STAFF MEMBER TO HELP SUPERVISE THE ROOM.

ASSIGN 1 PERSON TO REMOVE ALL ADDITIONAL STUDENTS AND PEOPLE OUT OF THE ROOM IF SAFE TO DO SO. CONSIDER IF TRANSLATION IS REQUIRED FOR THE PERSON IN NEED. DETERMINE IF ELECTRICAL POWER SHOULD BE SHUT DOWN IN THE ROOM FOR SAFETY.

SAFELY FOLLOW ANY ADDITIONAL INSTRUCTIONS OF EMERGENCY RESPONDERS.