

# ***Transportation Emergency Action Plan Check List***

- *Assign one person to use the phone in the classroom to alert the office of an emergency. Have the office staff locate a person trained as a First Aid responder and have that person report back to you with the details of their conversation;*
- *If the patient needs the attention of a Paramedic, assign one person to phone 911, and have that person report back to you;*

*John Diefenbaker Secondary School  
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*“Transportation Shop in the south west back corner of school”*

- *Assign one person to wait for the Paramedics and assist them back to the accident scene;*
- *Assign one person to read and keep notes on the Emergency Action Plan Sheet;*
- *Before assisting the patient always make sure the area is safe for the responders to enter;*
- *Before attending to a patient, always identify yourself and ask permission to assist them;*
- *Assign a person to retrieve first aid box from over the vanity;*
- *If there is even a 1% chance that you will need the AED, assign a person to bring it to the accident scene. It is located in the hall across from the Main Gym, beside room 102;*
- *If there is even a 1% chance that you will need the EPI-Pen, assign a person to bring it to the accident scene. It is located in the main office;*
- *Assign a person to get another teacher or staff member to help supervise the room and if required remove all additional students and people out of the room for injured person’s privacy;*
- *Perform a Primary Survey on your patient - here you assess your casualty for life-threatening injuries or illnesses and give life-saving first aid;*
- *Perform a Secondary Survey on your patient – during this step the first aider performs a more thorough check for injuries and illnesses that were not revealed in the primary survey, but would benefit from first aid;*
- *Perform Ongoing Casualty Care - here you stay with the casualty until medical help arrives and takes over.*

***“Preserve life, prevent the illness or injury from becoming worse & promote recovery”***

*Ray Morrison “See the good in all your students”*