



Logistics and Communication Considerations

Local

- Awareness of existing onsite response plans
 - Names/level of training of those who may respond
 - Contact information beyond the response team
 - Leadership notification
 - Policy and procedure of SOPs for local EMS
- Script to support responders providing instructions to the EMS response team
 - Specifics of a large facility may need to include:
 - Gate codes or other access
 - Mapping
 - Landmarks (catwalk, scaffolding, guard shack, color of building, signage)
 - Terrain (concrete, rock, dirt/mud; unstable or stable ground)
 - Potential rescue situations (high angle, trench or collapse, hazardous materials)
- External transfer
 - Knowledge of estimated response time by area
 - Trauma level of nearby medical facilities
 - Internal EMS vs EMS standby vs dispatched response
 - Onsite EMS or EMS standby transport or dispatch for the second unit

Types of Communication

- Phones - are landline phones accessible, functional, and instructions posted nearby?
 - Ex: Dial 9 to access the external line
- Radios - designated emergency channel clear of general radio traffic
- If cell phones are used, identify dead-zone service areas in the facility
 - These may vary by service provider
- Responsible parties for communication methods (radio, phone, instant messaging) should be identified, and regular maintenance should be scheduled

Interdisciplinary Response Team

- Identify roles in advance
 - Medical license, comfort with emergency response, competency, and strengths should all be considered
- Consider non-medical team member roles
- Schedule regular practice
 - Leadership/colleagues/bystanders should be part of practice sessions

Unique Spaces

- Check-in system - when in a unique or isolated space, check in and out so that pertinent parties are aware of the location in the event of an emergency.
 - Ex: maintenance areas, deep storage
 - Updated or modified locations or areas temporarily changed vs planning or maps



Pre-Event Medical Meeting for the Non-Sideline Setting

These checklists are designed to be cut out as wallet-size cards

PRE-EVENT CHECKLIST		
THIS DOCUMENT IS NOT A SUBSTITUTE FOR THE SITE EAP		
NAME:	DATE:	
SITE NAME & ADDRESS:		
ON SITE POINT OF CONTACT (NAME & PHONE):		
☐ COPY OF EAP REVIEWED	☐ SITE LOGISTICS MAP REVIEWED	☐ INTRODUCED TO FIELD STAFF
LIST HIGH RISK ACTIVITIES TAKING PLACE TODAY (E.G., AERIAL WORK, ENVIRONMENTAL HAZARDS, ENERGIZED WORK, CHEMICALS, HEAVY MACHINERY)		
DOCUMENT SPECIAL EAP CONSIDERATIONS RELATED TO HIGH-RISK ACTIVITIES (E.G., LOCATION OF STOKES BASKET, WBGT GUIDELINES, SDS INFO, ETC)		
VERIFY LOCATION OF: • AED • COLD WATER TUB • SPINE BOARD • MED KIT • OXYGEN • UTV/BUGGY/GOLF CART • RECTAL THERMOMETER • OTHER: _____	NOTES:	
STAFF AT (NAME, PHONE, EMAIL):		

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Emergency Action Plan (EAP) Template For Temporary and Mobile Job Sites

This information is typically shared in an emergency action plan or discussed and identified during a site coordination meeting. General contractors and local EMS serve as valuable resources for this information.

Local Medical Information

Medical Clinic

- Contact Name:
- Capabilities:
- Telephone:
- Location:
- Directions from location:
- Hours of Operation:

Pharmacy

- Contact Name:
- Capabilities:
- Telephone:
- Location:
- Directions from location:
- Hours of Operation:

On-Site Medical Information

Medical Meeting(s) Time & Place:

Base Medical Station (staffing/Equipment/supplies/capability)

•

Workplace Medical Stations (Personnel/Equipment/Capability)

•

Ambulance Location: _____ Transport to: _____

Helicopter Location(s): _____

Trauma I Hospital Name: _____ Phone: _____

Site Evacuation Protocol

Level I – Minor - Strains/Sprains

Level II/III – Moderate – Stable Concussion/Stable Fractures/Knee Ligament/Shoulder

Level IV Injuries – Life Threatening – Closed Head/Internal Trauma/Unstable