



# EMERGENCY RESPONSE PLAN

School Name \_\_\_\_\_ School Phone \_\_\_\_\_

Address \_\_\_\_\_

**To Call 911:**

NO.	TASK	PERSON/POSITION RESPONSIBLE
1.	Emergency identified	
2.	Stay with injured/ill person	
3.	Contact health room	
4.	First aid team assembled (by intercom, radio, personal contact). "First aid team to the _____."	
5.	School nurse or most qualified person stays with student	
6.	Notify person who is calling 911 of the status of the emergency	
7.	Call 911 – don't hang up first, give all information	
8.	Get health folder and student emergency information and copy information as needed	
9.	Notify parent	
10.	Wait where ambulance will arrive and direct them to the location of the ill/injured person	
11.	Contact district office that 911 has been called	
12.	Provide alternate health room coverage for other students during emergency	
13.	Contact district office/Lead Nurse with outcome/disposition of emergency	