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## **TECH ROOM 229 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 CELL PHONE NUMBER ACTIVE IN THE ROOM.

ASK THE OFFICE TO CALL IN THE EMERGENCY RESPONSE TEAM. IF AN EPI-PEN IS REQUIRED, NOTIFY THE OFFICE TO SEND IT.

A BASIC FIRST AID KIT IS IN THE ROOM 226 WITH PLASTIC GLOVES BY THE DOOR.

CONFIRM THAT 911 HAS BEEN CALLED AND WHETHER THEY NEED MORE INFORMATION. ADVISE THAT WE ARE ON THE SECOND FLOOR AND AN ELEVATOR IS AVAILABLE.

**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.**