

TGJ / TIJ TECH ROOM 226 IN CASE OF EMERGENCY

TAKE LEADERSHIP AND STAY CALM

ASSIGN 1 PERSON TO PRESS THE INTERCOM BY THE DOOR AND BUZZ 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 DON MILLS COLLEGIATE INSTITUTE LOCATED AT 15 THE DONWAY, TORONTO, CLOSEST MAJOR INTERSECTION IS DON MILLS AND LAWRENCE. OUR PHONE NUMBER IS 416 395-3190.

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

THE NEAREST PHONE TO OUR TECH ROOM IS IN ROOM 228, THE MATH AND SCIENCE OFFICE. IT IS BEST TO CALL ON A LAND LINE SO EMS CAN TRACK THE CALL LOCATION. 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 GET THE AED FROM OUTSIDE THE GYM DOWNSTAIRS

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

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 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.

SAFELY FOLLOW ANY ADDITIONAL INSTRUCTIONS OF EMERGENCY RESPONDERS.