Emergency Action Plan

Facility: St. Francis Hunter’s Ridge
Address: 4646 NW Fielding Rd
Topeka, KS 66618
Telephone: (785) 286-4475

Facility Contacts: Becky Wessel, Office Manager
Michael Messmer, DO

Emergency Response: Check-Call-Care

- **Check**: Provide head and neck stabilization, check for breathing and pulse.
- **Call**: Send someone to contact EMS (see below) and retrieve necessary equipment (see below for locations).
- **Care**: Initiate care by the most medically qualified on-site.

Chain of Command/Response Team:
1) Present On-site Physician
2) Present On-site APRN
3) Present On-site RN
4) Other duly trained Allied Health Professional (AT, LPN, PT, PTA)
5) Full-time non-healthcare staff trained in CPR/First Aid
6) Student Aids trained in CPR/First Aid

Contacting EMS:
- Call 9-1-1.
- Caller should: identify themselves, where they are calling from, and state that there is a medical emergency.
- Instruct EMS to specific location. Send someone to entrance to wait for EMS.
- Provide dispatch with necessary information including:
  - Number of injured and condition of injured.
  - Treatment initiated by caregiver.
  - Any information known about the injured, such as age, medications, and history.
  - Any information that the dispatch requests.

Emergency equipment supplied by Student Health Services:
- **Automated External Defibrillator (AED)**
  - Located in waiting room
- **Blood Spill and Disposal Kit**
  - Located in every exam room
- **Personnel Protective Devices, such as masks, gowns, gloves, etc.**
  - Located in every exam room
- **Biohazard Container**
  - Located in every exam room

Updated: 2/24/2012
- Ambu-Bag-Valve Mask
  - Located in Storage room
- Cervical Stabilization Collar
  - Located in storage room
- CPR Shields/Masks
  - Located in every exam room
- Patients’ Charts include: personal and medical information, and emergency contacts.

Emergency Phone Numbers
- EMS throughout Shawnee County, KS 9-1-1
- St. Francis Emergency Dept (785) 295-8090
- Stormont-Vail Emergency Dept (785) 354-6100
- Tallgrass Immediate Care (785) 234-2400
- St. Francis Poison Control (785) 295-8095
- Becky Wessel (785) 286-4475

Hunter’s Ridge staff members and/or student aids should:
- Complete medical injury report and send copy with EMS.
- Send copies of other medical information if available to hospital.
- Contact emergency contact of injured person.
- Inform Becky Wessel when incident occurs.
- Complete appropriate St. Francis incident reports.
- Rehearse annually and maintain current CPR Certifications.