

Activating the Internal Medical Emergency Response Plan at Sacred Heart Church

If medical emergency situation occurs:

1. At least 2 ushers go to victim and assess situation for safety.
2. Call for any nurse/medical people for assistance if needed (1 usher remains with victim, 1 usher goes to find help, ask the priest to announce help needed if necessary).
3. Get:
 - AED (Unit in large red box and small red bag next to it) from open shelf outside Emergency Medical Cabinet area.
 - Emergency blood pressure equipment bag from Medical Cabinet with large and regular cuff and stethoscope.
 - Bring wheelchair if requested.
 - Medical person present should assess if victim can be moved, usher if none available.
 - Bring other supplies as requested from medical cabinet such as juice box, towels, bandages, ice packs, get drink of water if asked, etc.
4. If medical responder or usher makes decision to Dial 911:
 - Call yourself if alone.
 - If others present to assist, have another person call 911 and stay to assist victim.

Call 911 from phone in Music/Meeting room or kitchen (if church phone is used, EMS knows address when call received; if cell phone used, need to know and give:

Sacred Heart Church address:

2875 10th Ave NE, Sauk Rapids, MN 56379, phone 251-8115.

5. Person calling 911:
 - ✦ Answer all questions that the EMS (Benton County Sheriff Dept) dispatcher asks.
 - May ask:
 - a) What is wrong, if the person is breathing, and do they show signs of circulation (coughing or movement).
 - b) Where is the victim located (where, in what room of building or outside).
 - c) What is being done for the victim now? Is anyone doing CPR?
 - ✦ Always hang-up last.
 - ✦ Send usher/person to wait at the entrance and guide the EMS to the event location inside the building.
6. People responding to victim:
 - Follow Internal Medical Emergency Response Plan and assist as needed until EMS arrives or person stabilized.
 - If victim is stable or declines to be transported by ambulance to hospital, encourage them to call their Doctor to advise of situation for assessment.
 - If 911 called and ambulance personnel come, advise the victim/family there is no charge to have them come to do assessment and charge only if transported.
 - Let Parish Office, 251-8115, know so can follow up with victim (Secretary will let staff know) by filling out index card with Name, Phone Number, and What Happened and give to Father or any other staff present at mass or slip under office door. Staff member will review with Parish Nurse.