Emergency Action Plan

Procedures for Calling 911 on a Field Trip
DO NOT LEAVE THE INJURED PERSON ALONE OR WITHOUT AN ADULT PRESENT

1. **REMAIN CALM.** This helps the operator receive your information.
2. **DIAL 911**.
3. My name is _____. I am a [your role] at [Parish/School].
4. I need paramedics now.
5. My exact address is _____.
6. There is a person with a [TYPE / LOCATION OF INJURY] injury.
7. The person's name is _____ and he/she is _____ years old.
8. The person is located at _____ on the [N/S/E/W] side of facility.
9. I am calling from [telephone number].
10. [Name of person] will meet the ambulance.
11. Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Hang up the phone when all of the information is correct and verified.
12. Wait until the dispatcher hangs up first and wait with person until EMS arrives.
13. Paramedics will take over care of the person when they arrive. A chaperone must accompany injured student(s) in the ambulance and remain with the child/youth until parent/guardian arrives.
14. Call the parent/guardian.
15. Call your organization's administrator and the Diocese at (413) 452-0614 immediately.

Principal/Headmaster/Pastor Phone Numbers: _____

Additional Numbers: _____