

Incident Coordinator - Main First Responder

Specific Job Responsibilities

- Connect with your First Aid team on arrival and answer any questions regarding responsibilities.
- Report to Head Usher prior to start of service, indicating your team is assembled and wearing First Aid name tags
- Ensure First Aid room is unlocked and kits are checked for readiness
- Provide FIRST RESPONDER first aid care to those with a medical emergency or injury until EMS or a medical personnel with a higher level of training arrive on scene
- Work with helpers to evaluate an emergency
- Ensure proper emergency communication to helpers
- Delegate needed emergency actions to helpers (ie: calling 911)
- Delegate ushers to meet emergency crews and guide them to patient location
- Coordinating with the emergency agencies any needed evacuations or other emergency actions
- Aid in crowd control and building evacuations when called upon by the EMS personnel
- Relay status report information to the emergency agency involved
- If possible in a disaster situation: maintain hand-held radios to coordinate with helpers
- Ensure proper documentation of every incident that occurs and forwards paperwork to the Emergency Response Team Leader

Helpers - also First Responders

Responsibilities include the following

Submit to the leadership of the Incident Coordinator (IC) and as assigned:

- Follow the instructions of the Incident Coordinator
- When the First Aid team is paged, Helpers retrieve the first aid kit and bring it to the incident location. This allows the IC to go directly to the scene and assess the incident.
- Call 911 as instructed by the IC and report back to confirm help is on the way.
- Provide “first responder (medical) service” to those incurring a medical emergency until medical personnel with higher training services arrive on scene
- Conduct a primary assessment of the medical emergency situation when required, and report this assessment to the IC.

EXCERPT FROM PLAN TO PROTECT DOCUMENT

- Perform the above in place of an IC if one is not on scene or able to perform their responsibilities.

Ushers

Responsibilities in the event of an incident are as follows

- Record that First Aid Team is in place after Incident Coordinator reports to them prior to start of service
- Pages the First Aid Team when an emergency occurs. (700 downstairs or 800 for upstairs)
- Follows the direction of the Incident Coordinator and assists with crowd control
- Once 911 system has been activated, Head Usher assigns 1-2 members to meet emergency crews curbside and guides them to the patient's location.
- Assist emergency crews in leaving the building. (ie: guide them to the exit and assist with doors)
- Act as a liaison between incident personnel and pastoral staff during an emergency