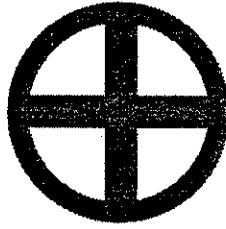


NEIGHBOURHOOD PROGRAM

First Aid

RESPONSE UNIT WORKBOOK



FIRST AID RESPONSE UNIT WORKBOOK

PURPOSE OF THE FIRST AID UNIT

Provide basic first aid and emotional support to the injured, and be able to determine priorities for treatment.

To do this effectively the Unit should:

Have basic first aid skills

Establish one or more First Aid Posts and have basic first aid supplies available.

Know what to do and how to do it under the overall coordination of the Team Leader

Keep this document up to date (as people move in and out of the neighbourhood)

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NEIGHBOURHOOD PROGRAM RESPONSE UNITS

Neighbourhood Leader- provides the overall leadership and coordination of the neighbourhood's plan before, during and after disaster. The leader encourages, monitors and assists individual Response Unit Leaders to complete their pre-disaster plans and activities.

First Aid - this unit provides on-site first aid care and emotional support to injured neighbours. They select a location for a first aid station in the neighbourhood and plan ahead for any neighbours who may require special care.

Utilities and Fire Suppression - this unit reduces hazards from fire or damaged utilities. They shut off gas meters, electricity and water mains if necessary. They cordon off hazardous areas.

Light Urban Search and Rescue - this unit locates missing neighbours and rescues those trapped and/or injured.

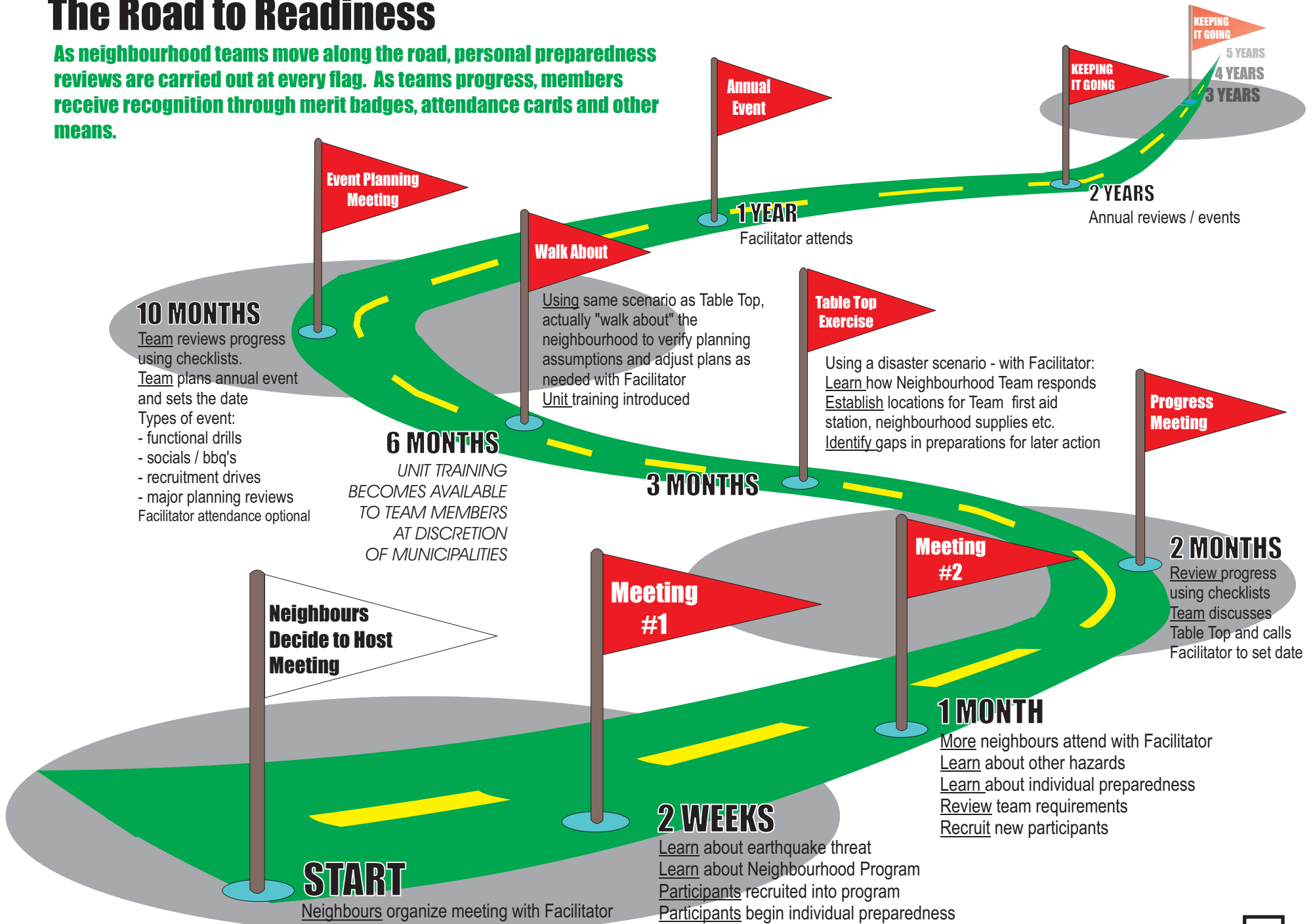
Communications and Transportation - this unit provides a communication link and transportation between teams, and between the Neighbourhood Team Leader and outside resources.

Shelter and Care Giving - this unit provides a safe, clean environment - in addition to shelter, food and care for neighbours who need help after disaster.

Damage Assessment - this unit conducts a rapid and accurate preliminary assessment of the damage in your neighbourhood and then reports their findings to the Neighbourhood Leader.

The Road to Readiness

As neighbourhood teams move along the road, personal preparedness reviews are carried out at every flag. As teams progress, members receive recognition through merit badges, attendance cards and other means.



THE NEIGHBOURHOOD TEAM STRUCTURE

**ALL UNITS REPORT TO
NEIGHBOURHOOD ASSEMBLY POINT
AS SOON AS POSSIBLE**

Shelter and Care Giving unit

Based in undamaged home(s)

- provides food, shelter and care for neighbours with damaged homes, unattended children and frail elderly.
- organizes pet care.

First Aid unit

- sets up First Aid Post
- works with SAR Unit

**FIRST AID POST
IN GARAGE**

Communications / Transportation unit

Based at Neighbourhood Assembly Point and supports Team's response

- uses runners, 2 way radio, or other means as available
- communicates neighbourhood's status to outside resources
- arranges transportation as required

**NEIGHBOURHOOD ASSEMBLY POINT
IN GARAGE**

Light Urban

Search and Rescue unit

Patrols neighbourhood entering damaged buildings when safe to do so

- identifies missing neighbours
- rescues trapped persons
- may perform medical transport

Damage Assessment unit

Patrols neighbourhood
- conducts rapid assessment of damaged structures

Utilities and Fire Suppression

Patrols neighbourhood

- attending to any signs of fire
- cordons off hazards and downed power lines
- turns off utilities where necessary

Neighbourhood Team Leader

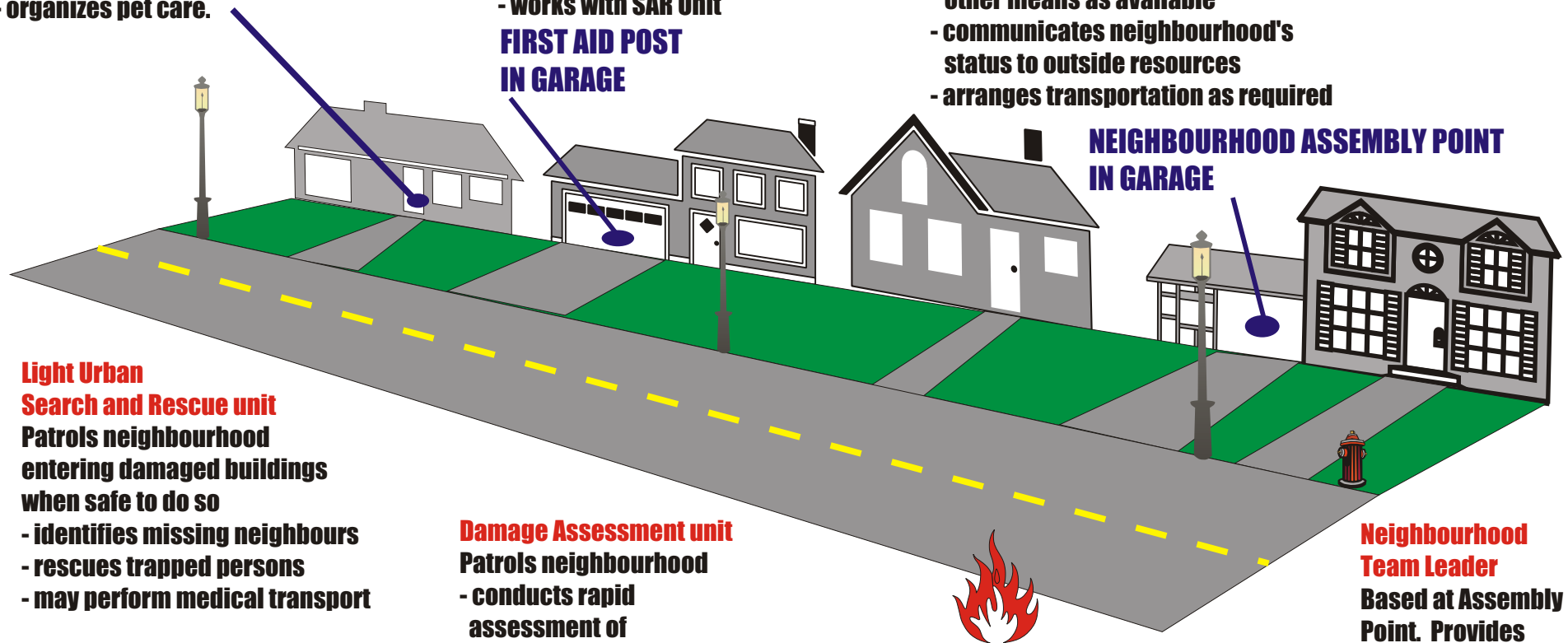
Based at Assembly Point. Provides overall Team coordination

All Team Members on patrol

or in action could use whistles to call for help.

Unit Leaders may have 2 way radios

They regularly report in to the Neighbourhood Team Leader



FIRST AID

UNIT PREPAREDNESS PLAN

First let's review what your unit is working towards. The last section of this workbook provides your unit's Response Plan. It is in four parts: Personnel, Action Guide (for the response), Supplies and Key Locations. All of the preparations your unit is going to make are aimed at completing those four pages. As you will see from reviewing the Response Plan there is quite a lot to do. But that does not mean that you have to do it all at once! In fact it is expected that your unit will take a year or more to fill in the Response Plan completely. The approach we suggest, is that you and your fellow unit members pick out some actions you feel you can manage, set a date to complete them, and go to work. When you complete them, make sure you update your Response Plan and inform your Neighbourhood Team Leader of your progress.

Personnel Recruitment

At first you may be the only member of your unit. It is really important to spread the load however, so try to recruit neighbours to help you. As you recruit other people for your unit, make sure you update the Personnel part of the Response Plan.

Unit Meetings

Although your unit will meet with the others at general Team Meetings from time to time, it is a good idea to meet as a unit to review progress and decide what to do next.

Skills and Training

If you know of neighbours who have relevant skills and training for your unit, they should be approached first in your recruitment work. Specialized training will need to be organized through the Neighbourhood Program Facilitator. But before you begin to think about specialized training, it is important to attend to other aspects of your Response Plan.

Supplies

As you and your unit acquire personal supplies like work boots, whistles etc. note them on the Personnel sheet of your Response Plan. For the supplies your unit needs on behalf of the neighbourhood, perhaps you might start by taking an inventory of supplies you and your neighbours already have. Note the locations etc. on the Supplies sheet of your Response Plan. For supplies you don't have, you will need to decide how to share the cost. Perhaps these items should be discussed at a full Team meeting with the Team Leader. It is also important to decide where your supplies will be stored. This too may need Team discussion.

Key Locations

The Neighbourhood Assembly point is selected by the Team at a general meeting.

Your unit is responsible for selecting First Aid Post location(s). When you have decided, complete the information in the Key Locations part of the Response Plan, including consideration of emergency heat, light and water.

Your unit is also responsible for identifying neighbours with medical conditions, so that when disaster strikes, the Team is able to attend to them rapidly and effectively. It is most important though to respect people's privacy when trying to obtain this type of information. This part of your plan might best be approached by noting information as people volunteer it. Noting only address and condition and not names helps too.

Action Guide

Review the Action Guide in your unit's Response Plan with the other members of your unit. Consider the actions listed under the "Reporting for Duty" heading. Are you prepared to carry out the actions listed?

Triage: This means separating seriously injured from those with less serious injuries and attending to those who you are able to help. Triage really needs a good first aid background. This might be a training requirement for your unit.

Most of the other parts of the Action Guide will require practice in the form of exercises or drills.

FIRST AID UNIT RESPONSE PLAN

KEY LOCATIONS AND CONTACTS

LOCATION OF NEIGHBOURHOOD ASSEMBLY POINT	
WHO HAS THE KEYS	
NEAREST HOSPITAL PHONE NUMBER / ADDRESS	

FIRST AID POST - PRIMARY LOCATION	
WHO HAS THE KEYS	
EMERGENCY LIGHTING AND HEATING PROVISIONS	

FIRST AID POST - SECONDARY LOCATION	
WHO HAS THE KEYS	
EMERGENCY LIGHTING AND HEATING PROVISIONS	

PRIORITY HOMES IN THE NEIGHBOURHOOD WHERE PEOPLE WITH KNOWN MEDICAL CONDITIONS RESIDE	MEDICAL CONDITION AT THIS RESIDENCE
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FIRST AID UNIT RESPONSE PLAN

ACTION GUIDE CHECKLIST

This sheet provides some specific actions that your Unit may be expected to carry out in time of disaster. It is very important to remember that you and your fellow team members are not expected to take the place of professional responders. Rather you must be prepared to do the best you can under the circumstances that will prevail. And you must also be very flexible, since depending on the condition of your neighbourhood, your skills may be needed in another Unit as determined by the Team Leadership.

Reporting for Team Duty

- ☐ Ensure your family is safe before you report to the Assembly Point
- ☐ Leave a note on the door indicating family status and your role in the response
- ☐ Wear your workboots and other appropriate clothing and take any personal equipment
- ☐ Take your Unit Response Plan and report to the Assembly Point
- ☐ Report condition of your family and home and any observations you made along the way
- ☐ Set your Unit's priorities under the coordination of the Team Leader and together with other Units
- ☐ Assume your Unit responsibilities and rapidly action your Unit's priorities

Setting Up the First Aid Post(s)

- ☐ Conduct a rapid reconnaissance and decide where to set up Primary First Aid Post
- ☐ Advise Team Leader of First Aid Post location and mark it on Neighbourhood map at Assembly Point
- ☐ Place "First Aid Post" sign(s) at Post location
- ☐ Assemble all medical supplies and other planned equipment at the First Aid Post

Emotional care can begin as soon as possible and as appropriate

- ☐ Maintain Coordination and Communication with Team Leader

Triage

- ☐ Physically separate the seriously injured from those with minor injuries before applying first aid treatment (Assessment of the level of care should be carried out using a triage model to be conducted by those with highest level of training)

Teaming up with Light Urban Search and Rescue (LUSAR)

RULE #1 ALWAYS GO WITH A BUDDY

- ☐ Depending on the number of trapped and the seriousness of injuries sustained, members of the First Aid Unit may be required to accompany the LUSAR Unit in addition to setting up and running the First Aid Post.

Patient Transfers

- ☐ Coordinate transportation of injured residents to the First Aid Station with LUSAR and Transportation Units
- ☐ Complete First Aid Patient Transfer Form
- ☐ Determine if hospital facilities are available through Communications and Transportation Unit
- ☐ Arrange movement of seriously injured to nearest hospital with Transportation Unit

Treatment Log

- ☐ Document all First Aid Treatment on the First Aid Treatment Log
- ☐ If patient is transported to hospital, a record of treatment given must accompany them
- ☐ Record time of admission
- ☐ Document ongoing or recurring symptoms and patient's response level to treatment

Loss of Life

- ☐ If there is loss of life, identify a suitable area to establish a temporary morgue away from First Aid Post(s) and Shelters.
- ☐ Record all details related to any resident who has expired including time of death and cause
- ☐ Tag body for identification and move to temporary morgue

Evacuation

- ☐ If your Unit is called on to help with evacuation, remind residents to take any necessary medication with them

FIRST AID UNIT RESPONSE PLAN



SUPPLIES

THE FOLLOWING LIST IS A GUIDE TO THE TYPES OF SUPPLIES YOU SHOULD HAVE AVAILABLE. IT IS IMPORTANT TO IDENTIFY THE LOCATIONS WHERE THEY ARE KEPT AND HOW TO ACCESS THEM IN AN EMERGENCY. CONSIDERATION SHOULD BE GIVEN TO KEEPING THEM TOGETHER AT AS FEW LOCATIONS AS IS PRACTICAL.

SUPPLIES	LOCATION	ACCESS / WHO HAS THE KEYS
Neighbourhood First Aid Kit(s)		
Stretchers (makeshift or purchased)		
Splints (makeshift or purchased) and Bandages		
Commercial Drugs (aspirins, sore throat medicines etc.)		
Ointments and Salves		
Cleaning and Sterilizing Supplies for First Aid Post cleanliness		
Masks and Gloves		
Sanitation/Waste Disposal Arrangements (buckets, garbage sacks, shovels etc.)		
Plastic Sheeting / Coverings		
Bedding Supplies		
Chairs and Tables		
Fire extinguisher		
Stationery and forms		

FIRST AID UNIT RESPONSE PLAN

KEY LOCATIONS AND CONTACTS

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WHO HAS THE KEYS	
EMERGENCY LIGHTING AND HEATING PROVISIONS	

PRIORITY HOMES IN THE NEIGHBOURHOOD WHERE PEOPLE WITH KNOWN MEDICAL CONDITIONS RESIDE	MEDICAL CONDITION AT THIS RESIDENCE
---	-------------------------------------

FIRST AID: First Aid Treatment Log

[illegible]

FIRST AID: First Responder Form (Patient Transfer Form)

Form to accompany patient during transfer and to be issued to BC Ambulance and/or hospital staff.



Province of
British Columbia

1. PATIENT'S SURNAME		14. DATE OF SERVICE DD MM YY		16. DEPARTMENT NAME		19. CODE	
2. PATIENT'S GIVEN NAME		15. TIME CALL RECEIVED		20. SHIFT		21. RESPONSE #	
3. POSTAL ADDRESS		16. AT SCENE		22. RESPONDERS NAME			
4. CITY		5. PROVINCE		6. POSTAL CODE			
7. PATIENT'S PHONE #		8. BIRTHDATE DD MM YY		9. AGE		10. SEX 1. M 2. F	
11. CARE CARD #		12. SIN #		13. PATIENT'S PHYSICIAN			
24. CHIEF COMPLAINT		28. FRONT		28. BACK			
25. MECHANISM OF INJURY/HISTORY OF ILLNESS		G L O V E S		D A B C		R B S	
26. RELEVANT PAST HISTORY		C O P D		O ₂		H ₂	
27. MEDICATIONS		V.		H ₂		H ₂	
28. ALLERGIES		H ₂		H ₂		H ₂	
31. STATE OF CONSCIOUSNESS <input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> P <input type="checkbox"/> U		32. SKIN 1 Normal 2 Cyanotic 3 Pale 4 Flushed 5 Diaph		33. VITAL SIGNS TIME INITIAL PULSE RESP. RATE		34. CARE GIVEN 1 Control Bleed 2 Dress Wound 3 Splint 4 Traction 5 Back Board 6 Neck Immobilize 7 C.P.R. 8 A.E.D.	
35. AIRWAY CONTROL 1 Cleared 2 Positioned 3 Suctioned 4 Assisted Ventilation 5 Oral Airway # 6 Hyperventilation		36. OXYGEN 1 Mask 2 Non-rebreather 3 O ₂ at 4 bpm		37. PAIN ASSESSMENT P Q R S T		38. ADDITIONAL TREATMENT & COMMENTS	
NOTE: Do not make any changes or additions to this form after a copy has been given to the Ambulance Crew.							

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