

Seattle Public Schools

EMERGENCY ACTION PLAN (EAP)

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.** Remember you may need to access an outside line first.
3. My name is _____ .
"I am a (your role) in the Seattle Public Schools."
4. We have a medical emergency.
5. My exact address is _____ .
There is a person with a _____ (type/location of injury) _____ injury.
6. The person's name is _____ and he/she is _____ years old.
7. The person is located at _____ which is on the
(North/South/East/West) _____ side of the facility.
8. I am calling from _____ (telephone number) _____.
9. _____ (Name) _____ will meet the ambulance.
10. Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Do not hang up the phone until all of the information is correct and verified.
11. Wait until the dispatcher hangs up first and wait with person until EMS arrives.
12. Paramedics will take over care of the person when they arrive. A chaperone must accompany any injured student in the ambulance and remain with the student until the parent/guardian arrives.
13. Call Department of Safety & Security, parent/guardian, Principal, and (depending on severity) the Superintendent's Office regarding incident immediately. File an Incident Report.

Department of Safety & Security: (206) 252-0707

Principal Phone Numbers:

Superintendent's Office: (206) 252-1000

Additional Phone Numbers: