



Purpose

- The best emergency is a well-rehearsed one
- Assess Associate and facility preparedness in the event of an emergency
- Clarify the roles and responsibilities of those expected to respond in an emergency
- Improve coordination among those responding to an emergency
- Increase Associate and member confidence for handling emergency situations

Objectives

- Incorporate active participation
- Provide an opportunity for de-briefing at the conclusion of each drill by identifying and addressing successes and learning opportunities

Locations

- All Bay Club locations

SCENARIO: Child Seizure

- Location at the Club: Childcare and/or Lobby

ACTIONS

1. Associate enters area and alerts other Associates of situation
2. Identify which participating Associates are currently CPR/AED certified
3. Associate instructs another Associate to clear the area and control the crowd
4. Associate instructs another Associate to clear the area around the child of any hazards (i.e. move any furniture or toys in the immediate area)
5. Associate instructs another Associate to alert the front desk, and return with the AED
6. Front desk Associates should simulate a 911 call with the following:
 - a. Identify the location of the victim/incident
 - b. Give basic directions to club entrances
 - c. Direct an Associate to wait outside for paramedics to arrive
 - d. Direct the paramedics to the scene of the incident
7. If the victim stops breathing and loses consciousness trained Associate may begin CPR until AED or emergency medical personnel arrive
 - a. Remember to spell C-A-B (circulation, airway, and breathing) to help people remember the steps of CPR.
 - b. Circulation: Restore blood circulation with chest compressions
 - i. Try to get the person to respond; if they do not, roll the person on their back on a firm surface.
 - ii. Place the heel of one hand over the center of the person's chest. Place your other hand on top of the first hand. Keep your elbows straight and position your shoulders directly above your hands.
 - iii. Use your upper body weight (not just your arms) as you push straight down on (compress) the chest at least 2 inches (approximately 5 centimeters). Push hard at a rate of about 100 compressions a minute (to the count of 1 and 2 and 3 and 4...)



Always Safe, Always Prepared

Emergency Response Drill Scenario

Conducted at 8 am, 1 pm and 4 pm - October 14, 2019

- iv. If you haven't been trained in CPR, continue chest compressions until there are signs of movement, the AED arrives, or until emergency medical personnel take over. If you have been trained in CPR, continue C-A-B
- c. Airway: Clear the airway
 - i. Open the person's airway using the head-tilt, chin-lift maneuver. Put your palm on the person's forehead and gently tilt the head back. Then with the other hand, gently lift the chin forward to open the airway.
 - ii. Check for normal breathing, taking no more than 10 seconds. Look for chest motion, listen for normal breath sounds, and feel for the person's breath on your cheek and ear.
- d. Breathing: Breathe for the person
 - i. Pinch the nostrils shut for mouth-to-mouth breathing and cover the person's mouth with yours, making a seal. Always use a face shield which can be found in all first aid kits and the AED emergency pack.
 - ii. Give the first rescue breath — lasting one second — and watch to see if the chest rises. If it does rise, give the second breath. If the chest doesn't rise, repeat the head-tilt, chin-lift maneuver and then give the second breath. Thirty chest compressions followed by two rescue breaths is considered one cycle.
 - iii. Resume chest compressions to restore circulation.
- e. Continue compressions and breaths – 30 compressions, two breaths – until the AED or emergency medical personnel arrive
8. CPR/AED trained Associate should run the AED unit's self-test to ensure the unit is ready had this been a true emergency
9. Simulate paramedics arriving, taking over, and transporting the injured child
10. Manager / Safety Rep reviews documentation and reporting procedures

DEBRIEF:

- Identify where the team excelled as well as where they need improvement and complete report*
- Manager completes the Debriefing & Evaluation Log as a part of the group discussion*
- Each participant signs and dates the Participation Log*
- Participation Log is emailed to hr@bayclubs.com immediately following the drill*