

I.W.L.A. Frederick Chapter #1

Emergency Procedures

- Take charge of the situation. (Determine the seriousness of injury and comply with assigned duties).
- **Render aid.** First aid kit is in the **Classroom hallway on the wall.**
- Call for help via radio or telephone.
 1. Emergency phone numbers and information list
emergency 911
 2. Ben Kelkye 301-401-6262
 3. ben@kelkye.com
 4. Mark Pickens 240-357-7386
 5. Mark-Pickens@comcast.net
- Direct help to location.

Take notes. Emergency report sheets are in first aid cabinet in the hallway.

Emergency Report Sheet

Communications

Fire, Police, EMS: 911

Range Director: Ben Kelkye: (301) 401-6262

ben@kelkye.com

Backup Range Director: Mark Pickens (240) 357-7386

Mark-pickens@comcast.net

Procedure:

First: call 911

Second: call range director or board member

Immediate response for injuries or illness:

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- RSO will coordinate edging or pulling of targets if possible, and securing the scene and the injured person's gear.
- RSO will notify **EMS for following items from the nearest telephone/radio located in the building and provide the following information:**

1. Specific Location or Address of Incident with Directions

Location: **I.W.L.A. Frederick Chapter #1**

Address: **4719 Reels Mill Road**

Frederick, MD 21704-7324

Give Directions

2. Telephone number that you are calling from:

3. Your name:

4. What happened and possible hazards for rescuers:

5. Number of people injured or ill:

6. Condition of injured or ill:

7. First aid provided:

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.
- If RSO is currently certified in American Red Cross (ARC) Standard First Aid and CPR, he/she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will:
 1. Identify self to the injured.
 2. Inform injured of training (American Red Cross Standard First Aid & CPR)
 3. Inform injured of aid offered.
 4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
 5. Refrain from giving care to a conscious injured person whom objects.
 6. Assume implied permission if the injured is unconscious or unable to respond.
 7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
 8. Move the injured only if life is endangered.
 9. Check injured for life threatening condition before providing care. Provide care only within level of training.
 10. Never dispense aspirin or medications, administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.
- RSO will retrieve the first aid kit located in **classroom the upstairs hallway** and assist ARC personnel as needed.
- If the accident involves chemical burns, an eye flush station is located at first aid kit.
- If the accident involves a gun shot injury, RSO will notify police and preserve the scene as it appeared at the time of the incident.

- RSO will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- RSO will supervise the situation' and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses and taking statements.
 2. **Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive at and next of kin information for the injured).**
 3. Notifying next of kin once EMS has examined the injured and prepare for transportation to a medical facility.
 4. Complete injury report forms.
 5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
 6. **Notifying insurance company (personnel and! or organization as appropriate).**
 7. Evaluating emergency plan for possible revisions.
 8. Filing copies of the injury report form with records as appropriate.
 9. Following up with physician for recommendations and report prior to allowing ill or injured to participate in range activities.

Injury Report Form

Name:

Date of injury:

Address:

Time of injury:

Telephone number (day):

(evening):

1. Describe nature and extent of injury (specify parts of body):

2. Describe how injury occurred:

3. Describe first aid given:

4. First aid was provided by (give names and phone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Notification of next of kin (specify time, person contacted, and method):

7. Location of incident and conditions of area:

8. Was protective equipment worn (if applicable)?:

9. Describe steps taken to preserve the scene (equipment, photographs, etc):

10. Witness Statements: Interview witnesses separately. Use attachments if needed.

A. Witness (name):

Statement attached? Yes ____ No ____

Address:

Phone number (day):
(evening):

B. Witness (name):

Statement attached?: Yes ____ No ____

Address:

Phone number (day):
(evening):

11. Notes and comments:

12. Injury report completed by:

Name:

Title:

Date:

Signature:

13. Disposition and follow-up:

Name:

Title:

Date:

Signature: