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FLS Director Response Checklist – MEDICAL EMERGENCIES

- 1) Upon an activation of a medical emergency on premises, the FLS Director must immediately report to the Fire Command Center.
- 2) Ensure 911 is notified. (This can be done by another FLS staff member.) When calling 911, provide the following information:
 - Address and type of occupancy (office building, hotel, etc.) If the building is named, provide the name.
 - Nearest cross streets and appropriate building entrance or other location that first responders will be met by FLS staff.
 - The number and location (floor) of patient(s)
 - Provide a general description of patient's complaint/condition. (i.e. difficulty breathing, chest pain, bleeding, breathing/not breathing, conscious/unconscious, etc.)
 - Any hazards involved
 - Phone number at which the 911 operator can reach the caller
 - The caller should ensure that the exact instructions of the 911 operator are followed. (Patient care instructions may be provided.)
- 3) Notify CPR/First Aid trained volunteers listed in the plan and request their assistance.
- 4) Designate a FLS staff member to deliver any on-premise, Automatic Defibrillators and first aid equipment to the patient(s) location.
- 5) Designate staff to respond to the patient's location and control access. They should stay with the patient(s) and prevent any unnecessary people from entering the scene. Patient(s) should not be moved by untrained personnel, unless they are in further danger.
- 6) Designate staff to meet first responders at the entrances that were previously reported in order to guide them to the patient(s) quickly. Consider that there will be several incoming units (Fire & EMS).
- 7) If the patient(s) is/are not on street level, decide which elevator(s) can fit a stretcher and provide quick access to the patient(s). Consider a freight elevator, if available. Recall the elevator(s) and place it in independent/manual mode and hold it for first responder use only.