



# VESTAVIA HILLS

CIVIC CENTER

## Emergency Action Plan

### 1. Establish scene safety and immediate care of the individual:

- a. This should be provided by the most qualified individual near the incident.
- b. Direct a member of the team to call 911. Provide the following:
  - i. Your name, address and phone number
  - ii. Nature of the emergency
  - iii. Condition of the injured individual(s)
  - iv. Specific directions to the venue

### 2. Begin emergency medical services:

- a. In some situations, this may be necessary as Emergency Management Personnel are in route. Time is the most critical factor in the saving of someone's life and this may be done by anyone on the team. The person chosen should do their best to remain calm under pressure, communicate clearly and be extremely familiar with the location.

### 3. AED retrieval:

- a. **AED location:** \_\_\_\_\_
- b. The person in charge should direct a member of the team to retrieve the AED. All team members should be familiar with the location(s) and be able to direct someone when and where to go to retrieve the device.

### 4. Direct EMS to the scene:

- a. One member of the team should be notified to meet the emergency medical personnel as they arrive and direct them to the scene.

### 5. Notify the following individuals as soon as possible:

- a. Parks and Leisure Services Director Jamie Lee
- b. Parks and Leisure Services Superintendent Sandi Wilson
- c. City Manager Jeff Downes
- d. Assistant City Manager Cinnamon McCulley