

Emergency Medical Services (EMS) Plan Template

Instructions: Complete this template to establish an emergency response protocol for your facility, event, or job site. Once completed, print this document and post it in highly visible locations near telephones and first aid stations.

1. General Information

Facility/Event Name:	<input type="text"/>
Physical Address:	<input type="text"/>
Specific Location (e.g., Building, Floor, Field):	<input type="text"/>
Plan Coordinator Name:	<input type="text"/>
Date of Last Revision:	<input type="text"/>

2. Emergency Contact Numbers

Local Emergency Services (EMS/Police/Fire):	<input type="text" value="911"/>
Nearest Hospital Name:	<input type="text"/>
Hospital Phone Number:	<input type="text"/>
On-Site Security Office:	<input type="text"/>
Site Coordinator Contact Number:	<input type="text"/>

3. On-Site Medical Resources

First Aid Kit Location(s):	<input type="text"/>
AED (Defibrillator) Location(s):	<input type="text"/>
Designated First Aid Room/Area:	<input type="text"/>
On-Site First Aid/CPR Certified Personnel:	<input type="text"/>

4. EMS Access & Staging Plan

Designated EMS Entry Point (Gate, Door, Access Road):	<input type="text"/>
Designated EMS Staging Area (Where vehicles park):	<input type="text"/>
Person Assigned to Meet & Guide EMS Personnel:	<input type="text"/>
Backup Person Assigned to Meet EMS:	<input type="text"/>

5. Emergency Response Procedures

In the event of a medical emergency, personnel should follow these steps:

- 1. Assess the Scene:** Ensure the area is safe for you and the victim before approaching.
 - 2. Provide Immediate Aid:** Apply basic first aid, CPR, or use the AED if qualified.
 - 3. Call EMS (911):** Assign a specific person to call emergency services. Provide them with:
 - The physical address listed in Section 1.
 - The nature of the injury/illness.
 - The number of patients and their condition.
 - 4. Dispatch Guides:** Send the designated person (from Section 4) to the EMS Entry Point to direct emergency vehicles.
 - 5. Notify Leadership:** Contact the Plan Coordinator and document the incident.
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6. Additional Local Instructions

Use this section for site-specific details, such as hazardous material hazards or special access codes.