



Chapter 5. Part 3. Emergency Response Planning

Chapter 5 • Cardiopulmonary Resuscitation (CPR) and Emergency Response

Part 3 • Emergency Response Planning

(How to prepare, act, and decide who gets help first in a crisis)

1 Why Plan for Emergencies?

Emergencies—whether in a clinic, sports field, school, or on the street—are stressful and chaotic. Having a **plan** means you're ready to act fast, avoid confusion, and save lives.

A good plan:

- Makes everyone's job clear
- Speeds up help for the most critical people
- Reduces panic

2 How to Develop an Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is a step-by-step guide for responding to sudden medical emergencies. Every clinic, hospital, gym, school, or event should have one.

Key Steps to Build Your EAP

A. Identify possible emergencies

- Cardiac arrest, severe bleeding, fractures, asthma attack, fire, earthquake, etc.

B. Assign clear roles

- Who calls EMS (112)?
- Who fetches the AED/first-aid kit?
- Who starts CPR or first aid?
- Who meets the ambulance and guides them in?

C. Know your resources and location

- Where is the first-aid kit?
- Where is the AED?
- Emergency exits, fire extinguishers, emergency contact numbers posted.

D. Write out clear, simple instructions

- Keep copies in visible places—reception, gym, poolside, staff room.

E. Train and practise

- Hold regular drills so everyone knows their role.
- Review and update the plan after each real event or drill.

Sample EAP Flow (for Cardiac Arrest in a Clinic)

1. **Person A:** Assesses the casualty (“Are you okay?”), starts CPR if unresponsive.
2. **Person B:** Calls 112 (or nearest EMS) and brings the AED.
3. **Person C:** Fetches the first-aid kit, clears space around the victim.
4. **Person D:** Waits outside to direct ambulance staff to the right room.

One person may play more than one role if short-staffed, but all steps must be covered.

3 Triage and Prioritization—Deciding Who Gets Help First

Triage means sorting casualties so those who need the most urgent help get it first. It’s crucial when you have **more casualties than helpers or resources** (e.g., bus crash, disaster, mass fainting).

The Four-Colour Triage Tag System (Simple version)

Colour	Meaning	What to do	Examples
Red	Immediate—life-threatening, but treatable	Help <i>now</i> : airway, severe bleeding, shock	Cardiac arrest, blocked airway, major bleeding
Yellow	Delayed—serious but stable for a short while	Help after red	Fractures without heavy bleeding, moderate burns
Green	Minor—walking wounded	Can wait; treat last	Small cuts, bruises, minor sprains
Black	Deceased or unsalvageable	No CPR; move only if needed for access	No signs of life after full check, catastrophic injuries incompatible with life

How to Do Triage (Simple Steps)

1. **Check who can walk.** Anyone who stands up and walks is “green.”
2. **Check breathing.** Not breathing? Open airway—if no response, tag black.
3. **Check breathing rate.** Fast (>30/min) or slow (<10/min) = red.
4. **Check bleeding.** Severe, uncontrolled = red.
5. **Check mental status.** Unconscious or confused = red.
6. **Stable, no major issues = yellow.**

Remember: Always re-triage as conditions can change.

4 Tips for Implementing Your Plan in Real Life

- **Practice makes perfect.** Drill your EAP with “mock emergencies” twice a year.
- **Communicate clearly.** Use simple, direct commands (“You, call 112!”).
- **Stay calm, lead by example.** Panic spreads fast—steady actions reassure others.
- **Write a brief incident report** after each event—note what worked, what didn’t.
- **Debrief your team**—use feedback to update and improve your EAP.



5 Self-Check Quiz

1. **What does EAP stand for and why is it important?**
2. **What colour code is used for “minor” injuries in triage?**
3. **List two things you should include in every EAP.**
4. **In a mass casualty event, who should get help first?**
5. **After an emergency, what should you do to improve your response next time?**

1. Emergency Action Plan; it gives clear steps and roles for emergencies, saving lives.
2. Green.
3. Clear roles, resource locations, emergency numbers, written instructions, regular training.
4. Those tagged **Red** (immediate/life-threatening but treatable).
5. Hold a team debrief, update and practise the plan.

Key Take-Home Points

- A written, practised **Emergency Action Plan** is the best way to keep people safe in any setting.
- **Triage** saves the most lives when there are too many casualties for immediate care.
- **Drills, good communication, and regular review** make your response better every time.
- In a real emergency: act fast, know your role, and use the colour tags to decide priority.