

# Emergency Planning



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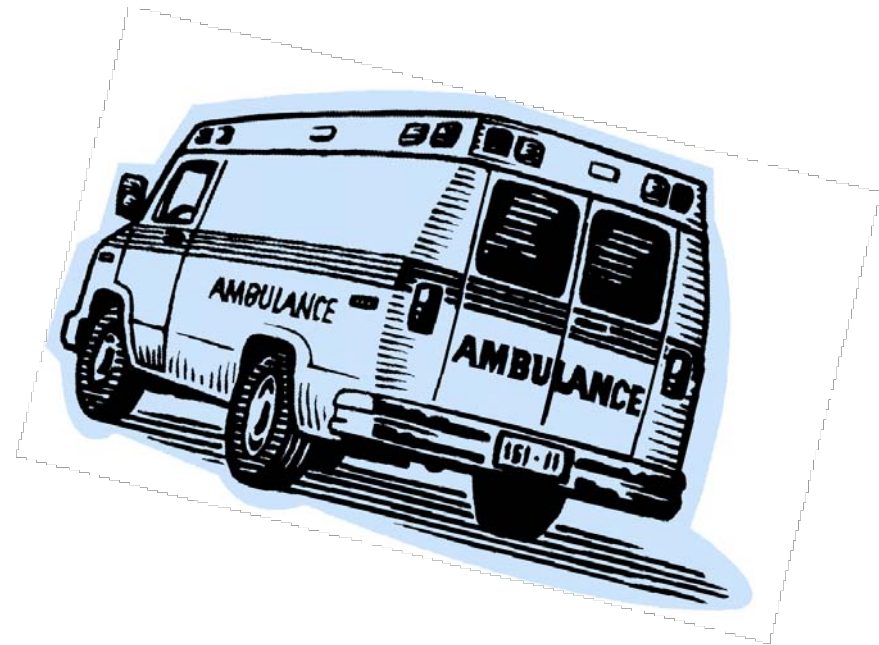
# Emergencies! Are You Ready?

Suzie is a 3 year old with special health care needs. Today, Suzie's parents are away from home. Grandma is babysitting. Grandma often babysits Suzie for short time periods.

While making lunch, Grandma notices that Suzie's face is red. Suzie also feels warm. Grandma is about to take her temperature when Suzie falls down. She is shaking and does not answer Grandma's questions. Suzie has seizures but Grandma has never seen Suzie have one. She doesn't know what to do. Grandma usually calls Suzie's parents when she has questions. Today is different. Grandma is scared. She calls 911.

The first responders come. They take Suzie in an ambulance to the closest Emergency Room (ER). The ER is not at the hospital where Suzie usually gets her care. Suzie is still having seizures in the ER. The treatment is not helping. The doctor asks Grandma what usually stops Suzie's seizures. Grandma says, "I don't know. Can you look in her record?" The doctor says that he already looked. The hospital does not have Suzie's records. The ER doctor says he will try to call Suzie's main doctor. Grandma thinks about how much time is being wasted. She hopes the ER doctor gets the information he needs soon.

- How can Suzie's parents assure that Suzie gets the right care in an emergency?
- What can be done so that time is not wasted?
- Who can help Suzie's family make an emergency plan?



# What's It All About

An emergency is when an accident or illness is so severe that it could cause lasting harm. Emergencies occur so fast that you may not realize what is happening.

You may be so shocked that you “freeze.” You may be unable to take action or remember important information. This can happen even if you usually know what to do.

Doctors and others who don't know your child may give emergency care. They may not understand your child's health condition. You may not be there to tell them.

Plan and prepare for emergencies. It will help people know what to do in an emergency.

## Steps to Learn About Emergency Planning

- 1. Describe possible emergency problems.**  
Ask health care providers what could go wrong and become an emergency.  
Keep a written list of possible problems. Use it to make a plan.
- 2. Make an emergency plan.**  
Make the plan with a team.  
Ask health care providers what to do for each possible problem.  
Find out who comes when you call 911.
- 3. Write the plan on an Emergency Information Form (EIF).**  
Update when your child's health or treatment changes.  
Review at least once a year.
- 4. Hand out copies of the Emergency Information Form:**  
Give copies to first responders and others caring for your child.  
Put copies at places where your child spends a lot of time.
- 5. Have an emergency kit:**  
Put things you may need in the kit, for example, medicine and supplies.  
Include the Emergency Information Form and important phone numbers.

# Take Action

## Talk with your health care provider

### List emergency problems your child could have.

- Keep a written list to help you remember.
- Talk about emergency problems that happened in the past.
- Talk about problems your child has a greater chance of having:
  - Due to health condition or other special health needs.
  - If technology or equipment breaks.
  - If you lose electricity.

### Form an emergency planning team.

- The best emergency plans are made by a team.
- The planning team includes you and your child's primary care doctor.
- Other team members may include:
  - Family members, teachers, and daycare/after school providers.
  - First responders (the people who come if you dial 911).
  - Health care provider from the hospital closest to home.
  - Other providers, such as case manager or specialist.

### Make an emergency plan with a team.

- Discuss what to do first and what to do next.
- Discuss what to do if the things you try don't help.
- Learn about emergency medical technicians (EMTs) in your community, including "practice level." The main EMT practice levels are:
  - Basic.
  - Intermediate.
  - Paramedic.
- Learn what medical care EMTs can give in an emergency.
- Learn where EMTs will take your child (What hospital?).

### Questions to Ask Doctors and Nurses

What problems could my child have?

What will I see when my child has the problem?

What problems can I handle at home?

When should I call a doctor?

Who do I call at night and on weekends?

How will I know when a problem is an emergency?

When should I:  
Go to an emergency room?  
Call 911?

# Take Action

## Talk with your health care provider

### Write the plan on an Emergency Information Form.

- Write the plan with your child's health care provider.
- Write it so that anyone can understand and follow it.
- Only write the most important information:
  - List main health problems and treatments.
  - Explain possible emergency problems.
  - List actions to take for each emergency problem.

### Hand out copies of the Emergency Information Form

- Give a copy to anyone caring for your child.
  - First responders, closest ERs, and hospitals.
  - Family members, home nurses, and other caregivers.
  - Teachers and daycare/after school providers.
- Put a copy in places where an emergency could happen.
  - At home, in car, and at work.
  - At school, daycare, or after school provider.
  - In purse, wallet, "go bag," or backpack.
  - In emergency kit.

### Prepare for an emergency.

- Get any training that you need to follow the plan.
- Discuss the plan with people living in your home and/or caring for your child.
- Ask others to get the training that they need.
- Tell and show them how to call 911.
- Discuss and write down who can help in an emergency.
- Make an emergency kit.
- Regularly check equipment that may be needed.



# Take Action

## Talk with your health care provider



### Make an emergency kit.

- Gather supplies, medicine, and other things needed to follow the plan.
- Include Emergency Information Form and important phone numbers.
- Put everything in a plastic box or large plastic bag.
- Choose an easy to reach place to keep the kit at home.
- Keep extra kits in places where emergencies could happen when away from home, i.e., school, car, backpack, or “go bag.”
- Tell people where the kits are.
- Check kits every few months.
  - Replace expired (outdated) medicine or supplies.
  - Update phone numbers that have changed.
  - Make sure everything needed is still in the kit.

### Review the emergency plan.

- Review the plan with a health care provider at least once a year.
- Talk with health care providers after an emergency.
  - Discuss how the plan worked.
  - Decide if anything needs to be changed.
  - Update the Emergency Information Form if needed.
- Hand out copies of updated Emergency Information Form.

### Don't Use A Medical Summary as an Emergency Plan

An Emergency Information Form (EIF) is not the same as a medical summary.

A person's medical summary has a lot of information. It is usually longer than an EIF.

An EIF only has information that's needed right away in an emergency.

Give the EIF to the first health care provider you see in an emergency .

Tell health care providers if you also have a medical summary.

# Check Yourself

- I can describe my child's possible emergency problems.
- My child has an emergency plan.
- The plan is written on an Emergency Information Form (EIF).
  - I put a copy in places where my child spends a lot of time.
  - I gave a copy to people who care for my child.
  - I gave a copy to first responders.
- I know the practice level of Emergency Medical Technicians in my community:
  - Paramedic.
  - Intermediate.
  - Basic.
- I have an emergency kit.
- People living in my home or caring for my child know:
  - How to call 911.
  - Where the written plan is (the EIF).
  - Where the emergency kit is.
  - Where important names and phone numbers are.



# More Information and Resources

Ask your health care team when you have questions.  
They are your best resource.

Keep emergency information online, on a flash drive, or on your personal computer. One place to keep health information for free is **Children's Hospital of Wisconsin Family Portal:**

<https://familyportal.chw.org/>

Know CPR and basic first aid. Anyone caring for your child should know CPR and first aid too.

Take a class to learn. Two organizations that give classes are:

- **American Red Cross:** <http://www.redcross.org/> 1-800-REDCROSS
- **American Heart Association:** <http://www.americanheart.org/> 1-800-AHA-USA-1

“**When to Call 911**” is a video for parents and caregivers about calling 911.

Scroll down to the bottom of the website page. Click on “A Minute for Kids Audio Files.”

<http://www.aap.org/healthtopics/emergencycare.cfm>

“**Are You Ready?**” is a website for families about planning for emergencies.

<http://www.fema.gov/areyouready/index.shtm>

**Emergency Medical Services for Children** is a website for families, health care providers and others. It tells about emergency care of kids. It also tells about the U.S. government's work to make emergency care better for kids:

<http://bolivia.hrsa.gov/emsc/index.aspx>

“**Emergency Manual**” is an online guide about preventing emergencies and giving emergency care:

<http://209.163.200.111/EmergencyManual/Default.aspx>



# Emergency Planning Forms

Form Name	How it can be used
<b>Emergency Information Form (EIF)</b>	<ul style="list-style-type: none"><li>• Write the emergency plan on the EIF.</li><li>• Give the EIF to first responders and people caring for your child <b>before</b> an emergency.</li><li>• Give it to first responders, Emergency Room (ER) doctors, and others <b>during</b> an emergency.</li><li>• Use it to teach others what to do in an emergency. For example, family, teachers, child care providers, and others.</li></ul>
<b>Family Emergency Contact List</b>	<ul style="list-style-type: none"><li>• Write phone numbers of the people you may need to call in an emergency.<ul style="list-style-type: none"><li>• Community help: police, fire fighters, and first responders.</li><li>• Utilities: gas, electric, phone, and water companies.</li><li>• Health care providers: physicians, dentists and hospital closest to home.</li><li>• Family, friends and others. Write how they can help. For example, driving you to the ER, making phone calls, or caring for your other children.</li></ul></li><li>• Show the form to anyone who can use a phone in your home.</li><li>• Keep the form where it's easy to see. For example, by the main phone or on your refrigerator.</li></ul>

# EMERGENCY INFORMATION FORM

Complete this form with a health care provider and share with emergency responders

<b>Name</b>		<b>Birth Date</b>		<b>Primary Language</b>	
<b>Home Address</b>					
<b>PRIMARY PHYSICIAN</b>		<b>1<sup>st</sup> number to call</b>	<b>2<sup>nd</sup> number to call</b>	<b>3<sup>rd</sup> number to call</b>	<b>3<sup>rd</sup> number to call</b>
<b>Name</b>					
<b>EMERGENCY CONTACTS</b>		<b>1<sup>st</sup> number to call</b>	<b>2<sup>nd</sup> number to call</b>	<b>3<sup>rd</sup> number to call</b>	<b>3<sup>rd</sup> number to call</b>
1					
2					
3					
<b>EMERGENCY CARE INFORMATION and CODE STATUS</b>					
<b>Preferred Hospital for emergency care</b>					
<b>Emergency Supply Location</b>		<small>At home</small> <input type="checkbox"/> <small>Other location</small> <input type="checkbox"/>			
<b>Code Status</b>		<input type="checkbox"/> Full <input type="checkbox"/> DNR Do not resuscitate <input type="checkbox"/> Altered (explain)			
<b>Other Information</b>					
<b>HEALTH CONDITIONS</b> See clinical summary or medical records for full history.					
<b>Primary Diagnosis</b>					
<b>Most Important Secondary Diagnoses</b>					
<b>MOST IMPORTANT MEDICATIONS</b> <input type="checkbox"/> Check if complete medication list attached <input type="checkbox"/> Check if no medications					
1	2	3	4	5	6
4					
<b>TECHNOLOGY</b> <input type="checkbox"/> Check if no technology					
1	2	3	4	5	6
3					
<b>Weight</b>	<b>Kg</b>	<b>Date measured</b>	<b>Height</b>	<b>cm</b>	<b>Date measured</b>
<b>MAIN ALLERGIES</b> See record for complete list <b>WHAT HAPPENS?</b> <input type="checkbox"/> check if no allergies					
1.					
2.					
3.					
<b>PRECAUTIONS AND THINGS TO AVOID</b> <b>Latex Precautions:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
1.					
2.					
3.					
4.					
5.					
<b>BASELINE (vital signs, sensory, mobility, level of consciousness)</b>					
<b>Heart Rate</b>	<b>Respiratory Rate</b>	<b>Blood Pressure</b>	<b>Temperature</b>	<b>Oxygen Saturation</b>	
<b>Other</b>					

# EMERGENCY INFORMATION FORM

<b>POSSIBLE PROBLEMS</b> <i>(Possible Reasons for Needing Emergency Help)</i>	<b>SUGGESTED INTERVENTIONS AND TREATMENTS</b>
<b>We have discussed and agreed on this plan together</b>	
<b>Physician Signature</b> _____	<b>Date</b> _____
<b>Patient or Parent/Guardian Signature</b> _____	<b>Date</b> _____

## Family Emergency Contact List

*Keep this list where it's easy to see, for example, by your main phone or on your refrigerator.*

Family Information			
<b>People Living in Home</b>			
<b>Home Address</b>	Street Address	City	State      Zip code <b>Phone</b>
<b>People to Call in an Emergency</b>		<b>Relationship</b>	<b>Phone or Pager Numbers</b>
1			
2			
3			
4			
<b>Emergency Services</b>			
<b>Police</b>	<b>Fire</b>	<b>Poison Control</b>	1-800-222-1222 (TTY: 414-266-2542)
<b>Emergency Medical</b> <i>(First Responders)</i>		<b>Private Ambulance</b> <i>(If you use one)</i>	
<b>Closest Hospital</b>	Name	Address	City      Phone
<b>Preferred Hospital</b>	Name	Address	City      Phone
<b>Healthcare Providers</b>		<b>Phone or Pager Numbers</b>	
<b>Primary Doctor</b> <i>For children in home</i>			
<b>Primary Doctor</b> <i>For adults in home.</i>			
<b>Dentist</b>			
<b>Pharmacy</b>			
<b>Other Healthcare Provider</b>			
<b>Other Healthcare Provider</b>			
<b>School and Child Care Providers</b>		<b>Phone Number</b>	
<b>School / Child Care</b>	Name	Address	City
<b>School / Child Care</b>	Name	Address	City
<b>Bus Company / School Transportation</b>	Name	Address	City
<b>People Who Can Help During an Emergency</b>		<b>What Person Can Help With</b>	
Name	Relationship		
Name	Relationship		
Name	Relationship		
<b>Utility Phone Numbers</b>		<b>Where to Find Emergency Shut Off in Home</b>	
<b>Gas</b>	Electricity	Gas Shutoff	Water Shutoff
<b>Water</b>	Phone	Fuse Box	Electricity Main Switch