

FIRST AID PLAN: Provide a written plan for handling first aid emergencies that may be associated with an event of this type including such incidents as health emergencies, structural failures, dehydration, and vehicle accidents.

The first aid plan must indicate the location of first aid stations, the number and qualifications of emergency medical personnel, and the location of any emergency vehicles that will be on site.

The Riverside Tutorial Program (Tuesday to Friday, see requested dates), Theatre Rehearsals (Monday, see requested dates), and Tech Week (October 29 and 30 from 6 to 9 p.m.)

1. At least one staff member will be Red Cross CPR and First Aid certified.
2. At least one staff member will have completed water safety/lifeguard training.
3. We will have medical release forms for Tutorial and Theatre participants.
4. We will review medical issues and allergies of each participant and have parent contact information readily available.
5. We will have emergency numbers posted on property.
6. By the lake: We will have an outdoor weather-resistant first aid kit, a [spine board](#), and [Rescue Rings](#) stationed by the water. ([Hook](#) to attach to post to hold the Rescue Ring)
7. In the house, we will have a first aid kit located in a central place on both the upper and lower levels. First aid kits will include at least the following:
 - Absorbent compress dressings
 - Adhesive bandages (assorted sizes)
 - Adhesive cloth tape
 - Antiseptic wipe packets
 - Breathing barrier (with one-way valve)
 - First aid instruction booklet
 - Instant cold compress
 - Non-latex gloves
 - Roller bandage
 - Scissors
 - Sterile gauze pads
 - Triangular bandages
 - Tweezers
 - Blanket (space blanket)

For the November 1 Special Event

1. At least one staff member will be Red Cross CPR and First Aid certified.
2. At least one staff member will have completed water safety/lifeguard training.
3. We will have a designated first aid station in plain sight down by the performance area. It will be staffed by a parent volunteer.

4. We will have a water station and also will have bottled water for sale.
5. By the lake: We will have an outdoor weather-resistant first aid kit, a [spine board](#), and [Rescue Rings](#) stationed by the water. ([Hook](#) to attach to post to hold the Rescue Ring)
6. Staff members will be in communication using cell phones and walkie talkies.
7. In the event of a health emergency, we will abide by the ABCDE's of First Aid.
 - Airway: Ensure the person's airway is open and clear
 - Breathing: Check for breathing and provide rescue breathing if needed
 - Circulation: Check for a pulse and provide chest compressions if necessary.
 - Disability: Assess for any other injuries or conditions
 - Exposure: Protect the person from further harm and environmental factors
 - In the event of a health emergency that cannot be treated on site, 911 will be called. The closest hospital is 19 minutes away in Sandwich, IL: Northwestern Medicine Valley West. A staff member or parent volunteer will be sent to the entrance of the property to direct the emergency vehicle into the driveway. (The address also will clearly be marked at the entrance gate.) The parking plan will ensure that there is a clear path for emergency vehicles into the property. More volunteers will be designated to continue directing the EMTs on where they need to go.
8. If a structural failure occurs we will:
 - a. Immediately contact Public Safety.
 - b. Move everyone to a safe location away from the structure to protect from secondary collapses. Assess whom, if anyone is trapped.
 - c. Assess injuries and administer basic first aid.
 - d. Control bleeding: Apply pressure to bleeding wounds using a clean cloth or bandage.
 - e. Immobilize fractures: If a fracture is suspected, immobilize the area and minimize movement.
 - f. Treat for shock: Lay individuals down with their feet elevated, keep them warm, and reassure them.