Emergency Action Plans
Physician Observations/Clinical Experiences

Dr. Messmer / St. Francis Hunter’s Ridge
Dr. McCoy/Dr. Wilson / Midwest Orthopedic
Dr. Keen / Center for Manual Medicine

Facility: St. Francis Hunter’s Ridge
Address: 4646 NW Fielding Rd
Topeka, KS 66618
Telephone: (785) 286-4475

Facility Contacts: Becky Wessel, Office Manager
Michael Messmer, DO

Emergency Response: Check-Call-Care
- **Check**: Provide head and neck stabilization, check for responsiveness, breathing and pulse.
- **Call**: Send someone to contact EMS (see below) and retrieve necessary equipment (see below for locations).
- **Care**: Initiate care by the most medically qualified on-site.

Chain of Command/Response Team:
1) Present On-site Physician
2) Present On-site APRN
3) Present On-site RN
4) Other duly trained Allied Health Professional (AT, LPN, PT, PTA)
5) Full-time non-healthcare staff trained in CPR/First Aid
6) Student Aids trained in CPR/First Aid

Contacting EMS:
- **Call** 9-1-1.
- **Caller should**: identify themselves, where they are calling from, and state that there is a medical emergency.
- **Instruct EMS** to specific location. Send someone to entrance to wait for EMS.
- **Provide dispatch** with necessary information including:
  - Number of injured and condition of injured.
  - Treatment initiated by caregiver.
  - Any information known about the injured, such as age, medications, and history.
  - Any information that the dispatch requests.

Updated: 2/24/2012
Emergency equipment:
- Automated External Defibrillator (AED)
  - Located in waiting room
- Blood Spill and Disposal Kit
  - Located in every exam room
- Personnel Protective Devices, such as masks, gowns, gloves, etc.
  - Located in every exam room
- Biohazard Container
  - Located in every exam room
- Ambu-Bag-Valve Mask
  - Located in Storage room
- Cervical Stabilization Collar
  - Located in storage room
- CPR Shields/Masks
  - Located in every exam room
- Patients’ Charts include: personal and medical information, and emergency contacts.

Emergency Phone Numbers
- EMS throughout Shawnee County, KS 9-1-1
- St. Francis Emergency Dept (785) 295-8090
- Stormont-Vail Emergency Dept (785) 354-6100
- Tallgrass Immediate Care (785) 234-2400
- St. Francis Poison Control (785) 295-8095
- Becky Wessel (785) 286-4475

Hunter’s Ridge staff members and/or student aids should:
- Complete medical injury report and send copy with EMS.
- Send copies of other medical information if available to hospital.
- Contact emergency contact of injured person.
- Inform Becky Wessel when incident occurs.
- Complete appropriate St. Francis incident reports.
- Rehearse annually and maintain current CPR Certifications.
Emergency Action Plan

Facility: Mid-West Sports Medicine
Address: 823 SW Mulvane St
Topeka, KS 66606
Telephone: (785) 270-8880

Facility Contacts: Sandra Evans, Office Manager
Dr. Michael McCoy, MD
Dr. Brian Wilson, MD

Emergency Response: Check-Call-Care

- **Check**: Provide head and neck stabilization, check for breathing and pulse.
- **Call**: Send someone to contact EMS (see below) and retrieve necessary equipment (see below for locations).
- **Care**: Initiate care by the most medically qualified on-site.

Chain of Command/Response Team:

7) Present On-site Physician
8) Present On-site APRN
9) Present On-site RN
10) Other duly trained Allied Health Professional (AT, LPN, PT, PTA)
11) Full-time non-healthcare staff trained in CPR/First Aid
12) Student Aids trained in CPR/First Aid

Contacting EMS:

- **Call** 9-1-1.
- Caller should: identify themselves, where they are calling from, and state that there is a medical emergency.
- **Instruct** EMS to specific location. Send someone to entrance to wait for EMS.
- Provide dispatch with necessary information including:
  - Number of injured and condition of injured.
  - Treatment initiated by caregiver.
  - Any information known about the injured, such as age, medications, and history.
  - Any information that the dispatch requests.
Emergency equipment supplied by Student Health Services:
- Automated External Defibrillator (AED)
  - Across the hall in the Pulmonary Rehab office
- Blood Spill and Disposal Kit
  - In the cast room
- Personnel Protective Devices, such as masks, gowns, gloves, etc.
  - In the storage room by the break room
- Biohazard Container
  - In every exam room
- Ambu-Bag-Valve Mask
  - Across the hall in the Pulmonary Rehab office
- CPR Shields/Masks
  - Across the hall in the Pulmonary Rehab office
- Patients’ Charts include: personal and medical information, and emergency contacts.

Emergency Phone Numbers
- EMS throughout Shawnee County, KS 9-1-1
- St. Francis Emergency Dept (785) 295-8090
- Stormont-Vail Emergency Dept (785) 354-6100
- Tallgrass Immediate Care (785) 234-2400
- St. Francis Poison Control (785) 295-8095

Updated: 2/24/2012
Emergency Action Plan

Facility: Center for Manual Medicine
Address: 5000 SW 21st
Topeka, KS 66604
Telephone: (785) 271-8100

Facility Contacts: Seth Harrison, Office Manager
Dr. James Keen, DC

Emergency Response: Check-Call-Care
- **Check**: Provide head and neck stabilization, check for breathing and pulse.
- **Call**: Send someone to contact EMS (see below) and retrieve necessary equipment (see below for locations).
- **Care**: Initiate care by the most medically qualified on-site.

Chain of Command/Response Team:
13) Present On-site chiropractor
14) Present On-site APRN
15) Other duly trained Allied Health Professional (AT, LPN, PT, PTA)
16) Full-time non-healthcare staff trained in CPR/First Aid

Contacting EMS:
- **Call** 9-1-1.
- **Caller should**: identify themselves, where they are calling from, and state that there is a medical emergency.
- **Instruct** EMS to specific location. Send someone to entrance to wait for EMS.
- **Provide** dispatch with necessary information including:
  - Number of injured and condition of injured.
  - Treatment initiated by caregiver.
  - Any information known about the injured, such as age, medications, and history.
  - Any information that the dispatch requests.
Emergency equipment:
- Blood Spill and Disposal Kit
  o In injection room
- Personnel Protective Devices, such as masks, gowns, gloves, etc.
  o In every exam room
- Biohazard Container
  o In injection room
- Cervical Stabilization Collar
  o In Physical Therapist’s room
- CPR Shields/Masks
  o In injection room
- Patients' Charts include: personal and medical information, and emergency contacts.

Emergency Phone Numbers
- EMS throughout Shawnee County, KS 9-1-1
- St. Francis Emergency Dept (785) 295-8090
- Stormont-Vail Emergency Dept (785) 354-6100
- Tallgrass Immediate Care (785) 234-2400
- St. Francis Poison Control (785) 295-8095