Front Desk Review

Date: ____________ Reviewed Staff: ______________ Reviewers: ________________________

This form is to be used for reviewing the front desk staff during all red shirt reviews.

Situation: _________________________________________________________________________________

Responder(s): ______________________________________________________________________________

Checklist

If you are able to leave the front desk, how would you help respond at the scene?
  __ Bring AED and first aid kit
  __ Move bystanders away from area
  __ Obtain names and phone numbers for debriefing if life-threatening situation
  __ Assist with medical care (First Aid, CPR, AED, get ice bags, stabilize injuries, etc.)
  __ Begin filling out injury report

If you remain at the front desk, how would you help respond to the situation?
  __ Call 911 and University Police
  __ Check for knowledge of building address and appropriate phone number
  __ Get a staff member or bystander to open doors for EMS
  __ Meet EMS at the doors and direct them to the incident/injury

When the emergency is under control, what additional steps need to be taken?
  __ Clean up scene
  __ Return facility to operational state
  __ Complete an injury report
  __ Inform Pro Staff about the emergency, call Mo after hours

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>REC</td>
<td>608-785-5225</td>
<td>1601 Badger Street</td>
</tr>
<tr>
<td>Mitchell Hall</td>
<td>608-785-8696</td>
<td>1820 Pine Street</td>
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Other

- Does the responder know where the EAPs and 911/UP scripts are located?
- Ask: What if 911 kept you on the phone during response time? Who would call University Police?
- Ask: When would it be appropriate to take the AED and First Aid Kit to a scene?

Comments

☐ Met Requirements ____  ☐ Did not meet requirements ____ (1-2 week re-testing)

Signature of Facilitator: _____________________ Signature of Reviewee: _________________________