



# REPORT

From the office of the...

EFRT Program Director

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**TO:** Members of the Executive Board  
**FROM:** Ivy Quan  
**SUBJECT:** EFRT Report 4  
**DATE:** September 29, 2021

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## Year Plan Update

No relevant changes to the year plan.

## Events, Projects, & Activities

### General Service Usage

Since August 22<sup>nd</sup>, EFRT has resumed in person trainings, and we have been on-call 24/7 since September 6<sup>th</sup>. We are averaging 3-5 calls per day currently which is fairly similar to our call volume pre-pandemic. We now have at least 6 responders accessing the office each day.

### Projects & Events

#### Project 1: October Monthly Trainings

Project Status: Upcoming

#### General Information:

EFRT had no monthly training for September because we let the team adjust to returning on call. Our first monthly training will be on October 22<sup>nd</sup> and will involve a talk from a former SWC counsellor about compassion fatigue. Our Training Coordinator is leading this project with assistance from all other executives to teach and evaluate our responders.

## Project 2: Standard First Aid (SFA) Courses

Project Status: Ongoing

One of our ongoing projects is the revival of our standard first aid and CPR-C courses. Our Assistant Director is currently contacting a few course providers to compare costs. With these courses, we hope to teach the McMaster community SFA and CPR-C, and also generate revenue for EFRT.

## Project 3: Retraining

Project Status: Complete

From September 3-5<sup>th</sup>, we held our first in person training event. Although each day ran a little long, it was a major success overall. We had around 14 alumni who returned to teach and evaluate, and all responders seemed excited to return. This project was led by our Training Coordinator with help from the rest of the exec team.

## Outreach & Promotions

### Summary

During August and the beginning of September, we launched our first campaign announcing our return. This involved posters about new COVID policies and a giveaway. The giveaway helped to grow our follower account to just under 700 on Instagram. On the horizon, we have posters lined up to promote the opening of our hiring cycle.

### Promotional Materials

# EFRT's Return to Service We're Back on Call!

**When are we returning:**  
EFRT will be back on call  
September 7

**Contact information:**  
905-522-4135  
Dial 88 on any campus phone

**Hours of Service:**  
24/7, 7 days a week,  
throughout the school year



## EFRT FAQ's

### What is EFRT?

- Emergency First Response Team
- 30 trained full-time students who respond to campus emergencies

### What training does EFRT have?

- All responders have:**
- Red Cross Emergency Medical Responder
  - Mental Health First Aid or ASSIST

### When should I call EFRT?

**Call EFRT at 905.522.4135** on any phone or 88 on a campus phone for any medical emergency or scenario in which you face uncertainty.

### If you are on call 24/7 where do you sleep?

Responders sleep in the EFRT office in MUSC 103

### What does EFRT do at calls?

- A full medical assessment is done at every call**
- Responders get a history of the event, the patient's vitals
  - Treatment and transport needed for the patient

The average response time is less than 5 minutes.



Swipe to see how we are keeping responders and patients safe! -->



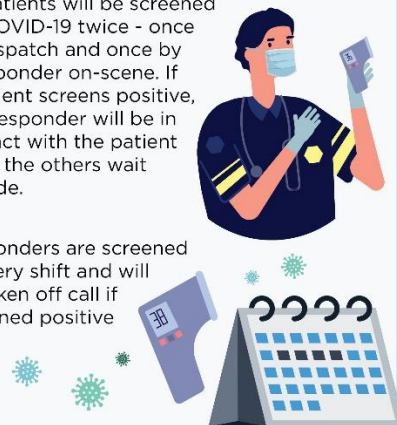
## A few safety precautions EFRT will take this year:

1. All responders will don medical grade PPE during all calls, such as masks, gloves, and goggles. If patients do not have a mask, they will also be given one to ensure both patient and responder safety
2. Sterilization of EFRT equipment after every call



## A few safety precautions EFRT will take this year:

3. All patients will be screened for COVID-19 twice - once by dispatch and once by a responder on-scene. If a patient screens positive, one responder will be in contact with the patient while the others wait outside.
4. Responders are screened at every shift and will be taken off call if screened positive



Swipe -->



**Return to Service**  
**GIVEAWAY!**

We're hosting a giveaway! Two lucky winners will score a **\$25 UberEats gift card**. All contestants need to do is to send us a screenshot to our Instagram account of our number saved in your phone, tag 3 friends below, and follow our Instagram page to enter our raffle.

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**When:** September 7th - September 12th (closes September 12th at 11:59 pm) | **Phone Number:** 905-522-4135

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Complete these requirements by **September 12th at 11:59 pm**, and you will automatically be entered to win!






## Finances

We have successfully purchased the necessary PPE and equipment to get us started, but looking at what remains in our equipment account line makes me nervous as we will likely need restocking prior to the end of this year. While we are doing ok financially at the moment, I anticipate some challenges especially with equipment prices down the road.

I am also worried about our team uniform budget line. We are currently conducting a clothing order for team uniforms, and we may not have much money left over for the new recruits we will hire this year. Part of the reason is because of COVID-19, responders must wash their uniform prior to wearing the same shirt on their next shift. So, many responders need more clothing which puts a lot of stress on this account line. I'm not sure how to remedy this at the moment.

## Budget Summary

*Table 1: Budget Tracker*

Account Code	Item	Cost	Description	Date of Purchase
5003-0107	EFRT - OFFICE SUPPLIES	\$ 600		
	Total Spent in Line	\$ -		
	Remaining in Line	\$ 600		
5315-0107	EFRT - TEAM SUPPLIES	\$ 10,000		
	Humanities scheduling software fee	\$1,116.00		
	Wildmedkits equipment order	\$4,097.21		
	Pharmacy Aug 25	\$1,422.63		
	Total Spent in Line	\$ 6,635.84		
	Remaining in Line	\$ 3,364.16		
5501-0107	EFRT - REPAIRS & MTCE	\$ 1,000		
	Big bike repiar for 3 main bikes	\$415.69		
	Total Spent in Line	\$ 415.69		
	Remaining in Line	\$ 584.31		
5715-0107	EFRT - RENT EXPENSE - EQUIPMENT	\$ 600		
	Total Spent in Line	\$ -		
	Remaining in Line	\$ 600		
6201-0107	EFRT - CONFERENCE EXPENSES	\$ 3,500		
	ACERT Membership	\$100.00		
	Total Spent in Line	\$ 100		
	Remaining in Line	\$ 3,400		
6300-0107	EFRT - MAC SUMMER FUNDING EXPENSES	\$ 4,000		
	2000 Surgical Masks	\$238.74		

	D2DPPE order (alcohol wipes, gowns, medium gloves)	\$1,141.26		
	Fisher Scientific order (S/L gloves, hand sanitizer, goggles, face shields)	\$835.92		
	eGrimes order (N95 1870+)	\$748.37		
	Thankyou cards and calbe ties	\$25.40		
	UberEats exec retraining alumni gifts	\$100.00		
	UberEats full team retraining alumni gifts	\$375.00		
	Sharpies, paper bags, watches, swiffer	85.78		
	Clipboards	\$23.70		
	<b>Total Spent in Line</b>	<b>\$ 3,574.17</b>		
	<b>Remaining in Line</b>	<b>\$ 425.83</b>		
<b>6415-0107</b>	<b>EFRT - RECOGNITION AWARDS</b>	<b>\$ 3,000</b>		
	Last year's team appreciation gifts	\$1,139.04		
	<b>Total Spent in Line</b>	<b>\$ 1,139.04</b>		
	<b>Remaining in Line</b>	<b>\$ 1,860.96</b>		
<b>6501-0107</b>	<b>EFRT - ADV. &amp; PROMO.</b>	<b>\$ 3,500</b>		
	EFRT Pens	\$1,121.61		
	EFRT Back to Call Promo Package (Underground)	\$300.00		
	UberEats giftcards giveaway	\$50.00		
	<b>Total Spent in Line</b>	<b>\$ 1,471.61</b>		
	<b>Remaining in Line</b>	<b>\$ 2,028.39</b>		
<b>6633-0107</b>	<b>EFRT - TEAM UNIFORS</b>	<b>\$ 4,000</b>		
	Team Cotton Masks	\$345.11		
	<b>Total Spent in Line</b>	<b>\$ 345.11</b>		
	<b>Remaining in Line</b>	<b>\$ 3,654.89</b>		
<b>6803-0107</b>	<b>EFRT - PUBLIC EDUCATION</b>	<b>\$ 14,000</b>		
	<b>Total Spent in Line</b>	<b>\$ -</b>		
	<b>Remaining in Line</b>	<b>\$ 14,000</b>		

6804-0107	EFRT - VOLUNTEER TRAINING	\$ 20,000		
	Total Spent in Line	\$ -		
	Remaining in Line	\$ 20,000		
6912-0107	EFRT - TRAVEL	\$ 500.00		
	Total Spent in Line	\$ -		
	Remaining in Line	\$ 500.00		

### Executives and Volunteers

Volunteer morale has been high since our return to service. Last year's hires are incredibly excited to finally get hands on experience, and the team overall is bonding over responding quite well. There are a couple responders the executive team is worried about, but we have been checking in with them regularly.

The morale of the executive team has also been high, but I have noticed some members including myself feeling a bit burnt out especially after the massive team training we ran at the beginning of September. With medical school applications looming over us, the exec team is quite stressed at the moment. However, I have been conducting 1-on-1s with the execs to talk about their roles and how I can support them, and they seem tired but still excited for the rest of the year. I am hoping that reading week will be beneficial for my executive team and I as we find time to recuperate to continue the semester.

## Successes

Our full team training at the beginning of September was a massive success. As our first in-person event in about 1.5 years, I am very proud of the exec team for executing our plan so smoothly. Another success has been the completion of First Responder (FR) certifications for last year's recruits. They are now FR certified and are just starting their rookie shifts.

Another major success is we were able to get a room in residence for our responders to physically distance during night shifts. Our responders seem to enjoy taking turns to sleep in residence, and we are thankful for the support we received to complete this project.

## Challenges

Our main challenge this month is burnout and trying to establish a work-life balance. As a team full of passionate responders, it is so difficult at first to adjust to the start of the semester and our return on-call at the same time. Especially for the executive team who had to facilitate our return, it has been difficult to set boundaries for EFRT and to set time aside for school. Since we have around 13 senior responders covering 28 shifts each week on top of the 14 shifts a week split amongst 6 execs, the senior members of the team (especially us exec) have been running more shifts than normal. I expect that this will get better once we hire new recruits for this year, but for the time being, I think it is more than people expected.