



Operating Policy – Emergency First Response Team (EFRT)

1. Purpose

- 1.1. To provide basic life support and first aid care, free of charge to the McMaster community.

2. Operating Parameters

- 2.1. The EFRT shall provide basic first-aid assistance and basic life support (CPR) 24-hour 7 days per week service beginning on the first day of Welcome Week and ending on the final day of exams, with the exception of the following occasions:
 - 2.1.1. Fall Reading Week;
 - 2.1.2. Winter Break;
 - 2.1.3. Winter Reading Week;
 - 2.1.4. Easter Weekend.
- 2.2. Beginning on the first day of Welcome Week and ending on the final day of exams with the exception of the occasions listed from 2.1.1 to 2.1.4, there shall be three (3) responders available, in addition to one (1) executive;
 - 2.2.1. The three (3) responders shall remain on campus for the entirety of their shift;
 - 2.2.2. The executive shall remain within ten (10) minutes of campus.
- 2.3. The EFRT shall provide basic first-aid assistance and basic life support (CPR) from 9:00 a.m. to 5:00 p.m. from Monday to Friday beginning on the day following Residence move-out and ending the day before the start of Welcome Week with the exception of the following occasions:
 - 2.3.1. Victoria Day;
 - 2.3.2. Canada Day;
 - 2.3.3. August Civic Holiday.
- 2.4. Beginning on the day following Residence move-out and ending the day before the start of Welcome Week with the exception of the occasions listed from 2.3.1 to 2.3.2, there shall be two (2) responders available, in addition to one (1) executive;

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- 2.4.1. The two (2) responders shall remain on campus for the entirety of their shift;
- 2.4.2. The one (1) executive shall remain within ten (10) minutes of campus.
- 2.5. The EFRT shall operate out of the EFRT office located in the McMaster Student University Centre (MUSC) as well as respond to calls to the EFRT Response Line (905) 522-4135, the McMaster phone extension "88" or Emergency buttons on campus telephones.
- 2.6. The EFRT shall update the emergency health services that they provide by performing monthly training and individually completing continued medical education;
 - 2.6.1. Responders must successfully complete formal mid-year evaluations and retraining at the beginning of the academic year (as determined by the executive members).
- 2.7. The EFRT shall remain a confidential service with limited access to information to executive members and the medical director for quality assurance purposes;
 - 2.7.1. Any information disclosed to the team shall not be identifiable and purely for educational purposes;
 - 2.7.2. No patient information shall be discussed outside of the team.
- 2.8. The EFRT shall assist McMaster Security Services in arranging transportation for patients to appropriate medical facilities;
- 2.9. The EFRT shall create public awareness about the emergency services available to the McMaster community;
- 2.10. The EFRT shall provide First Responders with the opportunity to further develop their first-aid skills;
- 2.11. The EFRT shall continually update its emergency health care services;
- 2.12. The EFRT shall promote the use of the "88" extension or "Emergency" buttons on campus telephones as the primary means of requesting Emergency Response via McMaster Security Services;

3. Personnel Structure

- 3.1. The Program Director, who shall:
 - 3.1.1. Be responsible for managing all activities of the EFRT;
 - 3.1.2. Perform duties outlined in the EFRT Program Director job description as outlined in the Executive Board documents on the MSU website;
 - 3.1.3. Be responsible for the budget of the EFRT and supporting the Executive Team as detailed below in 3.2, 3.3, 3.4, 3.5 and 3.6;

- 3.1.4. Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.4.1. The outgoing Program Director;
 - 3.1.4.2. The Vice-President (Administration);
 - 3.1.4.3. One (1) Executive Board member;
 - 3.1.4.4. The Medical Director, if reasonably available;
 - 3.1.4.5. The Student Wellness Center Director, if reasonably available;
 - 3.1.4.6. One (1) representative of the University or McMaster Security Services, if reasonably available.

- 3.2. The Assistant Director, who shall:
 - 3.2.1. Perform duties outlined in the EFRT Assistant Program Director job description as outlined in the Executive Board documents on the MSU website;
 - 3.2.2. Be responsible for planning the Canadian Red Cross, first aid and CPR courses;
 - 3.2.3. Liaise between the Program Director and the Executive Team;
 - 3.2.4. Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.2.4.1. The outgoing Assistant Director;
 - 3.2.4.1.1. If the outgoing Assistant Director is the incoming Program Director, substitute the outgoing Program Director in their place;
 - 3.2.4.2. The incoming Program Director;
 - 3.2.4.3. One (1) EFRT Advisory Board member;
 - 3.2.4.4. One (1) EFRT alumni member, if reasonably available.
 - 3.2.4.5. One (1) Executive Board member

- 3.3. The Training Coordinator, who shall:
 - 3.3.1. Be responsible for organizing the training of the EFRT First Responders;
 - 3.3.2. Perform duties outlined in the EFRT Training Coordinator job description;
 - 3.3.3. Be hired by the EFRT Program Director and Assistant Director through an application and interview process by May 1.

- 3.4. The Scheduling Coordinator, who shall:
 - 3.4.1. Be responsible for making the monthly schedules for the team;
 - 3.4.2. Perform duties outlined in the EFRT Scheduling Coordinator job description;
 - 3.4.3. Be hired by the EFRT Program Director and Assistant Director through an application and interview process by May 1.

- 3.5. The Public Relations Coordinator, who shall:

- 3.5.1. Be responsible for organizing all promotional and community relations activities;
 - 3.5.2. Perform duties outlined in the EFRT Public Relations Coordinator job description;
 - 3.5.3. Be hired by the EFRT Program Director and Assistant Director through an application and interview process by May 1.
- 3.6. The Internal Coordinator, who shall:
- 3.6.1. Manage inventory, supplies and equipment for the EFRT;
 - 3.6.2. Perform duties outlined in the EFRT Internal Coordinator job description;
 - 3.6.3. Be hired by the EFRT Program Director and Assistant Director through an application and interview process by May 1.
- 3.7. The Advisory Board Member (ABM), who shall:
- 3.7.1. Be the selected current EFRT member for the Advisory Committee;
 - 3.7.2. Be nominated and elected by the EFRT responders at the final training of the academic year.
- 3.8. Responders, who shall:
- 3.8.1. Provide emergency first response to those requiring it on the McMaster campus;
 - 3.8.2. Perform duties outlined in the EFRT Responder job description;
 - 3.8.3. Be selected before November 1 by a Selection committee using criteria set by the EFRT Executive and approved by the Executive Board.
- 3.9. The Medical Director, who shall:
- 3.9.1. Be the sole authority over all medical records and be responsible for approving changes in first-aid and emergency care provided by the EFRT;
 - 3.9.2. Perform duties outlined in the EFRT Medical Director job description;
 - 3.9.3. Be selected by the EFRT Program Director, Assistant Director, and Coordinators and approved by the Executive Board by recommendation from the previous Medical Director.