



# REPORT

*From the office of the...*  
**EFRT Program Director**

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TO: Members of the Executive Board  
FROM: Fezan Khokhar  
SUBJECT: Emergency First Response Team Report 3  
DATE: August 21, 2023

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## **Year plan Update**

EFRT is on track as per the year plan. The executive team is functioning well with frequent meetings and most recently participating in a debrief to constructively review our communication and operating's for the last 4 months. Executives have completed their specialized retraining which ensures they will be able to support patients and Responders. A new protocol manual has also been released which aims to improve the quality-of-care EFRT Responders can deliver to patients.

EFRT is also preparing for its one of its most busy times of year. We are preparing for team-retraining which is taking place in a few short days, assisting with Rep training hosted by McMaster university, preparing for an extremely high call volume over the next month but especially during welcome week. Applications for this year's hiring cycle have also been released.

## Events, Projects, & Activities

### *General Service Usage*

EFRT Summer operations began May 15 at 0900h. We operate from 0900h to 1700h Monday to Friday until August 25th. Typical summer usage is significantly decreased as compared to the school year. However, it is notable that EFRT has received ~56 calls from the beginning of our summer operations. Interestingly, current trends suggest that most of these calls consist of upgrading patients to requiring activation of EMS.

### *Projects & Events:*

#### *Protocol Review (Complete)*

EFRT completes a protocol review to ensure all information is up-to-date. This year the Program Director completed a complete restructuring of the protocol based on team and alumni recommendations. The manual was carefully crafted to contain the same information but in new format.

#### *PTM Collab Magnets (Complete)*

EFRT has collaborating with SWHAT and has covered the cost to produce welcome week magnets that highlight both services and will be given in “swag bags” throughout welcome week. Both services are similar and pivotal to the McMaster Student experience so we are excited to see the magnets in use.

#### *EFRT Executive Retraining (Complete)*

All EFRT year-exec complete a specialized training with the support of Executive Alumni in order to prepare Executives with their new leadership position and also to prepare them for executive, shift-specific actions.

#### *EFRT Summer Operations (Ongoing)*

EFRT is responding during the summer months from May 15th – August 26th from 0900h to 1700h Monday to Friday. This response program will provide confidential medical support to the campus during the summer months. There will be a series of trainings, practice scenarios, and collaborations with EFRT Alumni to maintain EFRT skills over the summer and ensure that the EFRT is available for events on campus and summer camps. There are no funding or logistical issues, and everything is running smoothly.

#### *EFRT Welcome Week PR (Ongoing)*

The executive team is supporting the PR coordinator prepare for welcome week PR. There are numerous events that have been organized for EFRT to reach as much of the student body as possible. Below is an organized document of upcoming PR events EFRT is planning prepared by the PR Coordinator.

Info Card Distribution	Mon Aug 28, Various Times	EFRT will be delivering info-cards (4x5 postcard) to various faculty planners for distribution throughout Welcome Week!
Faculty Fest – EFRT First Aid and BLS Skills Event	Mon Aug 28, 12– 4:30PM	EFRT will have a booth on BSB Field in partnership with the Faculty of Nursing. There will be a focus on teaching first aid

		skills, and <b>opportunity to showcase/team more advanced skills</b> (ie. AR, team CPR, Choking)
Monday Night Lights Booth	Mon Aug 28, 8–11PM	Booth in MUSC during Monday Night Lights!
Faculty Day	Tue Aug 29 10AM–2PM	<b>Various PR Events</b> tailored to specific faculties – lecture style, booth pop-up, roaming. See sign-up link for specific descriptions.
Faculty Fusion	TBD	EFRT may give a ~2min talk at Faculty Fusion
Archway Movie Night	Tue Aug 29 6–7PM	Booth in MUSC prior to Archway Movie Night!
Student Success Centre – “Community Connections: Vibing and Thriving”	Wed Aug 30, 1:30PM–4PM	EFRT will have a space on BSB Field in partnership with SSC. There will be a focus on teaching <b>CPR, team-building exercises</b> and demo-ing other first aid equipment (ie. wound care, tourniquet).
EFRT Alcohol Awareness Event	Thurs Aug 31, 1:30–4:30PM	EFRT will have a space on BSB. Normal Booth + there will be a focus on educating students on safe drinking practices through interactive activities. – enter EFRT’s giveaway for
Kin 101 Online Presentation	Friday Sep 1, 9:00AM	~5 min presentation as part of an Online Faculty of Kinesiology Event.
EFRT Live Sit	Friday Sep 1, 1–3PM	EFRT Responders will have the chance to do a Mass Cas Sit outside BSB. This is an opportunity to practice your skills in a high pressure scenario.
Responder Instagram Takeover	Tue Sep 5 9:20AM–5:20PM	Responder Instagram Takeover. The responder will be on-call during the day shift.
Clubsfest	Tue Sep 5 2–6PM	Booth in Clubsfest (MUSC or BSB Field)
Sidewalk Sale	Wed Sep 6, Thu Sep 7  Time TBD	Booth

*EFRT Rep Training (Ongoing)*

As requested by the Student Success Centre Transition Program Coordinator, EFRT is supporting the Rep training that takes place over a year. Responders are volunteering their time to support other campus partners.

### EFRT Application Release (Ongoing)

EFRT applications are open to the public to apply. The specific dates can be found on the EFRT website.

### EFRT SFA+CPR C and BLS Courses (Ongoing)

EFRT is providing Standard First Aid and Basic Life Support classes to the McMaster Community and the public. These courses are running smoothly thanks to the Assistant Director and accounting office in the MSU. Courses for the summer are currently set to run on June 24-25, July 8-9, July 22-23, and August 19-20.

## Outreach & Promotions

### Summary

EFRT's last in person promotion was May@Mac. However, we are preparing extensive promotional materials for welcome week which is our most influential time during the year. PR materials are focused with the goal to reach as many students as possible and inform them of EFRT's role on campus, how to activate EFRT, and of course to apply!

### Promotional Materials

EFRT has been posting SFA courses on our Instagram as a primary means of attracting students and others to gain valuable first aid knowledge. Posters are printed and will be going up all over campus soon informing the public that applications are open. Water bottles and freezies will be purchased soon for EFRT to hand out during welcome week as part of EFRT's own Repping.

EFRT x RED CROSS  
**STANDARD FIRST AID & CPR CLASSES**  
JUNE 24-25  
EFRT is running SFA courses with CPR-C or BLS!  
Register through the website provided, or through the link in our Instagram bio.  
LOCATION: TBD  
REGISTER NOW:  
<https://bit.ly/3NOfeEb>  
Registration for courses closes on the Thursday before the course, confirmation email to come Friday before course  
CONTACT FOR MORE INFORMATION:  
EFRT\_MSU OR EFRTAD@MSU.MCMASTER.CA



### Social Media Engagement since the Previous Report

We currently do not have data to compare to. Below are current analytics from EFRT's Facebook page.

**611**  
**Engagement** ⓘ

+499% from previous 90 days

**1,661**  
**Reach** ⓘ

+99% from previous 90 days



## Finances

*Budget Summary*

Currently EFRT has not had to make any large purchases as of yet. Standing orders have been approved which are critical to functioning in the year. As of right now the primary concern within budgeting is within balancing the training budget line and the volunteer appreciation budget line. These lines will be organized in the coming weeks via research by myself.

5315-0107-0200	EFRT - TEAM SUPPLIES	EFRT - TEAM SUPPLIES	\$18,000.00
5315-0107-0200	EFRT - TEAM SUPPLIES	Pharmacy Standing Order	\$1,500.00
5315-0107-0200	EFRT - TEAM SUPPLIES	Oxygen Standing Order	\$1,000.00
5315-0107-0200	EFRT - TEAM SUPPLIES	Transfer Pad Order	\$395.00

6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRT - MAC SUMMER FUNDING EXPENSES	\$42,000.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRT Parking Pass	\$1,356.75
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRT June Monthly Training Food	\$59.20
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Office Snack Order	\$117.67
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Responder Meal Plans	\$2,500.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Inventory Order	\$2,622.11
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Nalgene Order	\$1,336.36
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRTxSWHAT Welcome Week PR magnets	\$620.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	July monthyl training food	\$59.20
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Executive Training Food	\$116.37
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Humanity Scheduleing Fee	\$1,610.55
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Executive Appreciation Gift	\$839.01
6501-0107-0200	EFRT - ADV. & PROMO.	EFRT - ADV. & PROMO.	\$4,000.00
6501-0107-0200	EFRT - ADV. & PROMO.	EFRT Magnets	\$620.00
6803-0107-0200	EFRT - PUBLIC EDUCATION	EFRT - PUBLIC EDUCATION	\$14,000.00
6803-0107-0200	EFRT - PUBLIC EDUCATION	RED Cross Standing Order	\$7,000
6804-0107-0200	EFRT - VOLUNTEER TRAINING	EFRT - VOLUNTEER TRAINING	\$20,000.00
6804-0107-0200	EFRT - VOLUNTEER TRAINING	Executive Rescheduling Fee - Retraining	\$149.31

6501-0107-0200	EFRT - ADV. & PROMO.	EFRT - ADV. & PROMO.	\$4,000.00
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6501-0107-0200	EFRT - ADV. & PROMO.	EFRT Magnets	\$620.00
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6803-0107-0200	EFRT - PUBLIC EDUCATION	EFRT - PUBLIC EDUCATION	\$14,000.00
6803-0107-0200	EFRT - PUBLIC EDUCATION	RED Cross Standing Order	\$7,000

6804-0107-0200	EFRT - VOLUNTEER TRAINING	EFRT - VOLUNTEER TRAINING	\$20,000.00
6804-0107-0200	EFRT - VOLUNTEER TRAINING	Executive Rescheduling Fee - Retraining	\$149.31

<b><i>Emergency First Response Team</i></b>	
<i>DISCRETIONARY EXPENDITURE</i>	
<b><i>Summary</i></b>	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$120,075.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$21,901.53
REMAINING DISCRETIONARY SPENDING	\$98,173.47

## **Executives & Volunteers**

Current morale is at a high. Responders are happy to be back responding and are excited for welcome week. Despite it being an extremely busy and tiring time, responding to these calls is something the team truly enjoys and it tends to be the highlight of the year! The executive team is excited to return to in-person meetings and to put much of the planning this past summer has been into action.

## **Successes**

EFRT has updated the protocol manual which has not seen major restructuring since 2012. The manual includes gender affirming healthcare which was introduced last year, and also sets the framework for other protocols for Special Populations as EFRT grows and expands.

EFRT is also maintaining an excellent working relationship with the special constables which is not only positive in an interpersonal level but ensures that patients receive the highest quality care. Constables have also stated that they are looking forward to EFRT's return to 24/7 operations.

## **Current Challenges**

There are currently no glaring challenges within EFRT now. My main concern at the moment is ensuring that the high call volume expected with Welcome Week is met with high patient care. This means keeping a close eye on equipment inventory as well as Responder wellness. Based on recommendation from Security EFRT has been requested to be staffed at Event Response capacities on Sept 16 and Sept 30<sup>th</sup>. These dates are coinciding with busy times of EFRT hiring specifically Sept 30<sup>th</sup>. The executive team is proactively searching for solutions and will be reaching out to the MSU and EFRT alumni for support as required.

## **Miscellaneous**

None.