



# REPORT

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

---

TO: Members of the Executive Board  
FROM: Fezan Khokhar  
SUBJECT: Emergency First Response Team Report 6  
DATE: Nov 15, 2023

---

## **Year Plan Update**

EFRT is on track as per the year plan. The executive team is meeting frequently to maintain ensure that the new hires have a smooth transition to the team. Major trainings have been completed and future projects are simple and logistically simple.

## **Events, Projects, & Activities**

### *General Service Usage*

EFRT call volume thus far has been high and specific statistics will be compiled and shared soon. Call volume has been primarily consisting of medical emergencies and less trauma calls. Mental health calls have been steadily increasing.

### *Projects & Events:*

#### *EFRT First Responder [FR] Training (Complete)*

New responders have completed their FR training on October 21,22 and October 28,29. The trained serves a legal and clinical guideline for responders. New responders are now permitted to run shifts.

#### *Pre-Hospital Trauma Life Support Training [PHTLS] Training (Complete)*

The entire team (except the new cohort) received the PHTLS training. Instructors came from Georgian College and were all paramedic instructors. Further, the instructors had a high degree of professional experience in the field of prehospital medicine. This training was the first of its kind in 6 years and Responders reported that it contributed to a stronger understanding of the trauma framework and strengthened skills including but not limited to massive hemorrhage control, spinal motion restriction, and airway management.

#### *Mental Health First Aid [MHFA] Training (Completed)*

MHFA training was provided to the new cohort of responders and is a training offered by the Red Cross that aims to provide participations with a framework to support patients suffering with mental health crisis. Specifically, the training provides participants with knowledge about mental health conditions and the

background behind how crisis comes to be. It also provides a framework for how to assess a crisis and provide initial support. The training was provided through a mental health nurse at the Student Wellness Centre who was an ideal instructor due to their lived experience in crisis intervention. I was informed that the training was successful in its learning outcomes and that new responders feel more comfortable with mental health topics than before the training. In the coming years, EFRT is looking to provide responders in their first year on the team with MHFA and responders in their second year with ASSIST training. This training model has been theorized to be the most conducive to supporting our patients and responders through mental health calls.

#### *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. The upcoming course is taking place November 18-19 with future courses being planned and will be released soon.

#### *EFRT Uniform Order (Ongoing)*

The uniform order is underway. The order details including financials and quantities have been finalized and the order has been placed. The uniform pant initiative is still underway however conversation with the supplier has slowed down due to employee constraints on their end. As a reminder the uniform pant initiative is to increase the uniform budget line to accommodate 1 pair of uniform pants. In addition to protecting responders from contamination when on call, the pants will contribute to an EFRT uniform which will match the professionalism of the service. A memo will be completed and submitted to the SRA to request an increase in funding upon finalized conversation with the supplier about fiscal details.

#### *EFRT N95 Fit Test (Ongoing)*

The N95 fit test must be completed by all EFRT responders a minimum of every 2 years. The fit test is organized by the Training Coordinator in collaboration with EOHSS. N95s serve keep responder safe from COVID-19, meningitis, arterial bleeds, etc.

#### *EFRT Bonding Event (Ongoing)*

Through the efforts of the Internal Coordinator, it has been recognized that the team is interested in a bonding event in the coming week that will be either bowling or laser tag. This bonding event serves to support volunteers and bolster a sense of community. I also hope that the bonding event will allow responders a chance to wind down and serve as burnout prevention as we enter exam season. I am looking into subsidizing the event through our volunteer appreciation line.

## Outreach & Promotions

### Summary

EFRT has begun to have biweekly PR booths outside of our office with the most recent booth being held last week. The booths span a total of 3 hours and our newest responders run them with the support of the PR Coordinator. PR materials were handed out and the student population were able to interact with responders. The focus of the booths are to inform the public of EFRT's role on campus and how to activate EFRT.

### Promotional Materials

EFRT has been posting on our Instagram, Facebook, Twitter, and LinkedIn. We have found that Instagram is the most effective means of interacting with the student body but are remaining diligent in posting across all social media.

### Social Media Engagement since the Previous Report

Below are the analytics for EFRT Instagram and Facebook accounts over the past 30 days. Our engagement has increased in the last month.

#### Figures 1 & 2: Facebook Analytics

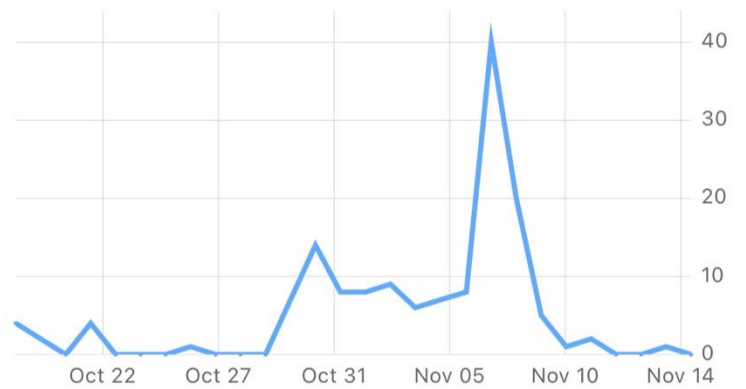
**1,079**  
**Reach** ⓘ

+67% from previous 28 days



**147**  
**Engagement** ⓘ

+374% from previous 28 days



# Finances

## Budget Summary

The EFRT budget is being responsibly allocated with no major concerns. The most recent purchase was the FR training. Future major purchases will be paying the PHTLS invoice, the uniform order, and equipment.

EFRT - OFFICE SUPPLIES		EFRT - OFFICE SUPPLIES	\$800.00
EFRT - OFFICE SUPPLIES		Amazon Office Order	\$242.70
EFRT - OFFICE SUPPLIES		Printer Ink	\$175.12

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 monthly 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 Scheduling Fee	\$1,610.55
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Welcome Week Office Food	\$149.97
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 3 Food (Sushi)	\$167.00
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 2 Food (Pizza)	\$132.41
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 1 Food (Subway)	\$232.73
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Starbucks	\$45.08
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 1&2 Breakfast	\$111.49
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation 1 and 2 breakfast	\$164.44
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Up brief, SFA Tests, Orientation 1, Orientation 2 Pizza	\$635.26
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation 1 Day 2 Subway	\$248.55
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation Starbucks	\$90.17
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Executive Appreciation Gift	\$861.97
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	CIBC Hall Fee	\$336.30
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Responder appreciation gifts	\$1,308.22

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
5315-0107-0200	EFRT - TEAM SUPPLIES	Pharmacy Standing Order x2	\$1,900.00
5315-0107-0200	EFRT - TEAM SUPPLIES	Amazon Equipment Order	\$440.52
5315-0107-0200	EFRT - TEAM SUPPLIES	Amazon Equipment Order [BP cuffs, SPO2, Bike helmets]	\$1,258.95
5315-0107-0200	EFRT - TEAM SUPPLIES	2 Trek Bikes, 3 U-Locks	\$1,791.01
5315-0107-0200	EFRT - TEAM SUPPLIES	October Inventory Order	\$1,773.72
5315-0107-0200	EFRT - TEAM SUPPLIES	Amazon Light Order	\$70.45
5315-0107-0200	EFRT - TEAM SUPPLIES	Carrd Website Subscription Renewal	\$7.00

6501-0107-0200 EFRT - ADV. & PROMO. EFRT - ADV. & PROMO. \$4,000.00			
6501-0107-0200	EFRT - ADV. & PROMO.	EFRT Magnets	\$620.00

6415-0107-0200 EFRT - VOLUNTEER RECOGNITION EFRT - VOLUNTEER RECOGNITION \$3,750.00			
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	Alumni Orientation Appreciation	\$390.00
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	Backpack order (Overflow from previous fiscal year)	1983.15

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
6804-0107-0200	EFRT - VOLUNTEER TRAINING	FR Lunch	\$63.00
6804-0107-0200	EFRT - VOLUNTEER TRAINING	PHTLS Textbooks	\$810.06
6804-0107-0200	EFRT - VOLUNTEER TRAINING	FR Training	\$7,627.50

*Emergency First Response Team*

*DISCRETIONARY EXPENDITURE*

*Summary*

TOTAL BUDGETED DISCRETIONARY SPENDING	\$120,075.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$44,079.29
REMAINING DISCRETIONARY SPENDING	\$75,995.71

**Executives & Volunteers**

Current morale is quite high. Despite volunteers entering exam season and heightening academic pressures responders are happy with current events and operations. The executive team are relieved that the majority of the work that comes with the beginning of the year is complete and that they can now focus on their independent roles and initiatives further.

**Successes**

A major success at this time is that our new cohort of responders are now cleared to be responding. Following 2 weeks of shadowing and writing a protocol test the new cohort have all demonstrated thorough knowledge of FR protocol and EFRT protocol. The addition of the new cohort to our response has drastically decreased shift-load on the rest of the team which the team has been eagerly awaiting.

**Current Challenges**

There are currently no major challenges within EFRT now. The main tasks moving forward are to support the new hires in their transition to responding to real patients rather than simulations. Further, supporting the team and protecting them from burnout is at the forefront of my initiatives.