



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 [sections](#) 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 [sections](#) 2.3.1 to 2.3.2, there shall be two (2) responders available, in addition to one (1) executive;

Approved 85K

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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 [sections 3.2, 3.3, 3.4, 3.5, and 3.6, and 3.7](#);

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(s), 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(s), 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 Inventory Coordinator(s), who shall:

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~~3.5.1.~~ Be responsible for tracking EFRT's equipment inventory, as well as maintaining equipment for response, training, hiring, and other EFRT activities;

~~3.5.2.~~ Perform duties outlined in the EFRT Inventory 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

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~~3.5.3.6.~~ The Public Relations Coordinator(s), who shall:

~~3.5.4.3.6.1.~~ Be responsible for organizing all promotional and community relations activities;

~~3.5.2.3.6.2.~~ Perform duties outlined in the EFRT Public Relations Coordinator job description;

~~3.5.3.3.6.3.~~ Be hired by the EFRT Program Director and Assistant Director through an application and interview process by May 1.

~~3.6.3.7.~~ The Internal Coordinator(s), who shall:

~~3.6.1.3.7.1.~~ Manage inventory, supplies and equipment for the EFRT. Be responsible for organizing all aspects pertaining to the internal operations of EFRT;

~~3.6.2.3.7.2.~~ Perform duties outlined in the EFRT Internal Coordinator job description;

~~3.6.3.3.7.3.~~ Be hired by the EFRT Program Director and Assistant Director through an application and interview process by May 1.

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~~3.8.~~ The Summer Executive(s), who shall:

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~~3.8.1.~~ Act in proxy of unavailable executive members (as detailed above in sections 3.3-3.7) during the EFRT's Summer Program;

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~~3.8.1.1.~~ Perform duties outlined in their respective job description;

~~3.8.1.2.~~ Be hired by the EFRT Program Director and Assistant Director through an application and interview process;

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~~3.6.4.3.8.1.3.~~ Will hold their position from May 1st to August 30th.

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~~3.7.3.9.~~ The Advisory Board Member (ABM), who shall:

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~~3.7.1.3.9.1.~~ Be the selected current EFRT member for the Advisory Committee;

~~3.7.2.3.9.2.~~ Be nominated and elected by the EFRT responders at the final training of the academic year.

~~3.8.3.10.~~ Responders, who shall:

~~3.8.4.3.10.1.~~ Provide emergency first response to those requiring it on the McMaster campus;

~~3.8.2.3.10.2.~~ Perform duties outlined in the EFRT Responder job description;

~~3.8.3.3.10.3.~~ Be selected before November 1 by a Selection committee using criteria set by the EFRT Executive and approved by the Executive Board.

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~~3.9.3.11.~~ The Medical Director, who shall:

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~~3.9.1.3.11.1.~~ Be the sole authority over all medical records and be responsible for approving changes in first-aid and emergency care provided by the EFRT;

~~3.9.2.3.11.2.~~ Perform duties outlined in the EFRT Medical Director job description;

~~3.9.3.3.11.3.~~ Be selected by the EFRT Program Director, Assistant Director, and Coordinators and approved by the Executive Board by recommendation from the previous Medical Director.