

# EMERGENCY PROTOCOL

Emergency Response Phone Numbers:

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\_\_\_\_\_ **Team Leader**

Perform patient assessment and provide necessary emergency treatment. Remain with patient until EMS arrives. Document incident and file appropriate report(s) as required by law.

\_\_\_\_\_ **Chief Emergency Coordinator**

Notify EMS.

\_\_\_\_\_ **Team Member**

Meet arriving emergency services personnel and escort them to patient.

\_\_\_\_\_ **Team Member**

Ensure medical emergency kit/portable oxygen gets to dentist. Airway management; assist with patient monitoring; vital signs.

\_\_\_\_\_ **Team Member**

Act as liaison, if necessary, to other persons in treatment areas or reception area.

\_\_\_\_\_ **Practice Owner**

Re-evaluate emergency plan regularly, make modifications if necessary and ensure plan is kept current.

*Prepared by the New Jersey Dental Association on September 23, 2016.*

# OFFICE MANUAL DOCUMENTS

## **Emergency Protocol:**

Response staff members have been trained to provide an immediate, coordinated response to a dental treatment related emergency in the office.

## **Training:**

Our office will train all employees on the procedures contained in this plan. New employees will be trained upon hiring, and re-trained any time the employees responsibilities under the plan change or whenever the plan changes. The office will provide copies of the emergency response plan to employees and will post copies on employee bulletin boards.

Identify emergency response staff - assign specific tasks to each team member.

## **Team Leader:**

Provide patient assessment/ medical treatment to stabilize patient until EMS arrives.

## **Chief Emergency Coordinator:**

Recognize there is an incident and take action.

Notify EMS.

Contain other persons in reception area or operatories and keep them calm.  
Assure any other patients being treated are safe, stable and out of the way.

## **Team Member:**

Ensure medical emergency kit/portable oxygen get to dentist. Airway management; assist with patient monitoring; vital signs.  
Team member will also maintain integrity of medical emergency kit/equipment with regard to expiration dates, supplies.

## **Team Member:**

Meet arriving emergency services personnel, and escort them to location of emergency.

## **Team Member:**

Liaison for other persons that may be in treatment room or reception area.

*Prepared by the New Jersey Dental Association on September 23, 2016.*