

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0909 (SF)
Effective Date: 02-07-2023
Person Responsible: Health Supports and Provider Relations RN

Subject: Rapid Response Team (RRT)
Last Revision: 10-24-2024

Approvals/Date: [Signature] 11/4/24 Date Superintendent, WCBDD
[Signature] 10/28/2024 Date Department Director/Coordinator

- 1. All staff members will receive annual training regarding medical emergencies and the Rapid Response Team procedure.
2. Rapid Response Team (RRT) will consist of designated staff members who are certified lifeguards, Registered Nurses, CPR/FA instructors and others as assigned and who have received specific training regarding emergency procedures and responsibilities across Wood County Board of Developmental Disabilities (WCBDD) campus.
3. In the event of a medical emergency, the first person on the scene (Initial Respondent) will immediately attend to the person in distress initiating basic first aid to determine if the RRT is needed.
When to Call the Rapid Response Team (RRT):
- Cessation of pulse and/or respirations
- Respiratory distress
- Unresponsiveness
- Profuse bleeding
- Severe head trauma
- Fall with possible fracture or open wound
- Situation not responding to basic First Aid
- Anytime 911 is called
- Other emergencies when more help is needed
4. The initial staff person will request the Rapid Response Team to come to their location from any facility phone by dialing 9999 (during normal business hours (8 AM to 4:30 PM) or if after 4:30 PM, weekends, or holidays, dial 911:
- 9999 will call all Administrative Assistants at the same time. The AA staff that answers the call first will initiate a campus-wide page from the gray paging phone for the Rapid Response Team to respond to the specific location of the incident.
5. RRT will immediately respond to the location:
- One member of the RRT will assume the lead role (the nurse assumes the lead role when available)
- One member will bring the emergency bag and the Automatic External Defibrillator (AED) At a minimum one emergency bag and AED is located building A, B, and C.
- 1 - 2 members will take direct care of the person in distress
- Other code members will:
a) Call 911.
b) Clear all non-essential personnel, persons served and students from the immediate area (provide privacy as needed)
c) Obtain the individual's emergency information form as applicable.
d) Notification of parent/guardian or provider as needed.
e) One person to meet emergency personnel at entrance and direct to needed location
6. The initial respondent will report the emergency on an UIR (if an individual served is involved) and to the WCBDD Investigative Agent prior to the end of the day.

References

Forms: 03-ALL-ALL-1041
03-ALL-ALL-1042

tar\procedure\hr0909