

# ARA POLICY AND PROCEDURE – MEDICAL EMERGENCIES

In the unlikely event a medical emergency or a natural disaster occurs during an ARA event, the person responsible for that event is the one to “manage” any response. The first action to take is to call “911.”

## PROCEDURES:

1. ARA coordinators should know:
  - A. The location of the nearest First Aid Kit, Fire Alarm, Automatic External Defibrillator (AED), and nearest available phone in relationship to the room being used.
  - B. The address and telephone number of the facility.
  - C. Location of the facility’s “Shelter in Place” room.
  - D. An attached copy of the facility’s Evacuation Plan.

**Note: Each Program Coordinator/Director should have a copy of the above information for each event for which they are responsible (a laminated copy of this information will be kept with the audio visual equipment at the Durham Community Church).**

2. Each Program Coordinator will have a cell phone available at the ARA event.
3. Cultural Tours and Hikes Coordinators should also have available:
  - A. A basic first aid kit consisting of: non-latex gloves, band aids, antiseptic ointment, gauze pads and rolls, tape, ace bandage, bandage scissors, hand sanitizer, safety pins, sling, and disposal ice packs.
  - B. Drinking water.
  - C. Snack for diabetics.

Appendix A is attached with the current locations used by ARA and the information for procedures 1A through D above for each one. It is the responsibility of the Director of Facilities to maintain the appendix at least annually so the list is up to date.

**Approved on 10/19/2010**

**Revised on 1/15/2012 and 1/19/2016**

## **APPENDIX A – EMERGENCY INFORMATION FOR FACILITIES:**

### **DURHAM EVANGELICAL CHURCH**

**114 Dover Road**

**Durham, NH 03824**

**603-868-1027**

**First Aid Kit – Provided by ARA (located with Hospitality supplies).**

**AED – Not Available**

**Fire Alarms– Next to exit doors in function hall and at other exit doors.**

**Shelter – Inside windowless classrooms or along halls leading upstairs.**

**Evacuation Plans – In classrooms.**

### **DURHAM COMMUNITY CHURCH**

**17 Main Street**

**Durham, NH 03824**

**603-868-1230**

**First Aid Kit – Kitchen next to the refrigerator (basic kit with more advanced kit in church office).**

**AED – Side door entrance from upper parking lot, hallway to the right on right side wall.**

**Fire Alarms – In corridors next to exit doors.**

**Shelter – Interior corridors.**

**Evacuation Plan – Next to double doors inside chapel.**

## **DURHAM PUBLIC LIBRARY**

**49 Madbury Road**

**Durham, NH 03824**

**TEL. 603-868-6699**

**First Aid Kit – Staff workroom, children’s librarian’s office, story time/craft room, and 2d floor kitchen.**

**AED – Staff workroom.**

**Fire Alarm – At all exit doors.**

**Shelter – Interior corridors.**

**Evacuation Plan – Follow Exit signs to nearest exit door.**

## **KITTERY COMMUNITY CENTER**

**120 Rogers Road (Route 236)**

**Kittery, ME 03904**

**Tel. 207-439-3800**

**First Aid Kit – At front desk and in upstairs administration office.**

**AED – At front desk and upstairs at walking track entrance.**

**Fire Alarm – Locations posted on Evacuation Route Maps in each classroom.**

**Telephone – Administrative offices.**

**Shelter – Small interior rooms without windows.**

**Evacuation Plan – Route maps posted in each classroom.**