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MEMO

To: Senate and House Chairs, Joint Standing and Joint Select Committees

From: Justin L. Alfond, President of the Senate
Mark W. Eves, Speaker of the House

Date: March 4, 2014

Re: Reminder of Legislative Procedures for Handling Medical Emergencies in Legislative
Committee Rooms

Please find enclosed procedures to be implemented in the event of a medical emergency occurring in a legislative committee room. As noted in the procedures, the presiding committee chair is responsible for immediately taking control of such situations in accordance with this guidance.

If you have any questions, please contact the Office of the Executive Director at 287-1615.

Thank you.

Attachment

Cc: Committee Clerks
Chiefs of Staff

G:\Executive Director\Procedures\Evacuation Plan\MEMO for Procedures for Medical Emergencies in Committees 2/27/14

LEGISLATIVE PROCEDURES FOR HANDLING MEDICAL EMERGENCIES IN LEGISLATIVE COMMITTEE ROOMS

These procedures should be followed in the event of a medical emergency occurring in a legislative committee room. These procedures are intended to: summon aid as soon as possible; remove all nonessential personnel from the immediate area; maintain order in the committee room so medical assistance is not impeded by any activity or confusion; and provide the person requiring medical attention with adequate physical space and privacy until help arrives.

In the event that a committee member, legislative employee or member of the public experiences a medical emergency or becomes injured in a legislative committee room, the presiding committee chair shall direct all actions to summon medical aid and remove persons from the committee room.

IMMEDIATELY ASSESS THE SITUATION. If a person becomes incapacitated, unconscious, experiences difficulty with breathing, is bleeding profusely, exhibits other signs of physical or mental distress, or otherwise appears to require immediate medical attention, the presiding committee chair shall immediately take control of the situation by taking the following steps:

1. **CALL 911.** The presiding committee chair shall direct the committee clerk (or if the clerk is unavailable, the committee analyst) to call "911," the emergency number to summon help immediately.
2. **SUMMON ON-SITE EMERGENCY PERSONNEL.** The presiding committee chair shall direct the committee clerk (or if the clerk is unavailable, the committee analyst) to summon available on-site emergency personnel and the Doctor of the Day.
3. **EVACUATE THE COMMITTEE ROOM.** The presiding committee chair shall direct all persons in the committee room, except necessary personnel, to immediately leave the room in an orderly fashion and clear all doorways. See SCRIPT below.
4. **STATION A GATEKEEPER.** The presiding committee chair shall station the committee analyst (or other designated person) outside the room to maintain clear passageway for emergency personnel, keep nonessential personnel out of the room and facilitate emergency personnel's entry into the room once they arrive in the building.
5. **STAY WITH THE PERSON REQUIRING MEDICAL ATTENTION.** The presiding committee chair and the committee clerk, along with any other person directed by the presiding committee chair, shall stay with the person and provide basic comfort and care until emergency help arrives.
6. **NOTIFY EXECUTIVE DIRECTOR'S OFFICE.** The emergency should also be reported to the Office of the Executive Director as soon as possible after the above immediate measures have been taken by calling 287-1615.

NOTE #1: The duress alarms located at the committee horseshoe generally should not be used in lieu of calling "911" for medical emergencies unless the medical condition or injury also affects the security of those in the room or the facility because it will delay medical response. However, if in doubt or if directed by the presiding committee chair, the duress alarm may be used.

Refer to the basic first aid information for selected medical emergencies attached to these Procedures.

- **To call 911**, dial “911” on any legislative telephone or cell phone. Whenever possible, the committee room telephone should be used so the E-911 system can quickly identify the location of the call. This will connect you immediately to emergency dispatch [Central Maine Regional Communications Center in Augusta]. Be prepared to give emergency dispatch personnel the following information: type of emergency and assistance required; location by street address, building and room number; telephone number and name of person speaking; condition of the victim or description of the symptoms; victim’s gender and approximate age; and any other relevant information require for immediate response or action needed.
- **To summon on-site emergency personnel**, call 580-5686 (pager) to summon the House Sergeant-at-Arms, other Chamber staff and the Doctor of the Day. Enter the numeric code for the location (see below for code locations). Alternatively, call the Office of the Clerk of the House (287-1400), state that this is an emergency and request response to the emergency by the House Sergeant-at-Arms, and the Doctor of the Day if one is present. Give specific building and room location information.

<u>Code #</u>	<u>Location</u>
04	1 st floor, State House
05	2 nd floor, State House
06	4 th floor, State House
10	2 nd floor south, Cross Building (near OPLA offices)
11	2 nd floor north, Cross Building
12	2 nd floor center, Cross Building (near information kiosk)

- **Room evacuation SCRIPT:**

[Bang the gavel] *“EXCUSE ME!! MAY I HAVE YOUR IMMEDIATE ATTENTION PLEASE? I am interrupting this proceeding due to a medical emergency involving a person here in the committee room. Everyone is directed to immediately leave the room in a speedy and orderly fashion. Do not delay to gather your belongings; you can do so later. Once out of the room, please proceed down the corridor, well away from the room door, to make room for emergency personnel when they arrive. We will notify you as soon as possible when we will reconvene or reschedule this meeting. If anyone here is a doctor, nurse or EMT personnel, please see me immediately. Thank you, and please leave now!”*

- **Key facility information.**

- Cross Building address: 111 Sewall Street, Augusta, 2nd floor
- State House address: 210 State Street, Augusta
- Capitol Police/Building Control Center: Tel: 287-4154 (dispatch)

- **Location of key medical equipment**
 - Defibrillators: State House (Welcome Center & 3rd floor outside Men's Room entrance); Cross Building (1st floor outside of Cross Café entrance)
 - First aid kit: State House (Welcome Center and Clerk's office, room 314)

Attachments

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