

Emergency Action Plan for Lake Elmo Elementary

If the situation is life threatening or serious beyond first aid where and ambulance is needed.

- Call 911!

The following guidelines are suggested when speaking with the dispatcher:

- Hello my name is _____ I am calling from Lake Elmo Elementary. We have a victim that has a possible: Type of injury.
- The Victim is state one: (conscious/unconscious)
- **Directions:** We need an ambulance at 11030 Stillwater Blvd, Lake Elmo behind the school on the north side. The nearest intersection is Stillwater BLVD and Laverne Ave N. From there head north on Laverne Ave N. in about 400 ft there will be a driveway on the left-hand side just before city hall. Take the driveway all the way to the baseball field on the right-hand side.
- Someone will meet the ambulance by the entrance off of Laverne Ave.
- I am calling from: State your Phone number
- **Answer any other questions from the dispatcher. Be the last to hang up.**

First Responder Role (Probably one of the coaches)

1. Make sure the pathway is clear for the ambulance
2. Designate and individual to meet Emergency Responders at the entrance to the driveway (see map)
3. Scene Control: Limit the scene to first aid providers and move bystanders away from the area.



If the situation is not life threatening

- the nearest hospital Lakeview hospital located at 927 Churchill St W, Stillwater, MN 55082

Emergency communication

- Washington County Sheriff 651-439-9381
- Lake Elmo Fire department 651-747-3930

AED Location- In the main Lobby and Nurse's office. (Only If the School is Unlocked!)

First Aid- All Stillwater coaches will have a basic first aid kit available to use.

Once the situation is stable please contact your grade administrator to report the situations

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