

Emergency Drill Triage Kit Instruction Guide



During major emergencies schools must be prepared to be self-reliant because it is universally understood that local first responders will be overwhelmed. Schools will need to be ready to rescue and treat injured victims using only the skills and training of the school staff. This Emergency Drill Triage Kit was created in collaboration with the Pediatric Disaster Resource and Training Center at Childrens Hospital Los Angeles. It is intended to support school personnel as they practice identifying, reporting, transporting and treating injured victims. This kit is designed to help school personnel review their Basic First Aid training and practice those skills.

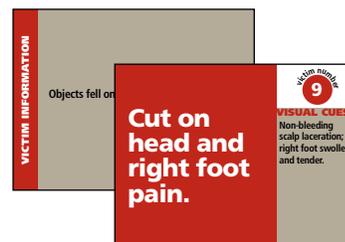
A key component of this kit is the 40 mock victim tags. These victim tags were created based on historical data of earthquake-related injuries. Experts from Childrens Hospital Los Angeles and Los Angeles City Fire reviewed the mock victim scenarios and outlined first aid and medical responses. These victim tags represent the kinds of injuries sustained by school aged children during an earthquake and they are designed to review the First Aid procedures that could be used during any traumatic emergency. By using this kit during drills, schools will be able to review and practice the very skills they will be called upon to use in the event of a major disaster.

What is in the kit?

In addition to this instruction guide, this kit contains the following elements:

- 40 Mock Victim Tags.** These numbered tags have all the information about the signs, symptoms and context for the mock injuries. They are in re-usable plastic pouches with a clip. They are designed to be clipped to the student or staff member as they act out their role of victim.
- Victim Checklist Form.** This form is designed to keep track of who has been issued a victim tag and where they can be found when the drill starts. This same form is then used to make sure that all of the victims are found and treated. This is a "master" form, or template, and is designed to be photocopied for each drill.
- Victim Checklist Key.** This key has the victim tag information along with the expected triage and first aid treatment. For reference purposes, the key also contains the medical diagnosis that would be expected if the victim were to be treated at a hospital. This is also a "master" form or template and is designed to be photocopied for each drill as well.

This kit does not require advanced training or equipment. The skills that this kit will review are the same skills taught in Basic First Aid and CPR classes.



Mock Victim Tags
40 cards in clip pouches

Victim ID #	Student Name	Gender	Treatment	Found	Treated	Transported
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Victim Checklist Form
2-sided blank form

Victim ID #	Chief Complaint	Presenting	First Aid Treatment	Anticipated Status	Medical Diagnosis from the Hospital
1	Headache	Headache	Apply cold compress	Stable	Primary headache
2	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
3	High fever	High fever	Apply cold compress	Stable	High fever
4	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
5	Cut on head and right foot pain	Cut on head and right foot pain	Apply first aid	Stable	Cut on head and right foot
6	Headache	Headache	Apply cold compress	Stable	Primary headache
7	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
8	High fever	High fever	Apply cold compress	Stable	High fever
9	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
10	Headache	Headache	Apply cold compress	Stable	Primary headache
11	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
12	High fever	High fever	Apply cold compress	Stable	High fever
13	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
14	Headache	Headache	Apply cold compress	Stable	Primary headache
15	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
16	High fever	High fever	Apply cold compress	Stable	High fever
17	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
18	Headache	Headache	Apply cold compress	Stable	Primary headache
19	Stomach pain	Stomach pain	Apply heat pack	Stable	Stomach ache
20	High fever	High fever	Apply cold compress	Stable	High fever

Victim Checklist Key
2-sided answer sheet

Emergency Drill Triage Kit Instruction Guide (continued)



How to use this kit

This kit is designed to be used during school emergency drills to review the skills that will be put into practice by school personnel as they triage, transport and treat injured personnel. The drill can be scaled up or down by including any number of victims, up to 40; or by using different victim tags for different drills.

1. To prepare for the drill, photocopy the **Victim Checklist** form and the **Victim Checklist Key**. Keep the "masters" in a safe place and only write on the copies.
2. The process starts with the selection of the students or staff who will become the victims. Some schools have used a designated group, like the leadership class, while others randomly select people to be victims. Some schools have also selected specific individuals to be victims so that rescue personnel will be familiar with their location on campus or their condition. It is strongly suggested that school include students with specific needs/disabilities in all aspects of their emergency drills since these students may be more challenged than others during emergencies.
3. As the victim tags are assigned, record the name of the person and the room number where they will be during the drill next to the tag number on the **Victim Checklist**.
4. During the drill this same list then becomes the master list to insure that all the victims are found by the Search and Rescue Teams, transported to the First Aid Station and treated.
5. Once the victims have been found and treated at the First Aid Station, the **Victim Checklist Key** is designed to provide the First Aid team with the expected triage and treatment for each victim. Use this form as a reference only, as it was designed to assist staff by refreshing their skills. The First Aid treatment indicated is based on the protocols taught in the Basic First Aid class. First Aid team members can use the **Victim Checklist Key** to confirm their treatment and to see what the victim's final diagnosis would be if they were to go to a hospital. This last column of information is for reference only since school personnel are not expected to diagnose or treat victims at the hospital level.
6. Once the drill is concluded, collect the victim tags and put them in the envelope with the master copies of the forms so that they can be used in the next drill.

Acknowledgements

The contents of this kit are a result of the generous contribution of time and expertise from the Pediatric Disaster Resource and Training Center at Childrens Hospital in Los Angeles. The Childrens Hospital staff provided hours of consultation and content to insure that the kit accurately reflected medical standards.

It is hoped that you find this toolkit useful in gaining a better understanding of the types of injuries that we may see in an earthquake and useful in practicing assessment and first aid skills.

To contact the Pediatric Disaster Resource and Training Center:
323-361-7607 or
info@chladisastercenter.org

Reference: Ballow, S., Behar, S., Claudius, I., Stevenson, K., Neches, R., & Upperman, J. (2008). Hospital-based disaster preparedness for pediatric patients: How to design a realistic set of drill victims. *American Journal of Disaster Medicine*, 3, 171-180.

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Victim Checklist Key

Emergency Drill Triage Kit



Victim ID #	Chief Complaint	Correct Triage	First Aid Treatment	Ambulatory Status	Medical Diagnosis From the Hospital
1	Burned right hand & right thigh	GREEN	1. Apply cool compress 2. Encourage fluids 3. Apply dry non-stick sterile dressing		1. 1 st degree burn: right palm 2. 2 nd degree burn: right hand & right thigh
2	Headache & bump on head	GREEN	1. Watch for any change in mental status 2. Watch for vomiting		1. Closed head injury
3	Right wrist pain	GREEN	1. Check circulation at wrist 2. Splint & apply ice pack		1. Right distal radius fracture
4	Difficulty breathing; states that has asthma	YELLOW	1. Keep in upright position 2. Keep calm 3. Attempt to get medication 4. Cover leg injury with sterile bandage		1. Respiratory insufficiency: possible asthma/reactive airway disease/inhalation of dust/allergens, exacerbated by anxiety. 2. Superficial left leg lacerations (no sutures required)
5	Difficulty breathing, right chest pain, right arm pain, right leg pain	RED	1. Place c-collar if available 2. Place child on right side 3. Monitor breathing 4. Check circulation to right wrist & right foot 5. Apply splint 6. Apply ice packs	Non-ambulatory	1. Right pneumothorax 2. Multiple right rib fractures (4-7) 3. Midshaft fracture of right ulna 4. Right femoral shaft fracture.
6	Left ankle pain	GREEN	1. Check circulation 2. Splint 3. Apply ice pack	Non-ambulatory	1. Left ankle sprain
7	Right leg pain	YELLOW	1. Check circulation to foot 2. Splint & cover wound with sterile dressing	Non-ambulatory	1. Right fibula fracture
8	Dead	BLACK	1. Open airway & give rescue breaths 2. Place in recovery position 3. Raise legs	Non-ambulatory	1. Head trauma with intracranial injury 2. Hypovolemic shock
9	Cut on head & right foot pain	GREEN	1. Cover scalp laceration 2. Check circulation to foot 3. Splint & apply ice pack		1. Scalp laceration 2. Right foot fracture
10	Abdominal pain	RED	1. Place on side 2. Cover with blanket & place pillow on left rib cage 3. Give nothing by mouth	Non-ambulatory	1. Splenic injury (hemodynamically stable) 2. Left 11th & 12th rib fractures
11	Abdominal pain, vomiting & left arm pain	RED	1. Place on side 2. Cover with blanket 3. Check circulation to left hand 4. Splint left arm 5. Apply ice pack 6. Give nothing by mouth	Non-ambulatory	1. Crush injury 2. Splenic injury 3. Liver injury 4. Left humerus fracture
12	Difficulty breathing	RED	1. Place upright & leaning forward 2. Attempt to locate medication & administer if available 3. Reassure 4. Monitor breathing 5. Have friend stay with victim		1. Respiratory distress
13	Broken left leg, right shoulder pain	YELLOW	1. Check circulation to right hand & left leg 2. Splint arm & leg 3. Cover leg wound with sterile dressing 4. Apply ice pack	Non-ambulatory	1. Open tibia & fibula fracture 2. Right clavicle fracture 3. Right glenohumeral dislocation
14	Right knee pain	GREEN	1. Check circulation to right foot 2. Apply splint 3. Apply ice pack		1. Acute knee injury: possible meniscus or ligamentous tear
15	Left leg pain	YELLOW	1. Check circulation to left leg 2. Apply splint 3. Apply ice pack	Non-ambulatory	1. Left femoral shaft fracture
16	Respiratory distress	RED	1. Keep flat with legs elevated 2. Monitor for change in mental status & vomiting 3. Check circulation to right hand & left foot 4. Splint if possible 5. Cover with blanket	Non-ambulatory	1. Fat emboli syndrome 2. Right humerus fracture 3. Left hip fracture
17	Hypotension	RED	1. Keep flat with legs elevated 2. Monitor for change in mental status 3. Check circulation to both feet 4. Cover with blanket	Non-ambulatory	1. Crush syndrome 2. Dehydration 3. Hypovolemic shock 4. Acute renal failure 5. Pelvic fracture 6. Left hip fracture
18	Headache	RED	1. Apply c-collar if available 2. Monitor for change in mental status 3. Cover with blanket		1. Epidural hematoma 2. Left temporal bone fracture

Victim Checklist Key (cont)

Emergency Drill Triage Kit



Victim ID #	Chief Complaint	Correct Triage	First Aid Treatment	Ambulatory Status	Medical Diagnosis From the Hospital
19	Multiple cuts on hands & legs	GREEN	1. Cover injuries with sterile bandage 2. Irrigate if available		1. Multiple superficial & deep lacerations, some requiring foreign body removal & sutures
20	Cannot stop crying	GREEN	1. Sit upright 2. Reassure 3. Have much older child sit with child		1. Acute stress disorder 2. Minor laceration, contusions, abrasions
21	Facial pain	YELLOW	1. Have child pinch nostrils together for 5-10 minutes 2. Lean forward 3. Apply ice pack 4. Place extracted teeth in saline		1. La Forte II fracture (left zygomatic arch & maxilla fractures)
22	Burns	RED	1. Irrigate burns with water 2. Monitor breathing 3. Apply cool compresses to face 4. Cover burns with dry nonstick dressing 5. Watch for signs & symptoms of shock 6. Keep covered with blanket		1. 2 nd & 3 rd degree burn to 30% body surface
23	Respiratory distress	YELLOW	1. Keep upright 2. Cover with blanket 3. Watch for increased trouble breathing		1. Smoke inhalation
24	"I cut my finger off"	YELLOW	1. Apply pressure to stump with sterile gauze 2. Wrap amputated finger in dry sterile gauze & place in plastic bag 3. Keep plastic bag cool		1. Left index finger amputation
25	Shock	BLACK	1. Open airway & give rescue breaths 2. Place on left side 3. Cover with blanket	Non-ambulatory	1. Hypovolemic shock 2. Crush syndrome 3. Pelvic fracture 4. Right femur fracture 5. Superficial lacerations & mild contusions of lower legs
26	Can't stop crying	GREEN	1. Reassure 2. Have older child sit with this child		1. Acute anxiety
27	Knee pain	GREEN	1. Check for circulation to right foot 2. Splint 3. Apply ice pack		1. Right patellar fracture
28	Left leg & right wrist pain	YELLOW	1. Keep left leg at level of heart 2. Monitor circulatory status to left foot 2. Apply ice pack 3. Splint wrist	Non-ambulatory	1. Compartment syndrome of left leg 2. Left tibia & fibula fracture 3. Right scaphoid fracture
29	Difficulty breathing & left chest pain	RED	1. Keep upright 2. Apply pillow to chest 3. Monitor breathing & mental status	Non-ambulatory	1. Left pneumothorax 2. Spleen injury 3. Rib fractures
30	Right shoulder & right hip pain	YELLOW	1. Check circulation to right foot & right hand 2. Apply ice pack	Non-ambulatory	1. Right clavicle fracture 2. Right hip fracture
31	Can't stop crying	GREEN	1. Reassure 2. Have a friend sit with victim		1. No injury or illness
32	Left shoulder pain; states has asthma	GREEN	1. Check circulation to left hand 2. Immobilize if possible with shirt 3. Apply ice pack		1. Left glenohumeral dislocation
33	Left eye pain	RED	1. Place child on back 2. Gently cover eye with paper cup 3. Keep uninjured eye closed		1. Foreign body embedded in left cornea
34	Right ankle pain	GREEN	1. Check circulation to foot 2. Splint 3. Apply ice pack		1. Right ankle sprain 2. Right 5 th proximal metatarsal fracture
35	Cuts on face & arms	YELLOW	1. Apply clean gauze & pressure to bleeding injuries		1. Multiple deep & superficial lacerations, some requiring foreign body removal & sutures
36	Left arm pain	GREEN	1. Check circulation to left hand 2. Apply splint 3. Apply ice pack		1. Left radius & ulna fracture
37	Right flank pain	YELLOW	1. Keep upright & quiet 2. Watch for signs & symptoms of shock		1. Right renal contusion
38	Head pain	YELLOW	1. Keep upright 2. Watch for any change in mental status		1. Closed head injury 2. Concussion
39	Back pain	RED	1. Monitor breathing 2. Stabilize child – blankets on each side of head	Non-ambulatory	1. Displaced L4 vertebral fracture. 2. Spinal cord injury
40	Severe abdominal pain	RED	1. Keep on side 2. Watch for signs & symptoms of shock 3. Keep covered with blanket	Non-ambulatory	1. Acute abdomen, possible bowel perforation

Victim Checklist

Emergency Triage Drill



Make a photocopy of this form to use before beginning drill. Do not write on original, use as a master for future drills. As each victim is found, write their name with the correct Victim ID #. Mark the room or location victim was found in. Based on the Chief Complaint, write in your treatment and indicate the triage tag color to assign to victim. Remember, ● Green = Minor; ● Yellow = Delayed; ● Red = Immediate; ● Black = Deceased. Mark where victim is transported to.

Victim ID #	Student Name	Room # Found In	Treatment	Triage Tag Color	Transported
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Do Not Write On
Make Photocopy

Victim Checklist (cont)

Emergency Triage Drill



Victim ID #	Student Name	Room # Found In	Treatment	Triage Tag Color	Transported
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
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35					
36					
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38					
39					
40					

Do Not Write On
Make Photocopy

**Burned
right hand
and right
thigh pain.**

victim number
1

VISUAL CUES

Redness on right hand; redness and blisters on right thigh – no oozing.

Patient was drinking hot tea and spilled it during earthquake.

Emergency Triage Drill



**Headache
and bump
on head.**

victim number
2

VISUAL CUES

Swelling to left
side of head –
no bleeding

Closed head injury.

Emergency Triage Drill



Right wrist pain.

victim number
3

VISUAL CUES

Swelling of right
wrist and pain.

**Patient tripped and fell on an
outstretched hand.**

Emergency Triage Drill



Difficulty breathing; states that has asthma pain.

victim number
4

VISUAL CUES

Coughing and having trouble breathing; cut to left leg (not bleeding).

Patient developed cough and progressive shortness of breath shortly after earthquake.

Emergency Triage Drill



Difficulty breathing, right chest pain, right arm pain, right leg.

victim number
5

VISUAL CUES

Trouble breathing and pain in chest. One side of chest does not rise with the other side. Pain and deformity to right wrist. Unable to bear weight on right leg. Right thigh very swollen and painful.

Patient was exercising on gymnastic equipment in gym when earthquake hit and fell onto some other equipment.

Emergency Triage Drill



**Left ankle
pain.**

victim number
6

VISUAL CUES

Left ankle swollen
and painful.

Patient tripped over debris while evacuating.

Emergency Triage Drill



**Right
leg pain.**



VISUAL CUES

Bone visible
through wound
on right lower leg.

Another child fell onto patient.

Emergency Triage Drill



Dead.

victim number
8

VISUAL CUES

Unresponsive;
breathing very
faint; pulse very
weak. Pupils
very large.

Fish tank fell off shelf onto patient's head.

Emergency Triage Drill



**Cut on
head and
right foot
pain.**

victim number
9

VISUAL CUES

Non-bleeding
scalp laceration;
right foot swollen
and tender.

Objects fell onto patient.

Emergency Triage Drill



Abdominal pain.

victim number
10

VISUAL CUES

Bruise on left side of belly.
Belly very tender; appears very uncomfortable; left rib cage tender.

Bookshelf fell onto patient.

Emergency Triage Drill



**Abdominal
pain,
vomiting
and left
arm pain.**

victim number
11

VISUAL CUES

Skin very pale in color; bruising on belly and very tender to touch. Deformity to left upper arm and tender.

Bookcase fell onto patient.

Emergency Triage Drill



**Difficulty
breathing.**

victim number
12

VISUAL CUES

Blue around
mouth. Can't talk
and hard time
breathing.

Became extremely anxious after earthquake and could not find inhaler.

Emergency Triage Drill



**Broken
left leg.**

victim number
13

VISUAL CUES

Very uncomfortable. Right shoulder and collar bone deformed. Bones protruding from left lower leg.

**Patient fell down stairs,
landing on debris.**

Emergency Triage Drill



**Right
knee pain.**

victim number
14

VISUAL CUES

Uncomfortable.
Right knee
swollen and
painful.

Patient was pushed by classmates while trying to evacuate classroom.

Emergency Triage Drill



**Left
leg pain.**

victim number
15

VISUAL CUES

Left thigh very swollen and tender – can't stand on leg.

**Patient fell in stairwell
while evacuating.**

Emergency Triage Drill



Respiratory distress.

victim number
16

VISUAL CUES

Confused – doesn't know name; covered with tiny pinpoint bruises; trouble breathing. Upper right arm swollen and left hip with large bruise and swelling.

Patient was found under a fallen wall and debris 1 hour after earthquake.

Emergency Triage Drill



Hypo- tension.

victim number
17

VISUAL CUES

Very pale in color.
Does not know
where she is.
Swelling to hip
region.

Patient's lower body had been crushed under rubble. Patient was trapped for 3 hours.

Emergency Triage Drill



Headache.

victim number
18

VISUAL CUES

Seemed fine
but now
confused.
Swelling to left
temple. Left
pupil much
larger than right.

Fell and hit head. Admits to brief loss of consciousness.

Emergency Triage Drill



**Multiple
cuts on
hands
and legs.**

victim number
19

VISUAL CUES

Lots of cuts on
arms and legs but
nothing bleeding
right now.

Patient had to crawl through broken window to escape.

Emergency Triage Drill



**Cannot
stop
crying.**

victim number
20

VISUAL CUES

Can't stop crying.
Some minor
scrapes and cuts
on extremities –
none are bleeding.

**Found patient 1 hour after earthquake
wandering the school.**

Emergency Triage Drill



Facial pain.

victim number
21

VISUAL CUES

Nose bleed,
swelling and
tenderness
around left eye;
some upper
teeth fell out.

Trophies fell on patient.

Emergency Triage Drill



Burns.

victim number
22

VISUAL CUES

Arms and chest
have charred
appearance.
Face has some
blistering.

**Gas explosion/fire in chemistry lab.
Possible chemical spill.**

Emergency Triage Drill



Respiratory distress.

victim number
23

VISUAL CUES

Coughing and trouble breathing. Not sure where she is. Burned nose hairs noted.

Gas explosion/fire at chemistry lab.

Emergency Triage Drill



**“I cut my
finger off.”**

victim number
24

VISUAL CUES

Missing left index
finger. Bleeding
noted.

Patient was using a saw in woodshop class when earthquake hit.

Emergency Triage Drill



Shock.

victim number
25

VISUAL CUES

Unresponsive.
Deformity to
right upper thigh.
Bruising to hip.
Covered with
small cuts.

Large television fell onto patient.

Emergency Triage Drill



**Can't stop
crying.**

victim number
26

VISUAL CUES

**Crying.
No visible
injuries.**

No additional information on word document given.

Emergency Triage Drill



Knee pain.

victim number
27

VISUAL CUES

Right knee with swelling and tender to touch.

**Patient fell on concrete,
hitting knee first.**

Emergency Triage Drill



**Left leg
and right
wrist pain.**

victim number
28

VISUAL CUES

In extreme pain.
Left leg very
swollen and pale.
Very faint pulse
in left foot. Right
wrist swollen and
tender.

Patient fell and left leg became wedged between furniture.

Emergency Triage Drill



**Difficulty
breathing
and left
chest pain.**



VISUAL CUES

Difficulty
breathing and
left chest pain.

Ceiling tiles fell on patient.

Emergency Triage Drill



**Right
shoulder
and right
hip pain.**

victim number
30

VISUAL CUES

Right collar bone swollen and deformed. Right lower leg shorter than left leg. Right hip swollen and bruised and very painful.

Fell off monkey bars.

Emergency Triage Drill



**Can't stop
crying.**

victim number
31

VISUAL CUES

Crying. No
apparent injuries.

Acute stress.

Emergency Triage Drill



**Left
shoulder
pain;
states has
asthma.**



VISUAL CUES

Left shoulder
deformed.

**Fell while climbing rock wall
in the gym.**

Emergency Triage Drill



**Left
eye pain.**



VISUAL CUES

Left eye red
and tearing.

Foreign body in eye from shattered window.

Emergency Triage Drill



**Right
ankle pain.**

victim number
34

VISUAL CUES

Right ankle and
foot swollen and
tender.

Patient tripped over overturned chair while evacuating.

Emergency Triage Drill



**Cuts on
face and
arms.**

victim number
35

VISUAL CUES

Many cuts to face
and arms, some
bleeding.

Window shattered near patient.

Emergency Triage Drill



**Left
arm pain.**

victim number
36

VISUAL CUES

Swelling and
tenderness to
left forearm.

Computer screen fell on patient.

Emergency Triage Drill



**Right
flank pain.**

victim number
37

VISUAL CUES

Says she's
urinating blood;
right belly
tenderness.

File cabinet fell on patient.

Emergency Triage Drill



Head pain.

victim number
38

VISUAL CUES

Tenderness and swelling to left side of head.
Awake and alert.

**Dictionary fell on patient's head.
Patient admits to brief loss of
consciousness.**

Emergency Triage Drill



Back pain.

victim number
39

VISUAL CUES

Pain and tenderness over lower back. Says can't feel legs very well.

Trampled by other classmates while evacuating.

Emergency Triage Drill



**Severe
abdominal
pain.**

victim number
40

VISUAL CUES

Severe belly pain. Belly appears swollen. Tenderness to belly.

Crushed by vending machine.

Emergency Triage Drill

