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:

1. **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.

2. **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.

3. **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.
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.
<table>
<thead>
<tr>
<th>Victim ID #</th>
<th>Chief Complaint</th>
<th>Correct Triage</th>
<th>First Aid Treatment</th>
<th>Ambulatory Status</th>
<th>Medical Diagnosis From the Hospital</th>
</tr>
</thead>
</table>
| 1          | Burned right hand & right thigh | GREEN          | 1. Apply cool compress  
2. Encourage fluids  
3. Apply dry non-stick sterile dressing | Ambulatory       | 1. 1st degree burn: right palm  
2. 2nd degree burn: right hand & right thigh                                                   |
| 2          | Headache & bump on head         | GREEN          | 1. Watch for any change in mental status  
2. Watch for vomiting                                                                   | Ambulatory       | 1. Closed head injury                                                                             |
| 3          | Right wrist pain                | GREEN          | 1. Check circulation at wrist  
2. Splint & apply ice pack                                                                | Ambulatory       | 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  
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                                                                 | Ambulatory       | 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  
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  
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                                                               | Non-ambulatory  | 1. Respiratory distress                                                                             |
| 13         | Broken 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                                                                 | Non-ambulatory  | 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. Place 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. Place flat with legs elevated  
2. Monitor for change in mental status  
3. Check circulation to both feet  
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                                                                            | Non-ambulatory  | 1. Epidural hematoma  
2. Left temporal bone fracture                                                                     |
<table>
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<tr>
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<th>Medical Diagnosis From the Hospital</th>
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</thead>
<tbody>
<tr>
<td>19</td>
<td>Multiple cuts on hands &amp; legs</td>
<td>GREEN</td>
<td>1. Cover injuries with sterile bandage 2. Irrigate if available</td>
<td>1. Multiple superficial &amp; deep lacerations, some requiring foreign body removal &amp; sutures</td>
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<tr>
<td>21</td>
<td>Facial pain</td>
<td>YELLOW</td>
<td>1. Have child pinch nostrils together for 5-10 minutes forward 2. Lean forward 3. Apply ice pack 4. Place extracted teeth in saline</td>
<td>1. La Forte II fracture (left zygomatic arch &amp; maxilla fractures)</td>
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<tr>
<td>23</td>
<td>Respiratory distress</td>
<td>YELLOW</td>
<td>1. Keep upright 2. Cover with blanket 3. Watch for increased trouble breathing</td>
<td>1. Smoke inhalation</td>
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<tr>
<td>24</td>
<td>“I cut my finger off”</td>
<td>YELLOW</td>
<td>1. Apply pressure to stump with sterile gauze 2. Wrap amputated finger in dry sterile gauze &amp; place in plastic bag 3. Keep plastic bag cool</td>
<td>1. Left index finger amputation</td>
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<tr>
<td>26</td>
<td>Can’t stop crying</td>
<td>GREEN</td>
<td>1. Reassure 2. Have older child sit with this child</td>
<td>1. Acute anxiety</td>
<td></td>
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<tr>
<td>27</td>
<td>Knee pain</td>
<td>GREEN</td>
<td>1. Check for circulation to right foot 2. Splint 3. Apply ice pack</td>
<td>1. Right patellar fracture</td>
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<tr>
<td>30</td>
<td>Right shoulder &amp; right hip pain</td>
<td>YELLOW</td>
<td>1. Check circulation to right foot &amp; right hand 2. Apply ice pack</td>
<td>Non-ambulatory 1. Right clavicle fracture 2. Right hip fracture</td>
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<tr>
<td>31</td>
<td>Can’t stop crying</td>
<td>GREEN</td>
<td>1. Reassure 2. Have a friend sit with victim</td>
<td>1. No injury or illness</td>
<td></td>
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<tr>
<td>32</td>
<td>Left shoulder pain; states has asthma</td>
<td>GREEN</td>
<td>1. Check circulation to left hand 2. Immobilize if possible with shirt 3. Apply ice pack</td>
<td>1. Left glenohumeral dislocation</td>
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<tr>
<td>33</td>
<td>Left eye pain</td>
<td>RED</td>
<td>1. Place child on back 2. Gently cover eye with paper cup 3. Keep uninjured eye closed</td>
<td>1. Foreign body embedded in left cornea</td>
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<tr>
<td>34</td>
<td>Right ankle pain</td>
<td>GREEN</td>
<td>1. Check circulation to foot 2. Splint 3. Apply ice pack</td>
<td>1. Right ankle sprain 2. Right 5th proximal metatarsal fracture</td>
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<tr>
<td>35</td>
<td>Cuts on face &amp; arms</td>
<td>YELLOW</td>
<td>1. Apply clean gauze &amp; pressure to bleeding injuries</td>
<td>1. Multiple deep &amp; superficial lacerations, some requiring foreign body removal &amp; sutures</td>
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<tr>
<td>36</td>
<td>Left arm pain</td>
<td>GREEN</td>
<td>1. Check circulation to left hand 2. Apply splint 3. Apply ice pack</td>
<td>1. Left radius &amp; ulna fracture</td>
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</table>
# 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.

<table>
<thead>
<tr>
<th>Victim ID #</th>
<th>Student Name</th>
<th>Room # Found In</th>
<th>Treatment</th>
<th>Triage Tag Color</th>
<th>Transported</th>
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<tbody>
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</tbody>
</table>
Burned right hand and right thigh pain.

Redness on right hand; redness and blisters on right thigh – no oozing.
Patient was drinking hot tea and spilled it during earthquake.
Headache and bump on head.
Closed head injury.
Right wrist pain.
Patient tripped and fell on an outstretched hand.
Difficulty breathing; states that has asthma pain.
Patient developed cough and progressive shortness of breath shortly after earthquake.
Difficulty breathing, right chest pain, right arm pain, right leg.
Patient was exercising on gymnastic equipment in gym when earthquake hit and fell onto some other equipment.
Left ankle pain.
Patient tripped over debris while evacuating.
Right leg pain.

Bone visible through wound on right lower leg.
Another child fell onto patient.
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.
Cut on head and right foot pain.

Non-bleeding scalp laceration; right foot swollen and tender.
Objects fell onto patient.
Abdominal pain.

VISUAL CUES

Bruise on left side of belly. Belly very tender; appears very uncomfortable; left rib cage tender.
Bookshelf fell onto patient.
Abdominal pain, vomiting and left arm pain.

Skin very pale in color; bruising on belly and very tender to touch. Deformity to left upper arm and tender.
Bookcase fell onto patient.
Difficulty breathing.

VISUAL CUES

Blue around mouth. Can’t talk and hard time breathing.
Became extremely anxious after earthquake and could not find inhaler.
Broken left leg.

Very uncomfortable. Right shoulder and collar bone deformed. Bones protruding from left lower leg.
Patient fell down stairs, landing on debris.
Right knee pain.

Uncomfortable. Right knee swollen and painful.
Patient was pushed by classmates while trying to evacuate classroom.
Left leg pain.

Left thigh very swollen and tender – can’t stand on leg.
Patient fell in stairwell while evacuating.
Respiratory distress.

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.
Hypotension.

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.
Headache.

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.
Multiple cuts on hands and legs. Lots of cuts on arms and legs but nothing bleeding right now.
Patient had to crawl through broken window to escape.
Cannot stop crying.

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.
Facial pain.

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

Arms and chest have charred appearance. Face has some blistering.
Gas explosion/fire in chemistry lab. Possible chemical spill.
Respiratory distress.

Coughing and trouble breathing. Not sure where she is. Burned nose hairs noted.
Gas explosion/fire at chemistry lab.
“I cut my finger off.”
Patient was using a saw in woodshop class when earthquake hit.

Emergency Triage Drill
Shock.

VISUAL CUES

Unresponsive.
Deformity to right upper thigh.
Bruising to hip.
Covered with small cuts.
Large television fell onto patient.
Can’t stop crying.
No additional information on word document given.
Knee pain.

Right knee with swelling and tender to touch.
Patient fell on concrete, hitting knee first.
Left leg and right wrist pain.

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.
Difficulty breathing and left chest pain.
Ceiling tiles fell on patient.
Right shoulder and right hip pain.
Fell off monkey bars.
Can’t stop crying.
Acute stress.

Emergency Triage Drill
Left shoulder pain; states has asthma.
Fell while climbing rock wall in the gym.
Left eye pain.
Foreign body in eye from shattered window.
Right ankle pain.

Right ankle and foot swollen and tender.
Patient tripped over overturned chair while evacuating.
Cuts on face and arms.

Many cuts to face and arms, some bleeding.
Window shattered near patient.
Left arm pain.

VISUAL CUES
Swelling and tenderness to left forearm.
Computer screen fell on patient.
Right flank pain.

Says she’s urinating blood; right belly tenderness.
File cabinet fell on patient.
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.
Back pain.

Pain and tenderness over lower back. Says can’t feel legs very well.
Trampled by other classmates while evacuating.
Severe abdominal pain.

Severe belly pain. Belly appears swollen. Tenderness to belly.
Crushed by vending machine.