

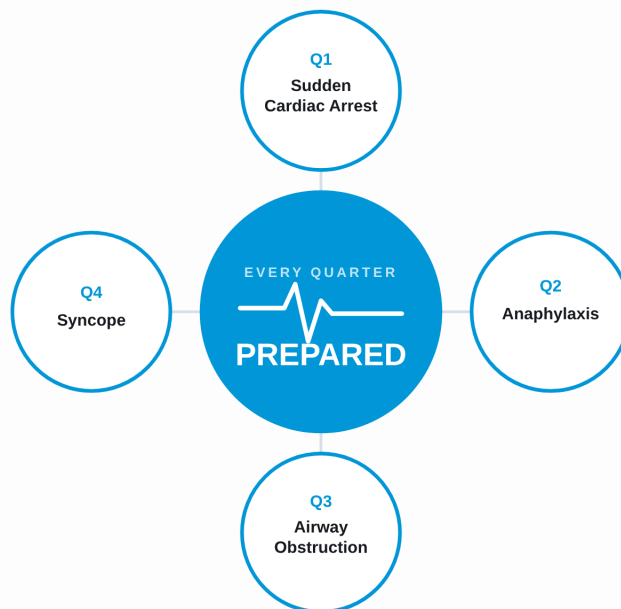
SAMPLE

Mock Medical Emergency Drills Guide

Training System

A free preview of the complete guide

THE SYSTEM AT A GLANCE



1 Lay the Foundation

Team roles, response plan, how to drill

2 Drill Quarterly

Four high-risk emergencies a year

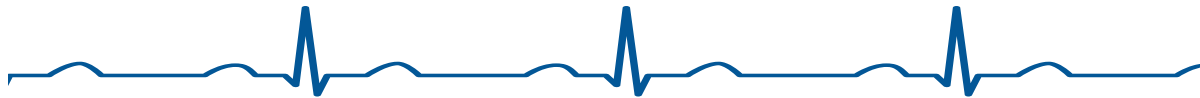
3 QRCs & Checklists

Chair-side algorithms and readiness checks

4 Document Everything

Signed forms in your training log

24 emergencies. 4 quarterly drills. 1 prepared team.



What's Inside this Sample

This free Sample previews the complete Mock Medical Emergency Drills Guide (Training System). You'll see a full sample Quick Reference Checklist, the program's structure, and several of the training tools. Items marked "order the complete guide" are included in the full \$209 version.

Anatomy of a Quick Reference Checklist (QRC) – Syncope

The Purpose of this Guide

Notice of Disclaimer

How to Use this Guide

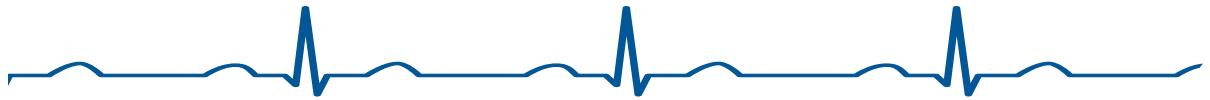
Part 1 – Laying the Foundation (preview)

Part 2 – The Training Schedule (preview)

Part 3 – Sample Quarterly Drill: Syncope (preview)

What Else Is in the Complete Guide

How to Order the Complete Guide



Anatomy of a Quick Reference Checklist

Every emergency in the complete guide has a laminated, chair-side Quick Reference Checklist (QRC) – a treatment algorithm your team follows when seconds matter. Here is the Syncope QRC in full, followed by the three sections every QRC contains.

SYNCOPE (FAINTING)

CHECKLIST: PRE-SYNCOPE

REMAIN CALM

START HERE - STEP 1

(PRIOR TO FAINTING)

Paleness
Sweating
Dizziness
Light Headedness

- ☐ Terminate all dental treatment or activity
- ☐ Place in supine position; legs above heart
- ☐ Attempt to comfort person
- ☐ Cool towel or cold compress to forehead
- ☐ Monitor vital signs

CHECKLIST: SYNCOPAL EPISODE

START HERE - STEP 1

(FAINTING)

- ☐ Terminate all dental treatment or activity
- ☐ Place in supine position; legs above heart

YES

Is person breathing?

NO

- ☐ Place crushed ammonia capsule under nose
- ☐ Administer oxygen
- ☐ Monitor vital signs
- ☐ Contact person's physician regarding treatment and discharge status
- ☐ Plan to minimize anxiety at future visits



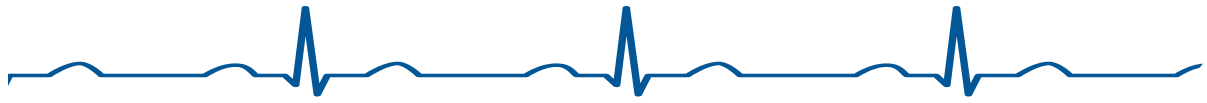
CALL 911 EMS

- ☐ Initiate your **Medical Emergency Plan**
- ☐ Assess **ABCs** (Airways, Breathing, Circulation)
- ☐ Initiate **Basic Life Support** as indicated
- ☐ Administer Oxygen
- ☐ Prepare patient for transport to emergency department by EMS



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DISCLAIMER: This chart is to be used as a **GUIDELINE** and **DOES NOT GUARANTEE** to prevent an unfavorable outcome, result or death. Practitioner may choose to deviate from the algorithms based on their clinical experience, training and factors unique to that individual.



Section 1 – Signs & Symptoms

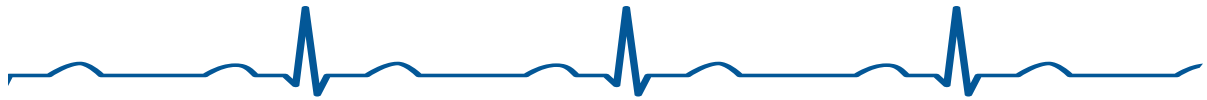
Every QRC lists the signs and symptoms of that specific emergency. It's a training tool for what to watch for, and a chair-side check that you've reached for the correct card.

Section 2 – Immediate Actions

Every QRC lists the immediate steps to take once you recognize the emergency. Under stress it's easy to forget even basic responses; this serves as a cognitive aid so the team doesn't skip a step.

Section 3 – Clinical Actions

Every QRC lists the clinical treatment the algorithm calls for, including medications, doses, and equipment. Dosages are easy to forget when a life is on the line – and this is exactly what your team rehearses during a mock drill.



The Purpose of this Guide

This Guide provides the structure and educational content for dental teams to conduct experiential, hands-on training to improve their response to a medical emergency in the dental office. Practicing mock emergency drills is the standard of care.

Repetition is the mother of learning. By repeatedly following this Guide during regularly scheduled training sessions, your team will lock into muscle memory the knowledge and skills needed to handle a medical emergency. As a result, your team will be able to:

- Recognize, treat, and prevent complications associated with medical emergencies
- Recognize and discuss the management of common medical emergencies
- Recognize adverse patient reactions and implement appropriate interventions
- Correctly use emergency equipment (AEDs, airway adjuncts, oxygen, and more)
- Perform their assigned roles in your Emergency Response Plan

The complete Guide is supplemented by mock drill training videos – one for each of the four quarterly emergencies – provided as downloadable zip files.

Remember: your dental practice is either Medical Emergency Prepared or Unprepared.



Notice of Disclaimer

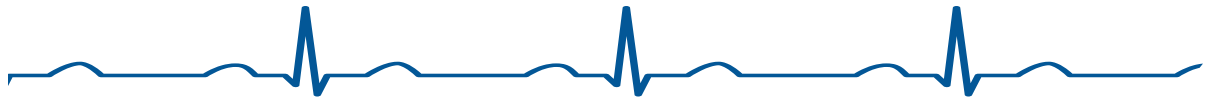
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This Guide contains information relating to general principles of emergency medical care that should not be construed as specific instructions for individual dentists, dental offices, or patients.

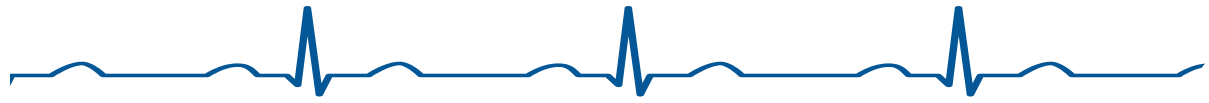
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Dental healthcare practitioners are advised to continually confirm this material with other reputable sources and to stay current with information as it becomes available.



How to Use this Guide

1. Conduct one mock drill each quarter – four per year. Each quarter focuses on one high-priority emergency. This cadence keeps skills fresh without overwhelming the schedule.
2. Keep a three-ring binder as your Training Log. After each session, file the completed, signed forms – your official record that the training was performed.
3. For each quarterly session: prepare (watch that emergency's video and review the QRC), conduct the drill using the self-contained forms, and document by completing the Post-Training Checklist.



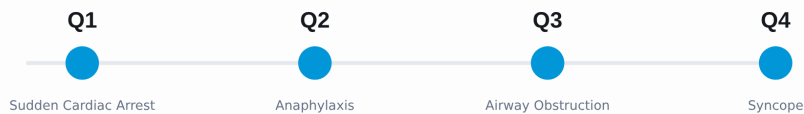
Part 1 – Laying the Foundation (Preview)

The complete guide opens by putting the fundamentals in place: why to drill and how often, who does what, how to run a drill, how to call 911, and the Basic Management of Emergencies sequence. Here are three of the visual guides from that section.

MEPDO • ANNUAL TRAINING PLAN

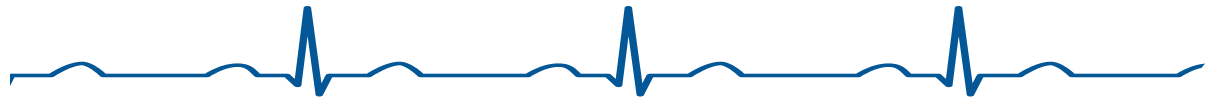
Four drills a year — one **each quarter**

Emergency skills fade within three to six months. Quarterly drills refresh them right as they start to slip — and it's a pace a busy practice will actually keep.



What to drill, and **why**

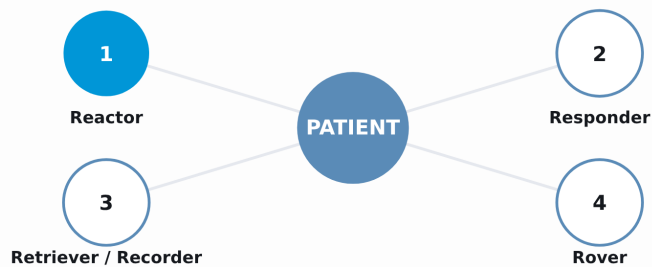
- | | |
|---|---|
| Q1 Sudden Cardiac Arrest
The master drill: Basic Life Support, the AED, and every code role working together. | Q2 Anaphylaxis
Speed with epinephrine. The fastest killer when treatment is delayed. |
| Q3 Airway Obstruction
Foreign-body and aspiration response — airway skills, suction, positioning. | Q4 Syncope
The most common real event. Sedation offices swap in an oversedation drill (see appendix). |



MEPDO • EMERGENCY RESPONSE PLAN

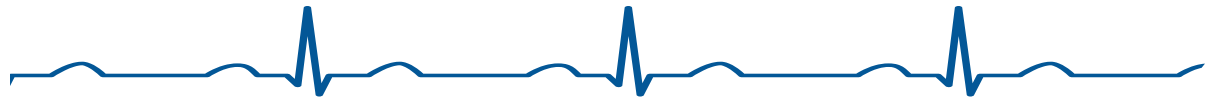
Four people. Four roles. One coordinated response

Most offices have four people on hand during care. Assign each a role before an emergency — not during one.



The four **R's**

- | | |
|---|--|
| 1 Reactor — the dentist
Team leader. Diagnoses, directs the team, decides on care. Confirms 911 was called. | 2 Responder — the assistant
Owns airway and oxygen. Assists Basic Life Support and monitors the patient. |
| 3 Retriever / Recorder
Brings the drug kit, AED, and oxygen. Records vital signs, drugs, and times. | 4 Rover — front office
Calls 911, meets EMS at the door, and manages everyone else in the office. |



MEPDO • HOW TO RUN A DRILL

How to run a mock drill

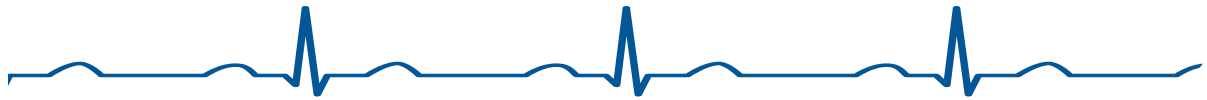
A drill is a rehearsal, not a lecture. Walk each step out loud and act it out — your team performs in a real emergency exactly the way it practices.



Four rules that make a drill work

- 1 Start with a trigger**
The coordinator calls out the patient's signs and symptoms. That is the cue to start the clock.
- 2 Run the QRC out loud**
The Reactor calls for the checklist; the Responder reads each step. Simulate every action.
- 3 Say it to do it**
If a step can't be physically done, describe it aloud. If you can't say it, you can't do it.
- 4 Debrief honestly**
Name what went wrong and fix it now. Mistakes left in a drill repeat in a real emergency.

Also in the complete Foundation section: the 911 Call Script, the Basic Management of Emergencies (P-C-A-B-D) Quick Reference Checklist, and the detailed Emergency Response Plan reference.



Part 2 – The Training Schedule (Preview)

Not everything needs to be verified at every drill. The complete guide lays out exactly what to check, and when – from every-drill hands-on skills to annual plan reviews. A preview:

EVERY DRILL SESSION *Hands-on competency*

- ☐ BLS actions performed per the scenario, plus a 2-minute chest-compression refresher
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

WEEKLY *2-minute readiness glance*

- ☐ Emergency Drug Kit seal / tamper indicator intact
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

MONTHLY *Equipment & inventory readiness*

- ☐ Complete the Emergency Drug Kit Expiration Checklist – no drugs expired or missing
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

QUARTERLY *Recommended drill cadence*

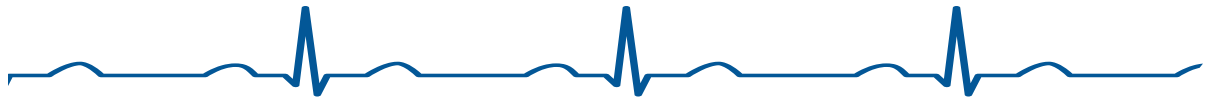
- ☐ Conduct that quarter's mock medical emergency drill

SEMI-ANNUAL *Credentials look-ahead*

- ☐ Review expiration status of CPR/BLS/AED training for all team members
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

ANNUAL *Plan, guideline & license review*

- ☐ License Check – confirm each provider's professional license is active
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)



Part 3 – Sample Quarterly Drill: Syncope (Preview)

The complete guide contains four self-contained quarterly drills – Sudden Cardiac Arrest, Anaphylaxis, Foreign Body Airway Obstruction, and Syncope – each with its QRC and every form you need. Here is a preview of the Syncope drill.

Syncope (fainting) is the single most common medical emergency in the dental office. Most cases are benign, but the drill trains the team to triage quickly and manage positioning, oxygen, and monitoring.

To trigger this drill, the Coordinator will call out some of the following signs and symptoms:

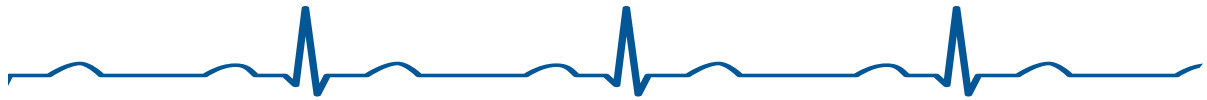
- Lightheadedness, pallor, sweating before collapse
- Brief loss of consciousness
- Slow pulse; low blood pressure

The Syncope Quick Reference Checklist is shown in full earlier in this Sample. Watch the Syncope mock drill training video – provided as a downloadable zip file with the complete guide – before running the drill.

Every-Drill Session Checklist (Preview)

Complete this each time you run the drill. It confirms hands-on competency.

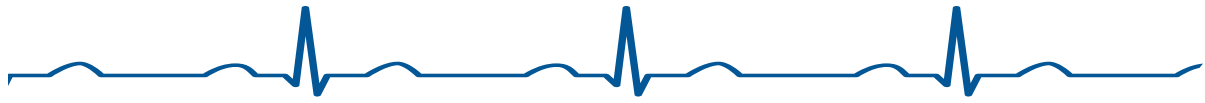
- ☐ Perform the BLS actions the scenario calls for – compressions, airway, ventilation, and AED as indicated
- ☐ Two-minute high-quality chest-compression refresher (rate 100-120/min; allow full recoil)
- ☐ Each team member performs their assigned BLS role in today's scenario
- ☐ *To see this item, order the complete [Mock Medical Emergency Drills Guide](#)*
- ☐ Confirm all team members can locate the Emergency Drug Kit
- ☐ *To see this item, order the complete [Mock Medical Emergency Drills Guide](#)*
- ☐ *To see this item, order the complete [Mock Medical Emergency Drills Guide](#)*
- ☐ Oxygen – each member demonstrates correct placement of the nasal cannula
- ☐ *To see this item, order the complete [Mock Medical Emergency Drills Guide](#)*
- ☐ *To see this item, order the complete [Mock Medical Emergency Drills Guide](#)*



Post-Training Checklist (Preview)

Complete this after the drill to document what was done and the competencies confirmed. Keep it in your Training Log.

- ☐ All personnel demonstrated competency recognizing the signs and symptoms of this emergency
- ☐ Appropriate personnel demonstrated competency in knowing how and when to call 911
- ☐ All personnel demonstrated competency in Basic Life Support
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ☐ To see this item, order the complete [Mock Medical Emergency Drills Guide](#)



What Else Is in the Complete Guide

The full \$209 Mock Medical Emergency Drills Guide (Training System) also includes:

- All four self-contained quarterly drills – Sudden Cardiac Arrest, Anaphylaxis, Foreign Body Airway Obstruction, and Syncope – each with its QRC and a full set of printable, signable forms
- Every recurring checklist in full: Every-Drill, Emergency Drug Kit Expiration, Emergency Response Plan & Staff Assignments, and Post-Training
- The complete Foundation section: the 911 Call Script, Basic Management of Emergencies (P-C-A-B-D), and the detailed Emergency Response Plan reference with role-by-role guidance
- Appendix A – Sedation Option: benzodiazepine and narcotic oversedation drills with reversal QRCs (flumazenil and naloxone)
- Appendix B – the complete set of Quick Reference Checklists
- Four mock drill training videos, one per quarterly emergency, as downloadable zip files



Here’s a Preview of Just a Few of the Resources in the Complete Guide

EMERGENCY RESPONSE PLAN & STAFF ASSIGNMENTS CHECKLIST

Assignment	Role	Name
Reactor (typically, a Dentist)	TEAM Leader Confirms Pediatric Medical Emergency & activates Emergency Response Plan (ERP) Confirms that 911 has been called Positions the pediatric patient and stays with him or her Initiates Basic Life Support as indicated Calls for appropriate treatment algorithm (Quick Reference Checklist) & provides appropriate treatment Provide pertinent information to EMS upon their arrival	
Responder (typically, a Dental Assistant)	Remains with the Reactor (dentist) and pediatric patient Takes direction from Reactor (dentist) & offers advice/suggestions Obtains the Basic Management of Emergencies Checklist & the appropriate treatment algorithm (Quick Reference Checklist) for ready reference Assists with Basic Life Support Monitor vital signs If required, assumes the role of TEAM LEADER	
Retriever (typically, a Dental Assistant or Hygienist)	Retrieves Emergency Drug Kit and prepare drug (s) as directed Retrieves AED and ready for placement as directed Retrieves oxygen tank and attaches appropriate delivery system Assists with BLS as directed and provide advice/suggestions Record sequence of events with noting of blood pressure, rate and pulse Record drugs administered along with dose and time given Assumes, if required, the role of Responder, and assists with other duties as needed	
Rover (typically, front office staff)	When directed, telephones emergency medical services (9-1-1) and stays on phone with them Meets EMS at building entrance Directs EMS to pediatric patient Keeps chronological log of events Manages other pediatric patients in reception area Confirms location of hospital where pediatric patient is being taken	

Post-Training Checklist

Complete this after the drill to document what was done and the competencies confirmed.

Mock drill completed today: _____

☐ All personnel demonstrated competency recognizing the signs and symptoms of this emergency

☐ Appropriate personnel demonstrated competency in knowing how and when to call 911

☐ Appropriate personnel demonstrated competency locating portable oxygen (if required)

☐ All personnel demonstrated competency in Basic Life Support

☐ Appropriate personnel demonstrated competency taking and recording vital signs

☐ All personnel demonstrated competency using the treatment algorithm (QRC) for this emergency

☐ All appropriate medications were checked and are ready and in-date

☐ Appropriate personnel demonstrated competency executing their Emergency Response Plan roles

☐ Team performance was debriefed and any deficiencies noted were corrected

Keep this completed, signed checklist in your Training Log – it is your documentation that the drill was performed, should it ever be needed.

Date _____

Printed Name _____

Signature _____

Emergency Drug Kit Expiration Checklist

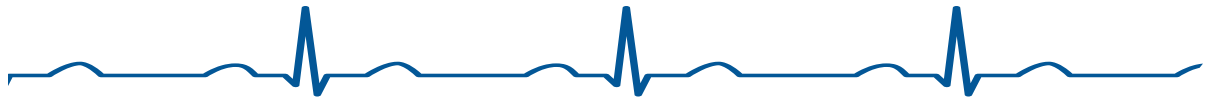
Verify all drugs are in-date and not expired.

Drug	Expiration Date
Albuterol	
Anticonvulsants	
Aspirin	
Corticosteroid	
Diphenhydramine (Benadryl)	
Epinephrine Ampule	
EpiPen	
EpiPen Jr	
Flumazenil	
Glucose	
Naloxone	
Nitroglycerin	
Oxygen	

Date _____

Printed Name _____

Signature _____



How to Order the Complete Guide

For a one-time investment of \$209, you get the complete Mock Medical Emergency Drills Guide (Training System) – every instruction, checklist, emergency response plan, and Quick Reference Checklist, plus the four quarterly mock drill training videos as downloadable zip files.

www.aafdo.com/mock-emergency-drills

Medical emergencies in the dental office are high-risk, low-frequency events. The two things that produce a flawless response are consistent, hands-on training and a chair-side Quick Reference Checklist to guide the team when seconds matter. This guide gives you both.

When seconds matter, you'll be glad you did.