

# Sample Mock Medical Emergency Drills Guide

April 5, 2024



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## NARCOTIC OVERDOSE

REMAIN CALM


**CHECKLIST:**

**1** HERE - STEP 1

**2** CALL 911 EMS

**3**

| SIGNS & SYMPTOMS                             | ACTIONS  |
|--|--|
| Decreased respiratory rate                   | <input type="checkbox"/> Terminate all dental treatment or activity                                      |
| Non-responsive to verbal or physical stimuli | <input type="checkbox"/> Activate your Medical Emergency Response Plan                                   |
| Decreased oxygenation saturation level       | <input type="checkbox"/> Place in supine position; legs above heart                                      |
| Hypoxia (low blood oxygen)                   | <input type="checkbox"/> Assess ABC's (Airway - Breathing - Circulation)                                 |
| Hypercarbia (high blood CO <sub>2</sub> )    | <input type="checkbox"/> Provide Basic Life Support (BLS) as indicated                                   |
| Altered mental status                        | <input type="checkbox"/> Administer Oxygen at 6L/minute  |
| Hypotension (low blood pressure)             | <input type="checkbox"/> Establish and maintain a patent airway  |
| Cardiac arrest                               | <input type="checkbox"/> Administer Naloxone (Narcan) at 0.2 mg to 0.4 mg IV/IM/SC OR Narcan Nasal Spray |
| Respiratory depression or arrest             | <input type="checkbox"/> 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 includes a complete list of the Signs & Symptoms of a specific medical emergency.

This is a great tool for training your staff on what to look for during a patient emergency. This section is also a chair-side reminder to ensure you have selected the correct QRC for the emergency presented.

### Section 2: Immediate Actions

Every QRC includes a complete listing of the immediate action steps you should take once you recognize the type of emergency your patient is experiencing.

Under stress, we are likely to forget even basic emergency responses. This list serves as a cognitive aid so you and your team don't forget your basic life support actions.

### Section 3: Clinical Actions

Every QRC includes a complete listing of the clinical treatments required by the emergency algorithm, including emergency medications and dosages as well as emergency equipment that should be utilized.

Medication dosages are especially helpful, as these details are critical and can often be forgotten when your patient's life is on the line. This section also serves as a great reminder for things you should practice during your mock emergency drills conducted with your staff.

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Medical emergencies in the dental office are High-Risk, Low-Frequency Events. These sorts of events are worrisome in every occupation and profession. Any activity that entails risk and that is accomplished very rarely will not produce sufficient muscle and cognitive memory for flawless performance.

However, responding flawlessly is, for the dental professional, a core critical task.

To assist in achieving flawless performance, experts recommend that the dental team do two things:

1. Form as much muscle and cognitive memory as possible from consistent training, and
2. Use a medical emergency treatment algorithm to provide memory markers during an actual event.

AAFDO has 9' X 12" laminated copies of medical emergency treatment algorithms known as Quick Reference Checklists (QRC) for general dentistry, sedation dentistry, and pediatric dentistry. To order, please visit:

<https://www.aafdo.com/emergency-manual-checklists>

When seconds matter, you will be glad you did.

## QUICK REFERENCE CHECKLIST DOMES 24 ALGORITHMS (12 Cards with 2 algorithms each)

- ✓ Acute Adrenal Insufficiency.....Card 1 - Front
- ✓ Acute Hyperglycemia.....Card 2 - Back
- ✓ Acute Hypoglycemia.....Card 3 - Front
- ✓ Allergic Reaction.....Card 4 - Back
- ✓ Anaphylaxis.....Card 5 - Front
- ✓ Angina Pectoris.....Card 6 - Back
- ✓ Apnea.....Card 7 - Front
- ✓ Foreign Body Obstruction.....Card 8 - Back
- ✓ Asthmatic Attack.....Card 9 - Front
- ✓ Benzodiazepine Overdose.....Card 10 - Back
- ✓ Cerebrovascular Accident.....Card 11 - Front
- ✓ Epinephrine Overdose.....Card 12 - Back
- ✓ Hypertension.....Card 13 - Front
- ✓ Hyperventilation.....Card 14 - Back
- ✓ Hypotension.....Card 15 - Front
- ✓ Tachycardia.....Card 16 - Back
- ✓ Local Anesthetic Toxicity.....Card 17 - Front
- ✓ Myocardial Infarction.....Card 18 - Back
- ✓ Narcotic Overdose.....Card 19 - Front
- ✓ Seizure Disorder.....Card 20 - Back
- ✓ Sudden Cardiac Arrest.....Card 21 - Front
- ✓ Syncope.....Card 22 - Back
- ✓ Transient Ischemic Attack.....Card 23 - Front
- ✓ Emesis/Aspiration.....Card 24 - Back

## QUICK REFERENCE CHECKLIST SEDATION EMERGENCIES: 8 ALGORITHMS (4 Cards with 2 algorithms each)

- ✓ Tachycardia.....Card 1 - Front
- ✓ Bradycardia.....Card 2 - Back
- ✓ Laryngospasm.....Card 3 - Front
- ✓ Benzodiazepine Overdose.....Card 4 - Back
- ✓ Vfib Pulseless.....Card 5 - Front
- ✓ Malignant Hyperthermia.....Card 6 - Back
- ✓ Hypoxia.....Card 7 - Front
- ✓ Apnea.....Card 8 - Back

## QUICK REFERENCE CHECKLIST PEDO MEDICAL/SEDATION EMERGENCIES 12 ALGORITHMS (6 Cards with 2 algorithms each)

- ✓ Syncope.....Card 1 - Front
- ✓ Anaphylaxis.....Card 2 - Back
- ✓ Benzodiazepine Overdose.....Card 3 - Front
- ✓ Narcotic Overdose.....Card 4 - Back
- ✓ Epinephrine Overdose.....Card 5 - Front
- ✓ Local Anesthetic Toxicity.....Card 6 - Back
- ✓ Seizure Disorder.....Card 7 - Front
- ✓ Allergic RXN.....Card 8 - Back
- ✓ Asthma Attack.....Card 9 - Front
- ✓ Foreign Body Obstruction.....Card 10 - Back
- ✓ Laryngospasm.....Card 11 - Front
- ✓ Hypoglycemia.....Card 12 - Back

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## 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 following this guide during regularly scheduled training sessions, your dental team will lock into muscle memory the knowledge and skills needed to effectively handle a medical emergency. As a result of conducting experiential, hands-on training, your dental team will be able to:

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

The content in this training Guide is supplemented by [online, on-demand training videos available from Dental Leaning](#). The online training is taught by a national expert in emergency preparedness and each lesson is only \$5. There are 24 mock drill videos – one for each of the 24 most common dental office patient emergencies.

To assist in achieving flawless emergency performance, MEPDO recommends for each mock drill conducted that you and your dental team:

- Choose a specific emergency to practice
- Watch the video for that emergency
- Conduct a mock emergency drill using the tools and resources in this guide
- Document your drill using the forms in this guide

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## NOTICE OF DISCLAIMER

The Accreditation Association for Dental Offices, herein “AAFDO”, is providing the information in this training guide as a benefit and service in furtherance of the AAFDO's mission. AAFDO makes no representations about the suitability of this information for any purpose.

The AAFDO is NOT responsible (as a matter of product liability, negligence or otherwise) for any injury resulting from any of the contents of this document.

The AAFDO Mock Medical Emergency Drills 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.

The purpose of this document is to provide information only. Nothing in this document should be construed as setting a legal standard of care or practice recommendations. The algorithms contained in this document should be considered a useful companion and serve as a guide for the structured review of best practices. Dental healthcare professionals accessing this document agree to assume full responsibility for the use of this information and hold harmless any third party, including, but not limited to the AAFDO, it's owners, employees, and Board members for any claim, loss, injury or damage arising from the use or dissemination of information within this document.

By agreeing to participate in the experiential, hands-on training program, you understand, acknowledge, and agree that you are assuming the entire risk as to the quality, accuracy, adequacy, completeness, correctness, authenticity, security, and validity of any and all content within this program, including, without limitation, all information and materials made available. By agreeing to participate in this program, you agree to waive any and all of your rights to bring any type of litigation to AAFDO, it's owners, employees, independent contractors and Board members. Dental healthcare practitioners are advised to continually seek confirmation of this material with other reputable sources and are advised to stay current with information as it becomes available.

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## HOW TO USE THIS DRILL GUIDE

1. Conduct the activities in this Guide, including Mock Emergency Drills, on a regular basis. AAFDO recommends one practice session per month as a minimum. You will need to practice two different drills (each for a separate emergency) in a single training session to be able to complete all 24 mock emergency drills over a 12-month period.
2. Obtain a 1-inch, three-ring binder to use as your **Medical Emergency Drill Training Log**. After each practice session, place completed documents in your Training Log.

This log will be your official record to document that your dental practice has completed the recommended medical emergency training drills.

3. For **each** mock emergency drill training session, you will do the following:

### A. Prepare the documents needed for the session.

- a. Print a copy of the **Training Checklist**. (Pages 9 to 11.)
- b. Print a copy of the **Emergency Response Plan and Staff Assignments Checklist**. (Page 12)
- c. Print a copy of the **Emergency Drug Expiration Checklist**. (Page 13.)
- d. Print a copy of the **Post-Training Checklist**. (Pages 14 and 15.)
- e. Print a copy of the **Basic Management of Emergencies Checklist**. (Page 16.)
- f. Print a copy of the **Treatment Algorithm (e.g., Quick Reference Checklist)** for the drill(s) you are conducting (you will need to order the complete [Mock Emergency Drills Guide](#)).

### B. Conduct the training session.

- a. Complete and sign the **Emergency Drug Expiration Checklist** to verify all drugs are in-date and not expired.
- b. Complete/review the **Emergency Response Plan and Staff Assignments Checklist**.

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- c. Using the **Training Checklist** as a guide, cover each checklist item and then sign the checklist form.

## C. Document the training session.

- a. Complete and sign the **Post-Training Checklist**.
- b. Insert in your **Training Log** the completed and signed copies of the:
  - i. **Training Checklist**
  - ii. **Emergency Response Plan & Staff Assignments Checklist**
  - iii. **Emergency Drug Kit Expiration Checklist**
  - iv. **Post-Training Checklist**



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## TRAINING CHECKLIST

### License Check Conducted

- Expiration status of CPR/BLS/AED training checked
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- Re-certification training schedule reviewed

### Emergency Drug Kit Status Checked

- Complete the Emergency Drug Kit checklist to ensure no drugs are expired or missing
- Ensure all team members have demonstrated knowledge of the location of the kit
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

### Basic Life Support Skills Reviewed

- Review current guidelines associated with Basic Life Support
- Conduct a Basic Life Support drill (e.g. as if an actual emergency were occurring in the office)
- Ensure each team member has demonstrated proficiency in BLS

### To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

- Endotracheal tubes are available and operable
- LMAs are available and operable
- A Laryngoscope is available and operable
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

(Checklist continued on the next page.)

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## **AED Operability Checked**

Use this checklist to determine the proficiency of each dental team member with:

- Conducting a functional check of the AED - Powers “on” and “voice” and/or alarm functions operable
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- Placing AED Adult pads correctly
- Using the AED during as part of the Sudden Cardiac Arrest algorithm

## To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

## **Epinephrine** To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

## **Medical Emergency Plan & Staff Assignments Checklist** reviewed to ensure that all team members know their roles and are competent to fulfill them

## **EMS / 911 Rehearsal Conducted**

- Route that EMS would need to transport a patient through the office has been verbally reviewed with the office staff
- All team members have demonstrated familiarity with this route
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- The team member responsible for calling 911 has demonstrated competency in communicating the proper information to the 911 operator
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

(Checklist continued on the next page.)

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**Oxygen Tank Status Checked**

- Portable Oxygen tanks have been checked to ensure they are full
- Each team member has demonstrated the ability to turn portable oxygen on & off
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

**I certify this checklist has been completed:**

---

Date

---

Name

---

Signature

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## EMERGENCY RESPONSE PLAN & STAFF ASSIGNMENTS CHECKLIST

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

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## EMERGENCY DRUG KIT EXPIRATION CHECKLIST

Verify all drugs are in-date and not expired.

### DRUG EXPIRATION DATE

- ALBUTEROL \_\_\_\_\_
- AMMONIA INHALANTS \_\_\_\_\_
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- ASPIRIN \_\_\_\_\_
- CORTICOSTEROID \_\_\_\_\_
- DIPHENHYDRAMINE \_\_\_\_\_
- EPINEPHRINE AMPULE \_\_\_\_\_
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- EpiPen Jr \_\_\_\_\_
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- GLUCOSE \_\_\_\_\_
- NALOXONE \_\_\_\_\_
- NITROGLYCERIN \_\_\_\_\_
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

**I certify this checklist has been completed:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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## POST-TRAINING CHECKLIST

Mock Medical Emergency Drills completed today:

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |

- All personnel have demonstrated competency in recognizing the signs & symptoms associated with medical emergencies listed above
- Appropriate personnel have demonstrated competency in knowing how & when to call 911
- Appropriate personnel have demonstrated competency in locating portable oxygen (if required)
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- Appropriate personnel have demonstrated competency in taking & recording vital signs
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)
- All appropriate medications for the medical emergencies listed above have been checked and are ready and in-date

(Checklist continued on the next page.)

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- Appropriate personnel have demonstrated competency in properly executing their roles and responsibilities in accordance with the Emergency Response Plan & Staff Assignments Checklist
- To see this item, order the complete [Mock Medical Emergency Drills Guide](#)

**I certify this checklist has been completed:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

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## BASIC MANAGEMENT OF EMERGENCIES

**CHECKLIST: RIP/ABCDEF**

REMAIN CALM

### RECOGNITION

START HERE – STEP 1

**NOTE: Immediate treatment improves chance of survival!**



- RECOGNIZE:**
  - Recognize the patient is in distress
  - REACT by taking positive control and action
- IMPLEMENT:**
  - Verbally declare, "Implement the Emergency Response Plan and call 911"
  - Verbally call for the appropriate Quick Reference Checklist
- POSITION:**
  - Position the patient as appropriate for the type of emergency
- Airway: Assess the patient's airway. If it is...**
  - Obstructed - perform HEAD TILT-CHIN LIFT JAW THRUST
  - Verbally call for and use airway adjuncts (OPA or NPA), if required
  - Reposition the patient, if required
- Breathing: Assess the patient's breathing. If the patient is...**
  - NOT breathing (or struggling to breathe) - initiate positive pressure ventilation with BVM
  - Breathing - apply 100% oxygen
- Circulation: Check the patient's pulse. If the patient has...**
  - NO PULSE - implement High Quality CPR (Chest compressions) & confirm 911 has been called
  - A pulse - Monitor heart rate & blood pressure
  - Record vital signs (at a minimum of every 5 minutes)
- Defibrillator:**
  - Verbally call for the AED to be brought chair-side
  - Verbally call for and begin definitive AED treatment, if required
- Emergency Drug/Equipment/Response Plan:**
  - Verbally call for the emergency drug kit to be brought chair-side
  - Verbally call for any required emergency equipment
  - Verbally ensure the ERP has been activated
- Facilitate & Follow up:**
  - Double-check all accomplished treatment steps with the appropriate Quick Reference Checklist & facilitate the next steps in the treatment algorithm
  - Follow up on the patient. Know their location (if transported by EMS) & their condition

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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.



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## How to Conduct a Mock Emergency Drill

- 1) Prepare for the drill by ensuring everyone on the team has watched the available [online mock emergency drill video](#) for the patient emergency you will practice in your drill. For example, if you intend to practice the response to a patient experiencing Anaphylaxis, watch the [Anaphylaxis mock drill video](#).
- 2) Together with your team, verbally review the:
  - a) **Basic Management of Emergencies Checklist** (page 16).
  - b) Treatment algorithm (e.g., the **Quick Reference Checklist**) for the mock drills being conducted. (If you are not familiar with our QRCs, a sample algorithm is included in this Guide.)
- 3) Assign a team member to simulate the role of the patient.
- 4) Assign a team member to act in the role of the Emergency Drill Coordinator. This person will, when the drill begins, call out a few of the Signs and Symptoms (located on the **Quick Reference Checklist** for the drill being conducted) experienced by the simulated patient. For example, if the team were conducting the Mock Emergency Drill for **Anaphylaxis**, the Coordinator might call out, “The patient has complained of swelling of the tongue and throat. She is wheezing, has labored breathing, and cyanosis.”
- 5) The call out of the Signs and Symptoms will serve as the “trigger event” to initiate the checklist items.
- 6) When the **Basic Management of Emergencies Checklist** has been called for by the Reactor, the Responder will “run” the **Checklist**. (If you have insufficient number of team members, one person can serve as both the Drill Coordinator and the Responder.)
- 7) Announce the commencement of the drill and begin the simulation by having the Drill Coordinator call out the signs and/or symptoms.
  - a) The Reactor (dentist) should then verbally call for the **Basic Management of Emergencies Checklist**. (Example, “Let’s run the Emergency Checklist.”)
  - b) The team member assigned as the Responder will normally “run the checklist” and **as needed** will verbally call out each step in the checklist.

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- c) **Simulate, as completely as is possible, each step in the treatment algorithm.** Perfect practice makes perfect. For example, if the checklist requires a call to 911, the person responsible for the call should verbally simulate making the call by saying what he/she would actually say during a real call to 911. If the checklist calls for the administration of a drug, that drug should be located in the drug kit, and brought to the location of the simulation. All appropriate crosschecks (e.g., labels, names, amounts, etc.) should be accomplished. If the checklist calls for the opening of an airway, the equipment required for this should be located and brought to the location of the drill.
  - d) All actions that cannot be simulated should be mentally visualized and verbalized to the team. Describe, out loud, exactly what you would do and how you would do it. If you can't "say it" you can't "do it."
  - e) **Your performance in an actual emergency will never exceed the level of performance in your emergency drills.** Mistakes made in drills will be made in a real emergency.
- 8) When the drill is complete, conduct a debriefing of the performance observed. Emphasize what must be done differently next time to improve performance.

**Remember: Mistakes made in drills will be made in an actual emergency. Perfect practice makes perfect.**

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## How to Order Our Complete Mock Medical Emergency Drills Guide

For an investment of \$99, you may obtain the complete Drills Guide with all of the instructions, training checklists, emergency response plans, and paper copies of 40 Quick Reference Checklists for general, sedation, and pediatric dentistry, click on this link:

<https://www.aafdo.com/mock-emergency-drills>

## Need a quick refresher on the clinical aspects of conducting realistic mock emergency drills?

[The on-demand dental office emergency training you need is only a few clicks, and \\$5, away.](#)

Here's how it works... for \$5 you get instant access to an online lesson that provides all the clinical information you and your dental team need to conduct a realistic mock emergency drill for one 40 different medical emergencies covering general, sedation, and pediatric dentistry.

Taught by a national expert in emergency preparation and training, every lesson covers:

- Signs & symptoms
- Clinical actions
- Medications and equipment to be used to expertly respond to the emergency

All of the clinical information you need for each emergency is built into the lesson.

Plus, each lesson is worth 1 hour of continuing education credit from either ADA or AGD. The training is appropriate for dentists, assistants, and hygienists.

[Get your first on-demand lesson here.](#)