

Med Sled® “Train the Trainer” Training Checklist

Note: This training class will include hands on evacuation training, including vertical evacuation. Although the Med Sled® significantly reduces the amount of effort and strength required to complete an emergency evacuation, the evacuation process does require basic physical strength, fitness and health. Individuals with limited or constrained physical abilities or health (IE: heart conditions, back, knee issues...) should not participate in this training and should not be included in evacuation protocols requiring them to perform these functions. If the organizer or trainee has any concerns, please discuss them with your Risk Management contact and the Med Sled® Rep prior to training.

Important: Utilize proper body mechanics at all times when using the Med Sled®

Pre-Training Educational Material Review

- Viewed & Understood the Med Sled® Training Video

Hands-On Usage of the Med Sled®

Step One: Secure the Patient in the Med Sled® (2- person procedure)

- Unroll the Med Sled® quickly and properly
- Safe Log Roll and slide the Med Sled® under the Patient
- Slide Patient to the center and all the way to the foot end of the Med Sled®
- Place Equipment & IV Bags if necessary (Oxygen between legs, pumps and IV's above patients shoulders)
- Tighten three cross straps firmly...communicate with Patient as you go
- Secure Foot Loop Strap at the foot of the Med Sled® and tighten

Notes: _____

Step Two: Lowering the Med Sled® to the Floor (2- person procedure)

- Lower the Bed as low as possible and lock wheels
- Rotate the Med Sled® 90 degrees using the perimeter tether as handles
- With one person on each side of the Med Sled®, hold the perimeter tether near the head of the patient and slide the Med Sled® off the bed so that the foot end makes contacts with the floor. Do not grab the perimeter tether on the foot end of the Sled
- Once the foot end contacts the floor, slide the Patient off the bed to the floor in one continuous motion, bending at the knees while using proper body mechanics. Use the perimeter tether at the head end when lowering the Med Sled® to the ground

Notes: _____

Step Three: Pulling the Med Sled® to the Stairwell (2- person procedure)

- Pull the sled using the two black drag straps at the foot end of the Med Sled®
- Utilize proper body mechanics: Stand straight up, fully extend arms and face the direction in which you are heading

Notes: _____



Step Four: Descend the Stairs using the “Bucket Brigade” Technique

Sender (Upper Landing -Top Position)

- Position the Med Sled® against the outside wall of the stairwell with foot end towards the stairs
- Properly attach the Carabiner securing it to the highest Stairwell Bracket or designated anchor point with the Carabiner “gate” facing **DOWN** the stairwell
- Pull **ALL THE SLACK OUT OF THE TETHER and MAINTAIN THIS TENSION** as descending begins
- Maintain an athletic stance (“Tug of War”)
- Communicate with the “Receiver” (person guiding foot end of the Med Sled®) while descending the Med Sled®
- Allow the Tether to slide through the Carabiner while descending the stairs. **DO NOT** let go of the Tether at any point in this process

Receiver (Lower Landing –Lower Position)

- Stand to the side of the foot end of the Med Sled®. **DO NOT** stand in front of the Med Sled®
- Hold the pull straps in one hand approximately 18” from the foot end of the Med Sled®
- While communicating with the “Sender”, use other hand to slowly pull the Med Sled® over the top step
- When Med Sled® “Surges” forward, guide the Med Sled® with the pull straps until stable and then release the straps. **KEY NOTE: DO NOT ATTEMPT** to lift the foot end of the Med Sled® or utilize excessive force in attempting to restrain the Med Sled® during the descent
- When clear of the Med Sled®, “Sender” will begin to lower the Sled. Receiver should guide the Med Sled® around the stairwell landing corner and position it for the next descent

Notes: _____

Step Five: Med Sled® Put Away-Be Evacuation Ready

- Wipe down Med Sled® using decontamination wipes to remove any dirt and debris
- Inspect Med Sled® entirely including all straps for wear and tear
- Connect all buckles and loosen straps so Med Sled® will lie flat
- Tuck the orange cinch strap under the head end of the Med Sled® with Velcro facing down ensuring access to the strap after you have roll it up
- Lay the two black foot pull straps inside the Med Sled®
- From the foot end, start to roll the Med Sled® up (keep the roll as small as possible). While rolling apply pressure on the top of the roll as you roll towards the head end of the Med Sled®. Note: Do not pull the Med Sled® toward you when rolling
- Once Med Sled® is rolled up, loop the cinch strap through the metal loop and Velcro down
- Place the Med Sled® back into the storage bag and return it to its proper location so you are always Evacuation Ready

Notes: _____

Employee Name: _____ Unit /Department: _____ Date: _____

Signature: _____