

Med Sled® NICU Evacuation Basket Training Checklist (Training Checklist for O2 Backpack)

The purpose of this checklist is twofold. First it serves as a teaching tool which the Med Sled® Trainer can use as a guide to ensure proper coverage of each step of the process. Second, it is a form which the Trainer can use to document each class participant's understanding of the material covered by having them sign off at the bottom of the document.

Pre-Training Educational Material Review

- Viewed & Understood the "Basket & Rack System" chapter of the Training Videos

Hands-On Usage of the NICU Evacuation Basket

Step One: Properly Putting on the O2 Backpack. (It is optimal for evacuators to work in pairs; however, this process can be performed by 1 person if resources are limited).

- Put the BP on the Staff Member. This is similar to putting on a traditional backpack.
- Connect the black chest strap and tighten to comfort. The chest strap will ensure that the O2 Backpack shoulder straps are secured and properly positioned on the shoulders.

Step Two: Connecting the Basket to the O2 Backpack

- Bring the Basket to the waist level of the Evacuator with the metal brackets facing away from the wearer.
- Connect the left **black O2 Backpack strap with the "male" end** of the buckle (connected to the left shoulder strap of the O2 Backpack) to the front **left black "female" end** of the buckle on the Basket. Ensure the buckle securely "snaps" into place. Repeat this step with the black strap / buckle on the right side.
- Connect the left **brown O2 Backpack strap with the "male" end** of the buckle (connected to the lower left back side of the O2 Backpack) to the front **left brown "female" end** of the buckle on the Basket. Ensure the buckle securely "snaps" into place. Repeat this step with the right brown buckles.
- Push the mattress pad of the Basket downward to fully deploy the basket.
- Adjust the 4 straps so the top of the Evacuation Basket is at or just above the evacuator's beltline. This will ensure that the Evacuator can walk without their knees hitting the bottom of the basket. To do this, first adjust the Black straps to raise or lower the basket to the proper height and angle. Then adjust the Brown straps to secure the Basket snugly (to comfort) against the evacuator's beltline. Note: When the basket is properly positioned it will be level to the ground, pulled snugly against the evacuator's waist with the top of the basket at or just above their beltline.
- Note: The O2 Backpack provides a rear storage compartment that can hold a D or E size O2 tank. If an O2 tank is not needed, this compartment can be used for supplies. When the Evacuator is using the O2 Backpack and an O2 tank is needed, a 2nd person will be required to load the O2 tank (valve facing up) into the O2 Backpack and secure the tank by zipping up both sides of the storage areas.

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Med Sled® NICU Evacuation Basket Training Checklist - Continued (Training Checklist for O2 Backpack)

Step Three: Loading the Infant and Supplies

- Prior to loading the infant, load any necessary supplies, records and/or equipment into the storage pocket located under the basket.
- If an IV is in use the O2 Backpack has an IV clip located on the left shoulder strap. Connect the IV pouch to the O2 Backpack IV clip
- Place the infant into the Basket and secure with the three orange Velcro mattress cross straps. These can be connected in a straight line across the infant or in a "X" fashion depending on the size of the infant. If only 2 of the straps are needed to secure the infant, the third strap can be utilized to secure equipment.

Notes: _____

Employee Name: _____

Ward / Department: _____

Employee Signature: _____ Date: _____

Note: This training class will include hands on evacuation training, including vertical evacuation. Although the Med Sled Evac Basket significantly reduces the amount of effort and strength required to complete an emergency evacuation, the evacuation process does take 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.

Safety Note: Please keep the following in mind as you evacuate towards the assigned staging area.

- Be mindful of any "Slip or Trip" hazards (debris, glass, ceiling tiles, people, water, etc.)
- This device is designed to allow for hands-on life support and ventilation as required

Med Sled NICU Evacuation Basket Rack Deployment Checklist

Pre Training Educational Material Review

- Viewed & Understood the Rack Assembly portion of the Med Sled® Evacuation Basket & Rack System training video.

Key Facts about the Rack

- Accommodate up to six Baskets. Although the Rack can hold three baskets on one side with none on the other, it is recommended to balance the number of baskets on each side of the Rack.
- Supports a maximum of 600lbs. (300lbs per side) of Baskets and additional equipment and supplies.

Steps to Properly Deploy the Rack (1 or 2 Person Process for Assembly)

Step One: Deploying the Rack to Staging Area

- Each rack comes in its own red storage device with handles (2 person transport) on each end and a shoulder strap (for 1 person transport) to ease transporting to the designated extraction staging area. The Rack weighs approximately 28lbs. Depending on the person, terrain, and distance the Rack may take two people to carry.
- Once at the staging area, take the Rack out of its bag and lay it on the ground with the solid surface facing up.
- Unbuckle the black closure strap at the open end of the rack. Unfold the Rack so that the legs are facing towards the sky.
- Move the Black Slide Lock Bars into the “Locked” position. Both (2) slide locks must be in place to ensure the rigidity of the rack top. If properly locked the green “Locked” label will be fully visible.
- Pull the legs out and straighten them into an upright position. Next extend the “Foot” legs.

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Step Two: Stand Rack Upright and Secure Legs

- Flip the Rack over so that it is supported by the two Main legs and the supporting “foot” legs. Be sure that the area where the Rack is placed is clear of any debris so that the legs can rest evenly / firmly on the ground.
- Lock Legs in Place: Check the legs to ensure the vertical supports are locked in place with the Locking Rings.
- Lock the Foot supports: check all four Foot Supports to ensure the Locking Rings are secured in place.
- Install IV poles in the dedicated sockets on the top side of the Rack. The Rack will hold up to 4 IV Poles. Note: do not load more than 20lbs on any 1 IV Pole.
- The Rack is ready to begin receiving the NICU Evacuation Baskets from the evacuated facility.
- Safety Note:** Make sure that all locking points are properly engaged. This include the three locks on each of the two leg supports, the two black slide lock bars at the hinge point within the side rails, and the four basket retention pins once the Baskets are slid into position on the Rack.

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Med Sled NICU Evacuation Basket Rack Deployment Checklist

Step Three: Loading NICU Evacuation Baskets onto the Rack

- Starting with the leading bracket on the Basket, the Transporter should glide the Evacuation Basket's metal brackets over the Rack side rails ensuring the brackets are secured on the top and bottom of the Rack rail. Once the lead bracket is secured, slide the basket down and secure the second bracket on the rack rail.
- The Basket is now secured on the Rack. Note: Ensure that both Basket Brackets are secured on the top and the bottom of the Rack Rails.
- It is now safe to unhook the basket from the O2 Backpack. Simply disconnect each of the four buckles.
- After a Basket has been secured on the Rack, place the Safety Rail Pins into the pin holes to ensure the baskets cannot slide off the Rack.
- Safety Note:** Anytime there is a Basket on the Rack all four Rack Safety Rail Pins should be installed in the rail safety pin holes. There are a total of 4 Pins, 2 pins per side.

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Step Four: Putting the Evacuation Baskets & Rack System Away - Evacuation Ready

- Remove the Rack Safety Pins and secure them in the white Rack Safety Pin storage hole under the rack.
- Remove all baskets
- Remove IV poles (if assembled) and attach to the legs using the grey polymer clips.
- Clean Basket, IV Poles and Rack with decontamination wipes
- With 2 people, grasp each end firmly and rotate (flip) entire rack on its back with legs extending into air.
- Slide the Locking Ring to enable legs and feet to be folded.
- Fold the four feet / stabilizer bars down along legs
- Fold the legs into the under carriage. Make sure the legs clear the side of the rack and fit completely inside the rack. There is a magnet that will hold the legs in place when properly folded into the rack.
- Locate the (2) black slide locks on both side of the rack hinge. Slide the locks to the (unlocked) position. The red-colored (unlocked) label should show fully.
- After both legs have been secured lift one end of the rack and fold on top of the other.
- Fasten black strap and buckle to ensure the rack will not open.
- Grasp black strap and lift rack into open storage bag.
- Zip closed and store into basket storage device with 6 baskets.

Employee Name: _____

Ward / Department: _____

Employee Signature: _____ Date: _____

Safety Note: The Rack weighs approximately 28 lbs. and will require a minimal amount of strength and coordination in transporting and deploying. If there are any physical limitations among staff, they would be better suited to assist in another area than this specific entity.