

HARMONY EVENT MEDICINE

shift checklist

AT THE BEGINNING OF EVERY SHOW/ EVENT:

- A) Know your role: Helper? First Aid? Medic? Crisis? Shift Super?**
- B) Am I wearing a Tshirt or Laminate for Identification?**
- C) Read over "Clean and Disinfect", and where are your PPE's?**
- D) Know the Medical Supplies Kits/Bags. Stage items for quick retrieval!**
- E) Learn how to use, find and file pertinent forms**
- F) Who is Medical Professional On-Call? Are they on radio, or nearby?**
- G) Anything I need to know about show via pre-doors security meeting?**
- H) Do I know how to operate and use Production Radio?**
- I) If I have to leave the tent or table or event, did my Super know?**

Do I know the venue? Stage Right, Vendors gate, Barricade, etc?
Do I know where the Restrooms are? Where lost and found is located?
Do I know where to wash up, where smoking IS allowed, where is H2O/Ice?
Do I know where instrument and personal cleaning agents are? (Sanitizers)
Do I know where blood spill kit is? Where red Bio Bags are?
Do I know where AED is? Where wound wash tubs are?
Do I know where skin care, ear care, wound wash products are?
Do I know where my back stock totes are?
Did I communicate to Shift Super if we out are OUT of a supply?
Where is the wheelchair, cots, crutches or slings?
Where are the blankets, cloth-paper towels and/or extra clothes?
Where are the emergency vitals devices? CPR masks?
Have I driven a golf cart, or do I need a practice run?
Do I know how to properly handle power cords & lighting?

Do I need to reread the First Aid book to refresh, or do I need to re-cert?
Do I have any other questions? Please ask your Shift Supervisor

These are the most important aspects of my job
Do these tasks and we will all succeed!!