

Information For Facility Hosts of AMT First Aid Classes

(Revised October 2011)

Thank you for volunteering to host and sponsor a first aid training taught by the [Aurora Medical Team](#). If there are any questions please contact us at firstaid@auroramedteam.org. If you have questions about these requirements please ask us. We are flexible and can work in just about any environment.

FACILITY

Each student will need a chair and a small table space to work with books and handouts. We will need an electrical source for the computer and projector.

We will bring our laptop, speakers, screen, extension cords, and projector for the class. If there is a projector/screen in the room we can use that option, if you prefer.

For large classes we do have a portable sound system, if necessary.

During the class we need floor space for CPR skills, one practice dummy per participant. Usually, tables and chairs can be moved out of the way for this portion. If we need to relocate away from the classroom for this portion (permanent conference table in room, etc...) then the projector and screen will need to be moved to the CPR training space. AMT does have a second projector and screen for this eventuality. Please let us know if we need the second setup.

We will bring foam knee pads for the participants so the CPR can be conducted on any surface. Carpet is not required.

We can support a 1:1 ratio of participants to CPR mannequins up to fifty participants. The size of the class is usually determined by the size/arrangement of the facility. Please let us know what the class registration limit should be set to.

We ask that the host provide, or provide to us, a safety briefing on the facility. At the start of class the participants know about rest rooms, safety issues, off limits areas, evacuation, parking, trash, and access issues.

This can be open to the public or a dedicated class.

For open classes please check the information we have posted on <http://www.auroramedteam.ezregister.com>, especially the map link and description to the location for accuracy. We will bring temporary signage to the class. If this is a private class we will partner with you with regards to participant notification.

REGISTRATION

For open first aid classes there will be an online registration link on our website at <http://www.auroramedteam.ezregister.com>. We want to have most or all of the participants register on this site before the class. This determines how many books and materials we bring. Also, our online database is used to print the certificates. If we have to input all names the day of the class it may not be possible to have the certificates ready that day. In this situation AMT will mail the certificates.

Unless otherwise requested, AMT will send a reminder email to the participants a few days before the class.

ADVERTISING

You are welcome to publicize the class to any and all venues. The class registration page includes pointers to our web site to obtain more information on class content and materials. <http://www.auroramedteam.org/support-services/first-aid-classes>

PAYMENT

Most first aid classes are paid for by the participants. This is done through the online registration. AMT uses Paypal or credit/debit cards for payments.

If you are paying for participants via a unit/business/organization check please coordinate with us and we will set up the registration portal so your employees/members may register without charge.

For organizations and companies AMT can invoice you and receive payment after the class. In most cases a full refund is offered if participants withdraw from the class.

SETUP

Depending on the facility, AMT will need to access the room at least 1.5 hours beforehand. There is a significant amount of training aids and equipment. AMT will bring an equipment trailer, so if the facility has a loading dock or specific entrance we should use please let us know.

Our preferred option for weekend classes is to set up the classroom the evening before. If we can do this please let us know...it makes the start of the class much easier. If this is not an option we can still set up the day of the class provided we have a full 1.5 hours to do so.

It will take at least a half hour to repack and vacate the classroom after the training.

LUNCH

We always take a 45 minute lunch, about noon. This allows time for information to settle in student brains, relax a bit, and get a full lunch. We don't do working lunches or early outs. We defer to you to tell us where participants can go to eat, or, if brown bag lunches are necessary (no other food source nearby). We usually bring a coffee pot, as our instructors run on coffee! If this is not necessary or appropriate for your facility please let us know.

STUDENT MATERIALS

For both the standard and advanced classes all materials are provided at the class. No pre-reading required. This will include texts, handouts, materials, and the certificates. Both CPR and first aid cards will be provided.

Thank you for hosting us. See you in class.

- Aurora Medical Team