

## **Cardiac Emergency Response Annex**

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

**Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:**

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

### **Steps to take in school building, on school grounds, or at athletic events**

- 1. Ensure scene safety**
  - Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)
- 2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)**
  - Follow 911 emergency dispatcher’s instructions.
  - Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) school personnel and notify administration or designee\*.
- 3. CPR by CPR/AED certified school personnel**
  - Check for breathing- if none or person gasping begin CPR immediately.
- 4. Defibrillation by CPR/AED certified school personnel**
  - Use an AED to restore the heart to its normal rhythm.
- 5. EMS assumes lead upon arrival.**
  - If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
  - Be prepared to download the school’s AED data onto flash drive to provide to EMS to give to the emergency department’s physician.
- 6. School administration or designee notifies**
  - parent/guardian or staff member’s emergency contact in accordance with district policy.
- 7. Document**
  - In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.
- 8. Hold a post event debriefing**

**\*Emergency contact numbers for obtaining help:**

Number to call for help in school building

Number to call for help on school grounds

Number to call to notify if SCA occurs at offsite location

Secondary contact number if primary not available

**CPR/AED Certified School Personnel**

Staff Name	Title	Telephone Number	Location	Availability
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other

**Automated External Defibrillator (AED) Locations**

Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:

AED Locations<sup>1</sup>:

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<sup>1</sup> AED locations should be noted on building level emergency response plan required school building map in accordance with Commissioner's regulation 155.17(c)(2)(iii).