

Cardiac Emergency Response Plan

Purpose

Fulton School District has created this Cardiac Emergency Response Plan to minimize the risks associated with a Cardiac Emergency and to provide guidance for preparation and safe response to such an event. This plan does not create medical emergency standards of care beyond the standard of care expected by a reasonable non-medical professional. Actions taken in an emergency are afforded the protections of the **Michigan Good Samaritan Law**.

Cardiac Emergencies

DEFINITION: A medical condition that may be associated with the patient's heart requiring advanced emergency medical care. They include but are not limited to:

- **Sudden Cardiac Arrest (SCA)** which occurs when the electrical impulses of the human heart malfunction (known as Ventricular Fibrillation (VF)). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. **Early Recognition, Early 911, early Cardio-Pulmonary Resuscitation (CPR), early defibrillation, and early advance life support improve the chances of survival from this fatal arrhythmia.** There are many causes of SCA has many causes and can affect people of all ages.

Signs of SCA include:

- Unconsciousness
- Not Responding; Not Moving
- Not Breathing or Not Breathing Normally (e.g. gasping, gurgling, moaning, or labored)
- Seizures/Convulsions which may occur upon collapse

Automated External Defibrillator (AED)*

DEFINITION: A device used to treat a patient in SCA. Only apply an AED* to a patient who is unconscious, not responding, not moving and not breathing or not breathing normally. The AED* will analyze the heart rhythm and can only deliver a shock to a patient when it detects a shock-able rhythm.

Visibility, unlocked, readily available, easy access, quick response times, large gathering areas, and school and after school activities, shall be considered when determining AED(s)* location(s) (See Addendum 1 for AED* Locations).

AED CHECKS AND ROUTINE MAINTENANCE: AED Equipment and its accessories used in emergency response are routinely checked and maintained annually for readiness.

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CARDIAC EMERGENCY COORDINATOR: Assigned to coordinate the Cardiac Emergency Response Plan's implementation and management. (See Addendum 2 for list of personnel) Responsibilities include:

- Designating employees to become part of the Emergency Response Team (ERT);
- Coordinating CPR/AED training for the ERT and other designated staff;
- Communicating the cardiac emergency response plan;
- Maintaining specifications/technical information for AED(s)*;
- Scheduling routine maintenance checks on all AED* equipment;
- Monitoring the effectiveness of this program including an annual review and updates;
- Conducting-post review sessions of incidents;
- Communicating with the medical/EMS community regarding the plan and post-event reviews.

EMERGENCY RESPONSE TEAM: Staff members with current CPR/AED certification who are designated to respond to and provide basic life support during medical emergencies. Team members listed in Addendum 2 are trained to follow the established Cardiac Emergency Response Protocol outlined in Addendum 3.

OTHER TRAINED STAFF: Staff members who are currently certified in CPR/AED use, but are not part of the Emergency Response Team. Trained staff members responding to cardiac emergencies must follow the established Cardiac Emergency Response Protocol outlined in Addendum 3.

UNTRAINED STAFF: Staff members who are not currently certified in CPR/AED use.

Cardiac Emergency Response Protocol

Actions needed when a Cardiac Emergency occurs in order to facilitate a safe, efficient and effective response (See Addendum 3 for the Cardiac Emergency Response Protocol).

Training

CPR/AED TRAINING AND PRACTICE DRILLS: Conduct training in accordance with nationally recognized training centers (i.e. American Heart Association, American Red Cross...). This training should include "hands on" testing requirements to receive documented CPR/AED certification. Perform simulated Cardiac Emergency events (practice drills) during various school activities to hone training skills and evaluate the response plan.

Reviews

POST-EVENT REVIEW: Review conducted after a Cardiac Emergency occurs. Its purpose is to identify and document the actions that were taken and opportunities for improvement to the Cardiac Emergency Response Plan. This is the responsibility of the Cardiac Emergency Coordinator or designee and is attended by key participants of the emergency.

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ANNUAL CARDIAC EMERGENCY RESPONSE PLAN REVIEW: The Cardiac Emergency Coordinator or designees shall conduct a review and update the plan if needed at least once a year, and communicate this Plan to staff on an annual basis and when changes are made. This review shall include, but not limited to post-event documentation, cardiac emergency response drill documentation, and any changes in personnel, facilities, equipment, administrative decisions and other changes in conditions.

Documentation

At a minimum, the Cardiac Emergency Coordinator will maintain and centrally retain the following documentation either physically or electronically:

- Cardiac Emergency Response Plan
- Cardiac Emergency Response Protocol
- Emergency Response Team
- Cardiac Emergency Drills
- Emergency Response Team CPR/AED Training Records and Expirations
- AED Equipment and Locations
- AED Checks and Maintenance Logs
- AED Manuals
- Cardiac Emergency Post-Event Reviews
- Annual Reviews

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ADDENDUM 1:

AED LOCATIONS

Locations of AED	AED Maintenance Staff	Phone/Extension
Fulton Elementary Schools	Building Maintenance Staff	989-236-7234
Fulton Middle-High School	Building Maintenance Staff	989-236-7232
Fulton Alternative Education	Building Maintenance Staff	989-236-5130
Fulton Athletic Dpt. (MS-HS)	Building Maintenance Staff	989-236-7232

ADDENDUM 2:

EMERGENCY RESPONSE TEAM

Fulton Elementary School

Team Member Name	CPR Expiration	School Hour Phone/Extension	After-School Hour Phone/Extension
Emily McCracken	2016	4142	NA
Kelly McEwen	2016	4148	NA
Susan Cook	2016	4146	NA
Colleen Craft	2016	4112	NA
Jennifer Upton	2016	4113	NA

Fulton Middle-High School

Team Member Name	CPR Expiration	School Hour Phone/Extension	After-School Hour Phone/Extension
Paul Hungerford	2016	3117	NA
Tracy Beadlescomb	2016	3118	NA
Todd Walden	2016	3136	NA
Chad Podolak	2016	3130	NA
Phil Baker	2016	3139	NA
Mandy Volk	2016	3141	NA
Jeremy Winsor	2016	3145	NA

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Fulton Alternative Education

Team Member Name	CPR Expiration	School Hour Phone/Extension	After-School Hour Phone/Extension
Larry Wonsey	2016	NA	NA
Amber Bloss	2016	6111	NA
Mike Myers	2016	5114	NA
Jim Collins	2016	5116	NA
Marcy Wilson	2016	5117	NA
Joe Smolka	2016	NA	NA
Jennifer Halliwell	2016	NA	NA
Andrea Wood	2016	NA	NA
Marcy Thompson	2016	NA	NA

Additional Administration to be notified in case of emergency

Contact Person (Title / Name)	School Hour Phone/Extension	After-School Hour Phone/Extension
Title: District Cardiac Emergency Coordinator Name: Daymond Grifka	1114	NA

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ADDENDUM 3

SCHOOL CARDIAC EMERGENCY RESPONSE PROTOCOL

Sudden Cardiac Arrest (SCA) events can vary greatly. All faculty, staff & Emergency Response Team members must be prepared for duties. Early action is crucial to successfully treating SCA! Know the Signs of SCA.

In the event a person (student, staff or visitor) collapses, perform the steps listed below. (Remember: Do Not move the person unless the scene is unsafe.)

Staff

- Confirm that the scene is safe
- Do not move the victim unless the scene is unsafe
- Announce **ALERT – Contact Building Office “Code MERT” Location** (eg. Mr _____ room)”
- **Call 911 - remain on the phone until 911 disconnects.**
- Direct occupants to adjacent space
- If CPR/AED trained, respond according to your training
- If not CPR/AED trained and the Emergency Response Team is delayed, start **Hands only** CPR and AED use with directions from 911 operator
- Assist Emergency Response Team as instructed

Emergency Response Team

- Immediately proceed to emergency
- Closest team member retrieve AED* in route.
- Leave AED* cabinet door open so alarm signals that the AED* has been taken
- Confirm that the scene is safe
- Do not move the victim unless the scene is unsafe
- Assess the victim in accordance with your training
- **Confirm that 911 has been called. If not - call 911**
- Initiate CPR while AED* is brought to the scene
- Use AED* upon its arrival. Follow instructions & prompts
- Continue CPR as training indicates
- Confirm or assign individual to direct EMS to scene
- Transfer care to EMS upon their arrival
- Maintain Crowd Control
- Follow-up School/District Administration

Office (eg. Main, Athletic, Security)

- Confirm location/status of victim
- Repeated Page **ALERT “Code MERT” Location** (e.g. Mr _____ room)”
- Confirm Emergency Response Team has responded
- **Confirm that 911 has been called if not - call 911**
- Assign a staff member to direct EMS to the scene
- Copy victim’s emergency card for EMS
- Consider the need to delay dismissal; recess or class change
- Notify the emergency contact (parent. guardian, spouse etc...)
- Designate persons to cover responders’ responsibilities.
- Notify staff when students can return to regular schedule
- Contact School/District Administration.

Signs of Sudden Cardiac Arrest (SCA)

- **Person is Unresponsive, not Moving**
- **Not Breathing or Not Breathing Normally (e.g. gasps; gurgling)**
- **Seizure-like activity may also occur**

(Note: A blunt blow to the chest can cause SCA)

Emergency Phone Numbers

Police/Fire/EMS	911
Sheriff	875-5211