

Cardiac Emergency Response Plan

- 1. Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:**
 - a. The person is not moving, unresponsive or unconscious.
 - b. The person is not breathing normally (has irregular breaths, gasping or gurgling or is not breathing at all).
 - c. The person may appear to be having a seizure or is experiencing convulsive-like activity. Cardiac arrest victims commonly appear to be having convulsions. If the person is having a seizure without a sudden cardiac arrest an AED will not deliver a shock.
 - d. If the person received a blunt blow to the chest, this can cause cardiac arrest. The person may have signs of cardiac arrest described above and is treated the same.
- 2. Facilitate immediate access to professional help:**
 - a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the location and the patient's condition. Remain on the phone with 9-1-1 (Bring your mobile phone to the patient's side and put on speaker, if possible).
 - b. Immediately contact the members of the Cardiac Emergency Response Team using an overhead page or walkie talkie initiated from the main office.
 - c. If you are a member of the Cardiac Response Team, proceed immediately to the scene of the cardiac emergency.
- 3. Begin CPR as soon as possible.** The first person who can start CPR should begin immediately and, if additional bystanders are available, other tasks can be delegated.
 - a. Begin chest compressions and have someone retrieve the AED if not on scene.
 - b. Press hard and fast in the center of the chest, at 100-120 compressions per minute. Use 2 hands: The heel of one hand and the other on top pushing to a depth of at least 2 inches. Follow the 9-1-1 operators instructions, if provided.
- 4. AED Access.** The person who can retrieve the AED fastest should get it to the site and leave the AED cabinet door open as a signal that the AED was retrieved.
- 5. Additional communication measures**
 - a. Give the exact location of the emergency. (Mr./Mrs. ____ Classroom, Office, Room #, Gym, cafeteria, etc). Be sure to let EMS know which door to enter.
 - b. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- 6. AED**
 - a. When the AED is brought to the patient's side, press the yellow button to open and power-on the AED. Attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Note: The AED will only deliver shocks if needed, if no shock is needed, no shock will be delivered.
 - b. Minimize interruptions of compressions when placing AED pads to the patient's bare chest.

- c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate people doing compressions to avoid fatigue.
- d. Do not remove the AED pads even if the patient regains consciousness-the pads should be left in place until handoff to EMS occurs. This precaution is necessary in case the patient has a relapse.

7. Transition care to EMS

- a. Once EMS arrives, there should be a clear transition of care to EMS
- b. The team focus should now be assisting EMS safely out of the building/parking lot.
- c. Provide EMS a copy of the patient's emergency information sheet, if available.

8. Action to be taken by Office/Administration

- a. Confirm the exact location and condition of the patient.
- b. Activate the Cardiac Emergency Response Team and give the exact location.
- c. Confirm the team has responded.
- d. Confirm 9-1-1 was called, if not call 9-1-1 immediately.
- e. Assign a staff member to direct EMS to the scene.
- f. Perform "Crowd Control"-directly others away from the scene.
- g. Plan for ongoing coverage following the emergency response in case a subsequent event occurs.
- h. Consider having people (e.g., staff and students) stay in place to facilitate CPR and EMS functions.
- i. Designate people to cover the duties of the CPR responders.
- j. Copy the patient's emergency information for EMS.
- k. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- l. Notify faculty and students, staff and employees when to return to a normal schedule or activities.
- m. Contact the District Administration Office.