

# Medical Emergency Response Plan for Schools

American Heart Association



Learn and Live



Life-threatening emergencies can happen in any school, at any time. These can be the result of pre-existing health problems, sudden cardiac arrest, allergic reactions, heatstroke, trauma, among other causes. A prepared campus is a safer campus. The American Heart Association recommends schools develop an emergency response plan to help staff, teachers and students — the entire school community — prepare to respond to life-threatening medical emergencies in the first minutes before the arrival of EMS. To help guide schools, the AHA issued a Scientific Statement, *The Medical Emergency Response Plan for Schools: A Statement for Healthcare Providers, Policymakers, School Administrators, and Community Leaders\**. To read the full article, visit: <http://circ.ahajournals.org/cgi/content/full/109/2/278>. Additional information about the section described below can be found at: <http://circ.ahajournals.org/cgi/content/full/109/2/278#SEC4>.

ACTION	SPECIFICS
<b>Effective, efficient communication throughout campus</b>	<ul style="list-style-type: none"> <li>• <i>Establish</i> a rapid communication system linking all parts of campus, including outdoor facilities.</li> <li>• <i>Plan</i> when EMS or emergency contacts should be called and a method to direct personnel to any location on campus.</li> <li>• <i>Create</i> a contact list of important people and phone numbers.</li> </ul>
<b>Coordinate and practice your emergency response plan</b>	<ul style="list-style-type: none"> <li>• <i>Develop</i> a response plan for all medical emergencies; consult with school nurse, team physician, trainers and EMS as appropriate.</li> <li>• <i>Ensure</i> EMS is aware of the type and location of rescue equipment available at the school.</li> <li>• <i>Practice</i> the response sequence throughout year.</li> </ul>
<b>Risk evaluation</b>	<ul style="list-style-type: none"> <li>• <i>Ensure</i> safety precautions in classrooms and outdoors</li> <li>• <i>Know</i> students, faculty and staff who are at risk for developing life-threatening conditions.</li> <li>• <i>Train</i> and equip personnel to provide the appropriate response for these conditions.</li> </ul>
<b>First Aid and CPR training and equipment</b>	<ul style="list-style-type: none"> <li>• <i>Ensure</i> many teachers are trained as CPR and first aid instructors.</li> <li>• <i>Visit</i> the American Heart Association ECC Class Connector: <a href="http://www.heart.org/ecc/classconnector">www.heart.org/ecc/classconnector</a> to find an AHA training center near you that can credential staff and help train students in lifesaving CPR and First Aid.</li> <li>• <i>Train</i> school staff and students in CPR and First Aid to treat emergencies like breathing problems, choking, chest pain, low blood sugar, stroke, etc.</li> <li>• <i>Visit</i> The Class Connector, to find an AHA training center near you that will help determine the right kind of training for your school needs</li> </ul>
<b>Implement a lay rescuer AED program</b>	<ul style="list-style-type: none"> <li>• <i>Include</i> an AED program in the medical emergency response plan.</li> <li>• <i>Practice</i> and evaluate response to cardiac arrest emergencies using the AED.</li> <li>• <i>Notify</i> EMS and 9-1-1 centers about the type and location of the AED.</li> <li>• <i>Ensure</i> medical oversight, appropriate training, coordination with EMS, device maintenance and ongoing quality improvement.</li> </ul>

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**Sample School Emergency Response Plans:**  
 Sandwich Public Schools  
 Plymouth Public Schools  
 Hillwood High School

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## **Case Study**

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### **Sandwich Public Schools School-Based Public Access Defibrillation Program Policies and Procedures**

#### **Introduction:**

Each year approximately 220,000 people die from sudden cardiac arrest (SCA). Emergency medical systems (EMS) that can be accessed quickly, by telephoning 911 have been shown to improve survival from SCA by providing early defibrillation. However, most EMS systems cannot deliver defibrillation in a time frame that can significantly increase survival from SCA. The hope for increasing survival rates rests with strategies that will deliver defibrillation early.

The following policy and procedures are designed to provide trained responders in the Sandwich Public Schools to deliver early defibrillation to victims of cardiac arrest. The use of defibrillation is intended to increase the chance of survival prior to the arrival of the local EMS.

To submit your plans, e-mail [bethebeat@heart.org](mailto:bethebeat@heart.org).

**Purpose:**

The purpose of this policy is to define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health, see attachment (Title XVI Chapter 112 12V, 12V ½) in order for the Sandwich Public Schools Health Services to acquire, maintain and utilize an Automatic External Defibrillator (AED). The policy is intended to greatly increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS. This policy will identify a Medical Director, EMS Coordinator, Sandwich Public Schools Nurse Coordinator and Site Coordinator/School Nurse. It will include all memorandums of agreements, regulatory and documentation requirements. AED storage sites, use and training requirements are included along with roles and responsibilities of all AED providers.

**Policy:**

An AED will be available to faculty, staff and students during teacher contracted work hours in each school building in case of a sudden cardiac arrest. The Sandwich Public Schools, which is the AED provider agency, will meet all Department of Public Health requirements for AED implementation. Only trained AED certified staff would be able to use an AED. All AED certified staff must maintain certification and participate in practice drills every six months.

**AED Advisory Task Force:**

- AED Provider Agency: Sandwich Public Schools
- Sandwich Public Schools Medical Director: Dr. William Bowers, School Physician
- School Nurse Leader/Coordinator: Celine Hardy, Nurse Leader
- EMS Coordinator: Jim Silva, Sandwich Fire Department & Cape & Islands EMS
- Site Leader: Building School Nurse

**Responsibilities:**

- Medical Director will:
  - Oversee all medical aspects of the program
  - Ensures compliance with appropriate regulatory requirements
  - Ensure proper skills training and maintenance for AED responders
  - Establish and review procedures for AED use
  - Establish a quality review and improvement program, including post-drill and post debriefing
  - Establish and maintain a relationship with local EMS

- School Nurse Leader/ Coordinator will:
  - Assist with development and implementation of AED program
  - Act as liaison among the AED program participants
  - Coordinate and oversees non-medical aspects of program
  - Coordinate documentation (relating to training, maintenance, and use and post incident data collection
  - Coordinate training of AED certified staff
  - Maintain master list of all AED certified staff and training records
  
- Site Leader/School Nurse will:
  - Be responsible for the day-today accountability for the AED program, during the contracted school year
  - Check AED equipment and accessories (by site leader and/or designee) and document, in accordance with maintenance procedures
  - Maintain a list of and documentation of training for all AED responders at the site and forward copies to the School Nurse Coordinator
  - Coordinate and document site-specific drills and refresher training
  - Maintain documentation regarding use of AEDs
  - Notify the School Nurse Leader/Coordinator if unit is out of service
  
- EMS Coordinator will:
  - Coordinate and document initial AED training, annual refresher and biennial retraining and any additional training on an ad-hoc basis to designated AED trained staff
  - Act as a resource to the Medical Director and School Nurse Coordinator
  - Immediate post incident debriefing
  - Retains copy of usage report for documentation

### **Training:**

All AED responders are required to have current documentation of successful completion of a course of basic life support that includes cardiopulmonary resuscitation and the use of AEDs according to standards and guidelines of the American Heart Association, Heartsaver AED Program.

The EMS Liaison /Sandwich Fire Department will coordinate and document initial AED training and annual refresher and biennial retraining for AED responders.

On site drills will be conducted at least once during the school calendar year. Drills will include a review of site-specific emergency communication and response plans as well as use of specific AED devices. This on-site training will be coordinated and documented by the Site Leader, with the assistance of the EMS Liaison.

Implementation of training will be conducted in two phases.

**Phase I:** All school nurses, & Walter Alvezi, the high school health teacher will be trained as AED responders in the first year of implementation.

**Phase II:** As additional AED devices are acquired training would be extended to athletic trainer, coaches and teaching staff on a voluntary basis.

### **Location:**

During Phase I – Each school health office will receive and store one AED device. Each AED will be the responsibility of and maintained by the Site Leader/School Nurse.

During Phase II- With the acquisition of additional AEDs the EMS liaison and Medical Director will determine AED locations.

### **Maintenance:**

Maintenance of the AED shall be the responsibility of the Sandwich Public Schools. Whenever service is needed, the Service Icon on top of the AED unit will illuminate to indicate service is required. The School Nurse Leader/Coordinator or her designee must be notified immediately.

See operating Instructions Manual for detailed maintenance information and instructions. The Site Leader/School Nurse responsible for an AED will perform and document, during the contracted school year the following on an AED Log Sheet:

- Daily and after each use:
  - Check readiness display and confirm no battery indicator or service indicator displayed
  - Visually inspect AED: proper location, clean, no tampering
  
- Weekly and after each use:
  - Inspect AED, case, connectors, and battery according to Operators Checklist
  - Check station against inventory, and restock as needed
  
- After each use:
  - Inspect exterior for dirt or contamination and clean if needed (see Operating Instructions)
  - Complete AED incident report
  - Restock supplies
  - Forward unit to EMS Provider, to download data (a replacement will be provided until original machine is returned)

## **USE OF AED:**

**Emergency Action Instructions:** The AED is located in the School Health Office.

When the Health Office/Main Office receives a call with a Medical Emergency take the following action:

- Ask the caller the nature of the emergency
- Record the specific location of the event. **Be precise** so that the response of the rescuers is not delayed. This should include room number, or area of the school.
- The school nurse will be summoned immediately and report to the site with the Trauma Bag/ radio & AED
- The Main Office will announce” the nurses office is closed” and call 911 as directed by the school nurse. Copy Student/Staff emergency Card.
- The Principal or Assistant Principal will be notified immediately and direct EMS to scene
- Document the event and time on the Defibrillation Incident Report

Upon arrival at the scene the school nurse/AED responder will

- Assess responsiveness
- If unresponsive, activate emergency response system by calling 911
  - Verify 911 has been contacted
- Check ABC’s (Airway, Breathing, Circulation)
- If no breathing, provide rescue breathing
- If no circulation, perform CPR and prepare for defibrillation
  - If chest is wet----DRY IT
  - If chest is hairy----SHAVE IT
  - If heart device implanted----WORK AROUND IT
  - If jewelry is in place----REMOVE IT

Early Defibrillation:

**NOTE: DO NOT USE AED ON A VICTIM <8 YEARS OLD OR 55LBS/25KGS  
REMOVE VICTIM FROM CONTACT WITH WATER AND DRY CHEST**

**DO NOT START CPR or INITIATE DEFIBRILLATION if:**

- Person has a pulse
- There is a valid DNR on the person in compliance with MDPH/DNR protocols
- Power on AED
- Attach AED electrodes to victims bare chest
- Allow AED to analyze
  - Clear victim during analysis
- If advised to shock
  - Clear victim
  - Press shock button
- Continue to follow AED prompts until EMS arrives
- If defibrillation is unsuccessful after (9) consecutive shocks, the nurse/AED responder shall continue 5 minutes of CPR, then follow same steps above

### Early Advanced Care:

- EMS takes charge of victim upon arrival
- Provide victim information to EMS: name, age, known medical problems, details of incident, victim condition and aid provided (including number of shocks administered)
- When EMS arrives the defibrillator pads/electrodes shall remain in place on the victim and the defibrillator will remain at the school where information regarding the cardiac event will be downloaded by the Nurse Leader or EMS

### Post Evaluation:

- Site Leader/School Nurse notifies Nurse Leader/Coordinator, who notifies Medical Director
- Site Leader completes incident form and forwards copy to Nurse Leader, who retains one copy and forwards one copy to Medical Director
- AED data will be downloaded or printed from AED by the EMS Coordinator. The Nurse Leader will retain one copy of the report and forward one copy to the Medical Director
- Before AED is entered back into service, Site leader will inspect, clean if needed and re-stock AED station (according to maintenance procedure)
- As appropriate, the Medical Director/EMS will conduct a post incident review (including quality improvement) and debrief program staff and those involved in the incident.



# Case Study

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## Sandwich Public Schools First Responder Defibrillation Incident Report

Patient Name: \_\_\_\_\_

Patient Address: \_\_\_\_\_

AED Responder Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Incident Location: \_\_\_\_\_

Patient Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Physician: \_\_\_\_\_

Was incident witnessed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Was Personal Protective Equipment Used: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

CPR in Progress? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Bystander \_\_\_ Fire/EMT \_\_\_ Police \_\_\_ First Responder \_\_\_ RN \_\_\_ MD \_\_\_

Vital Signs:	Time: _____	Time: _____
	BP: _____	BP: _____
	Pulse: _____	Pulse: _____
	Resp: _____	Resp: _____

Defibrillation:

Time	Joules	Operator
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pertinent Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Case Study**

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**Plymouth Public Schools**

### **School-Based Public Access Defibrillation Program Policies and Procedures**

#### **Introduction**

*Each year approximately 250,000 people die from sudden cardiac arrest (SCA). The chance of survival decreases an estimated 10% each minute without defibrillation even when prompt bystander Cardiopulmonary Resuscitation (CPR) is initiated. Use of an Automated External Defibrillator (AED) is intended to maximize the chance of survival based upon the steps taken during the critical minutes before emergency medical services (EMS) providers arrive and assume responsibility for the care of the patient. The following policy and procedures are designed to direct trained responders in the Plymouth Public Schools to deliver early defibrillation to victims of sudden cardiac arrest.*

#### **Purpose**

The purpose of this policy is to define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health, see attachment (Title XVI Chapter 112 12V, 12V ½ ) in order for the Plymouth Public Schools Health Care Services to acquire, maintain and utilize Automatic External Defibrillators (AED). The policy is intended to greatly increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS. This policy does not create an obligation to use the AED's nor to create any expectation that either an AED or trained employee will be present at every event. This policy will identify the AED Medical Director, EMS Liaison, Program Coordinator/Plymouth Public Schools Nurse Leader and Site Coordinator/School Nurse. It will include all memorandums of agreements, regulatory and documentation requirements, AED storage sites, use and training requirements are included as well as roles and responsibilities of all AED providers.

#### **Individuals Responsible for the Plymouth Public Schools AED Program**

Medical Director

Mark DeMatteo, M.D. Emergency Medical Director  
Jordan Hospital

Program Coordinator	Marjorie McEttrick-Maloney, RN, BSN, MPA/H School Nurse Leader, Plymouth Public Schools
EMS Coordinator	Jane Stiles, RN, Jordan Hospital
Site Leader(s)	Building School Nurses
School Physician/	Arthur Blasberg, M.D. (consultative role only) Consultant

## Policy

- 1.0 An AED will be available to faculty, staff, students and visitors in participating school buildings (Phase I: PSHS, PNHS, PSMS, PCIS. Phase II: All elementary buildings) in case of a sudden cardiac arrest. (Sandwich uses the phrase during teacher contracted work hours)
- 2.0 The Site Leader/School Nurse is responsible for the AED.
- 3.0 The AED will be stored and maintained by the Site Leader/School Nurse in each participating Nurse's Office.
  - 3.1 During regular school hours the AED will be kept in the nurses office
  - 3.2 At the end of the regular school day, the AED will be placed by the school nurse, in the designated alarmed wall cabinet for emergency use by the general public
- 4.0 Whenever the school nurse is called to an emergency outside the confines of the Nurse's Office, the AED will be taken by him/her in addition to the orange Medical Emergency Bag and walkie-talkie.
- 5.0 One AED will be stored and maintained by the Plymouth Public Schools Athletic Trainer for use during sports activities.
- 6.0 Only trained AED certified staff and bystanders are authorized to use an AED.
  - 6.1 All AED certified faculty and staff must maintain certification and participate in practice drills annually.
  - 6.2 Bystanders who are trained to use an AED may, after identifying themselves as being trained, request and use the AED if it is accessible in the event of a sudden cardiac arrest on school grounds.
- 7.0 The Plymouth Public Schools, which is the AED provider agency, will meet all Department of Public Health requirements for AED implementation.
- 8.0 Responsibilities (as defined by the American Heart Association and as stated in the AED Program Memorandum of Agreement)

- 8.1 The Medical Director will:
- Oversee all medical aspects of the program
  - Ensures compliance with appropriate regulatory requirements, including specific requirements of M.G.L. c.112 §12V and 12V ½
  - Ensure proper skills training and maintenance of skills for targeted AED faculty and staff responders
  - Establish and review procedures for AED use
  - Establish a quality review and improvement program, that includes event information downloaded from the AED to obtain event information, post-drill and post debriefing
  - Establish and maintain a relationship with local EMS.
- 8.2 The School Nurse Leader (Program Coordinator) will:
- Assist with the development and implementation of the AED program
  - Act as a liaison among the AED program participants
  - Coordinate and oversee non-medical aspects of the program
  - Coordinate documentation (relating to training, maintenance, use and post incident data collection including downloading and transmission of event information from the AED by Plymouth Fire Department to the Medical Director
  - Coordinate training of AED certified Plymouth Public Schools staff
  - Maintain a master list of all AED certified Plymouth Public Schools staff and training records.
- 8.3 The School Nurse (Site Leader) will:
- Be responsible for the day-to-day accountability of the AED program at his/her site during the contracted school year.
  - Check AED equipment and accessories (by School Nurse and/or designees) and document, in accordance with maintenance procedures
  - Maintain a list of and documentation of training for all targeted AED responders at the site and forward copies to the Nurse Leader
  - Coordinate and document site-specific drills and refresher training
  - Maintain documentation regarding use of AED
  - Notify the Nurse Leader if the AED is out of service.
- 8.4 [The EMS Coordinator will: \(Jane Stiles reviewing\)](#)
- Act as a resource to the Medical Director and School Nurse Leader
  - Immediate post incident debriefing
  - Retains copy of usage report for documentation
- 9.0 Training
- 9.1 All School Nurses and Health Aides are required per EPAC contract to maintain annual certification by the American Heart Association: BLS for Healthcare Providers.

- 9.2 *All Building Medical Response Team Members are required to have current documentation of successful completion of a course of basic life support (BLS) that includes cardiopulmonary resuscitation and the use of AED's according to standards and guidelines of the American Heart Association, preferably the Heartsaver AED Program. First Aid training is an additional voluntary credential for Building Medical response Team Members.*
- 9.3 The Nurse Leader and School Nurses will be responsible for coordinating and documenting initial AED training and annual refresher and biennial training for Building Medical Response Team Members/AED responders.
- 9.4 At each participating school the Medical Response Team Leaders will make recommendations as to the number and identity of targeted responders.
- 9.5 All employees of the Plymouth Public Schools will be offered the opportunity to receive CPR/AED training.
- 9.6 *Students in grades 9 and 11 will be trained in CPR/AED as part of the Plymouth Public Schools Comprehensive School Health Curriculum Frameworks using the AHA "CPR for Schools" approved program.*
- 9.7 Upon request by the Nurse Leader or Medical Director, the EMS Liaison will assist the school district as needed to accomplish AED training requirements.
- 9.8 On site drills will be conducted at least once during the school calendar year by the School Nurse and/or EMS Liaison. Documentation of the drills will be done by School Nurse. Drills will include but not limited to:
  - 9.8.1 Review of site-specific emergency communication and response plans
  - 9.8.2 Use of specific AED device

## **Procedures**

- 1.0 Location of the AED
  - 1.1 Phase I:
    - 1.1.1 Each Secondary school nurses office will receive and store one AED device. Each AED will be the responsibility of and maintained by the School Nurse.
    - 1.1.2 The Athletic Trainer will receive and store one AED device. The AED will be the responsibility of and maintained by the Athletic Trainer.

- 1.2 Phase II:
  - 1.2.1 Each elementary school nurses office will receive and store one AED device. Each AED will be the responsibility of and maintained by the School Nurse.

- 1.3 Phase III:
  - 1.3.1 With the acquisition of additional AED's the EMS Liaison and Medical Director will determine AED locations.

2.0 Maintenance

- 2.1 Maintenance of the AED shall be the responsibility of the Plymouth Public Schools.

- 2.2 See the AED manufacture's Operating Instructions Manual for detailed maintenance information and instructions. The School Nurse and/or designee responsible for an AED will perform and document, during the school year as follows on the AED Log Sheet (Attachment A):

- 2.2.1 Daily and after each use:

- Check readiness display and confirm no battery indicator or service indicator displayed
    - Visually inspect the AED: Proper location, clean, no tampering.

- 2.2.2 Weekly and after each use:

- Inspect AED case, connectors, and battery according to Operator's Checklist
    - Check station against inventory, and restock as needed

- 2.2.3 After each use:

- Inspect exterior for dirt and contamination, clean if needed (See Operating Instructions)
    - Complete AED incident report

- 2.2.4 If the unit needs immediate service or supplies, remove from service and notify the Nurse Leader immediately. If the unit is still operational but requires service or supplies will expire soon, the School Nurse is to notify the Nurse Leader promptly.

3.0 Use of AED

Insert the Chain of Survival Logo

- 3.1 Early access to EMS (911)



## **Case Study**

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### **Emergency Action Plan** **Hillwood High School** *Classroom Emergency*

**In the event a student or adult collapses in the classroom and is unresponsive, the following steps should be taken:**

- 1) Using either the phone in the room or a cell phone, someone should call 911.
  - a) Confirm the location of the patient.
  - b) Confirm the situation with the 911 operator.
- 2) Using either another phone or sending a student to the adjacent room, the administrative office should be called.
  - a) The administrative office should overhead page for the First Responder team to respond to the affected classroom.
  - b) The administrative office will also send someone with the Automated External Defibrillator (AED) to the classroom.
    - i) If the classroom is in the Central building, the AED outside the office will be sent.
    - ii) If the classroom is in the Hill building, the AED outside the gym will be sent.
  - c) Someone should be placed outside to direct EMS to the proper location.
- 3) Assess the victim: airway, breathing and circulation
- 4) Initiate CPR, if needed, while the AED is brought to the scene.
- 5) Upon arrival, place the AED near the victim's head, close to the AED operator
- 6) Prepare to use the AED.
  - a) Make sure power is on.
  - b) Bare and prepare the chest for AED use.
  - c) Attach the AED to the victim, considering appropriate use of pediatric or adult pads.
  - d) Stop CPR while the device analyzes the heart rhythm.
  - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
  - f) If no shock is indicated, follow prompts to reassess and continue CPR.
- 7) Upon arrival, EMS shall take charge of the situation.
  - a) Provide victim information: name, age, known medical problems, and time of incident.
  - b) Provide information as to current condition and number of shocks administered.

*\*If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

*\*Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*

# **Emergency Action Plan**

## **Hillwood High School**

### ***Gymnasium Emergency***

**In the event a student or adult collapses in the gymnasium, the following steps should be taken:**

- 1) Using either the phone in the gym or a cell phone, someone should call 911.
  - a) Confirm the location of the patient.
  - b) Confirm the situation with the 911 operator.
- 2) Using another phone, the administrative office should be called.
  - a) The administrative office should overhead page for the First Responder team to respond to the gymnasium.
  - b) Someone should be placed outside to direct EMS to the proper location.
- 3) Someone should be directed to get the Automated External Defibrillator off the wall in the gym.
- 4) Assess the victim: airway, breathing and circulation
- 5) Initiate CPR, if needed, while the AED is brought to the scene.
- 6) Upon arrival, place the AED near the victim's head, close to the AED operator
- 7) Prepare to use the AED.
  - a) Make sure power is on.
  - b) Bare and prepare the chest for AED use.
  - c) Attach the AED to the victim, considering appropriate use of pediatric or adult pads.
  - d) Stop CPR while the device analyzes the heart rhythm.
  - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
  - f) If no shock is indicated, follow prompts to reassess and continue CPR.
- 8) Upon arrival, EMS shall take charge of the situation.
  - a) Provide victim information: name, age, known medical problems, and time of incident.
  - b) Provide information as to current condition and number of shocks administered.

*\*If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

*\*Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*

## **Emergency Action Plan**

### **Hillwood High School**

### *Outdoors Emergency*

**In the event a student or adult collapses outside, the following steps should be taken:**

- 1) Using a cell phone, someone should call 911.
  - a) Confirm the location of the patient.
  - b) Confirm the situation with the 911 operator.
- 2) Using another phone, the administrative office should be called.
  - a) The administrative office should overhead page for the First Responder team to respond outside.
  - b) Someone should be placed outside to direct EMS to the proper location.
- 3) Someone should be directed to get the Automated External Defibrillator off the wall in the gym and bring it to the patient.
- 4) Assess the victim: airway, breathing and circulation
- 5) Initiate CPR, if needed, while the AED is brought to the scene.
- 6) Upon arrival, place the AED near the victim's head, close to the AED operator
- 7) Prepare to use the AED.
  - a) Make sure power is on.
  - b) Bare and prepare the chest for AED use.
  - c) Attach the AED to the victim, considering appropriate use of pediatric or adult pads.
  - d) Stop CPR while the device analyzes the heart rhythm.
  - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
  - f) If no shock is indicated, follow prompts to reassess and continue CPR.
- 8) Upon arrival, EMS shall take charge of the situation.
  - a) Provide victim information: name, age, known medical problems, and time of incident.
  - b) Provide information as to current condition and number of shocks administered.

*\*If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

*\*Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*

**Emergency Action Plan**  
**Hillwood High School**  
***Outdoors Athletic Event Emergency***

**In the event a student or adult collapses outside during an athletic event, the following steps should be taken:**

- 1) Using a cell phone, someone should call 911.
  - a) Confirm the location of the patient.
  - b) Confirm the situation with the 911 operator.
- 2) Using another phone, the administrative office should be called.
  - a) The administrative office should overhead page for the First Responder team to respond outside.
  - b) Someone should be placed outside to direct EMS to the proper location and to open any gates necessary to obtain access to the patient.
- 3) If the trainer is present at the event, this person should have the portable Automated External Defibrillator (AED) with them. If not, someone should be directed to get the AED off the wall in the gym and bring it to the patient.
- 4) Assess the victim: airway, breathing and circulation
- 5) Initiate CPR, if needed, while the AED is brought to the scene.
- 6) Upon arrival, place the AED near the victim's head, close to the AED operator
- 7) Prepare to use the AED.
  - a) Make sure power is on.
  - b) Bare and prepare the chest for AED use.
  - c) Attach the AED to the victim, considering appropriate use of pediatric or adult pads.
  - d) Stop CPR while the device analyzes the heart rhythm.
  - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
  - f) If no shock is indicated, follow prompts to reassess and continue CPR.
- 8) Upon arrival, EMS shall take charge of the situation.
  - a) Provide victim information: name, age, known medical problems, and time of incident.
  - b) Provide information as to current condition and number of shocks administered.

*\*If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

*\*Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*