



Cardiac Emergency Response Protocol Richard Elementary (Attachment B)



Sudden Cardiac Arrest (SCA) events can vary greatly. All faculty, staff, and Emergency Response Team members must prepare 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

- “Code Blue to (ex: teachers class)...” for CERT Team
- Confirm the scene is safe
- Do not move the victim unless the scene is unsafe
- ALERT- “We have a cardiac emergency (location). Bring AED”
Call/Designate 911-remain on the phone until 911 disconnects.
- Notify the office that 911 has been called
- Direct occupants to adjacent space
- Begin CPR/AED with directions from the 911 operator
- Assist the Emergency Response Team as instructed

Emergency Response Team

- Immediately proceed to the emergency
- Team members retrieve AED in route
- 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 and prepared for use
- Use AED upon its arrival. Follow instructions and prompts.
- Continue CPR as training indicates
- Assign an individual to direct EMS to the scene
- Transfer care to EMS upon their arrival
- Maintain crowd control
- Document events using district forms, and follow up with School/District Administration for debriefing

Office

- Confirm the location/status of the victim
- Activate Emergency Response Team
- Confirm the Emergency Response Team has responded
- Confirm 911 has been called, if not, CALL 911
- Contact administration building
- Assign a staff member to direct EMS to the scene
- Copy the victim’s emergency card for EMS
- Consider the need to delay class change, recess, or dismissal
- Notify the emergency contact
- Designate people to cover the responders’ responsibilities
- Notify staff when students can return to their regular schedule

Signs of Sudden Cardiac Arrest (SCA)

- **Person is unresponsive, not moving**
- **Not breathing or not breathing normally (gasps, gurgling)**
- **Seizure-like activity may also occur**
Note: A blunt blow to the chest can cause SCA

Location information

School Name: Richard Elementary
Address: 176 McKinley Ave, Grosse Pointe Farms, MI 48236
Phone: [\(313\) 432-4900](tel:3134324900)
Cross Streets: Kercheval and Mckinley

AED Locations:

1. Hall outside Gym
2. 2nd Floor top of playground staircase

Emergency Phone Numbers

Main Office: 432-4903
After Hours: 911 then 734-377-6061
Police/Fire/EMS: 911