



## Cardiac Emergency Response Protocol (Attachment B)

**Sudden Cardiac Arrest (SCA) events can vary greatly. All faculty, staff & 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**

- 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 office that 911 has been called
- Direct occupants to adjacent space
- Begin CPR/AED use with directions from 911 operator
- Assist Emergency Response Team as instructed

### **EMERGENCY RESPONSE TEAM**

- Immediately proceed to emergency
- Team members retrieve AED in route
- Confirm scene is safe
- Do not move victim unless 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
- Confirm or assign individual to direct EMS to scene
- Transfer care to EMS upon their arrival
- Maintain crowd control
- Document event using district forms, and follow-up with School/District Administration for debriefing

### **OFFICE**

- Confirm location/status of victim
- Activate Emergency Response Team
- Confirm 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 scene
- Copy 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**

Kerby Elementary  
285 Kerby Rd.  
Grosse Pointe Farms, MI 48236  
(313) 432-4203  
Cross Streets: Kerby & Beaupre

### **AED LOCATION**

**MAIN HALLWAY/OUTSIDE GYM**

### **EMERGENCY PHONE NUMBERS**

**KERBY OFFICE: 4203  
AFTER HOURS: 911  
POLICE/FIRE/EMS: 911**