CARDIAC EMERGENCY RESPONSE PLAN

A. Purpose

This 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 Automated External Defibrillators (AEDs) nor to create any expectation that either an AED or trained employee will be present at every event or in every situation.

B. Cardiac Response Team – Required to be Certified in CPR and Trained in AED Use

The Cardiac Response Team will respond to all cardiac emergencies throughout Ingham ISD’s campus, except for the TEC team members who will only respond to cardiac emergencies within the TEC.

Heartwood School (HWS)  Steve Sand  244-1420
Capital Area Career Center (CACC)  Sandra Teremi  244-1355
Thorburn Education Center (TEC)  Administrative Assistant, HR and Business Unit  244-1204
        Human Resources (HR)  Human Resources Specialist  244-1269

C. Site Leaders – Recommended to be Certified in CPR and Trained in AED Use

If possible, the Site Leaders and back up Site Leaders will respond to all cardiac emergencies within their own buildings.

Building Principal

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<tr>
<th>Institution</th>
<th>Title / Position</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>CACC</td>
<td>Associate Principal</td>
<td>244-1303</td>
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<td></td>
<td>Principal, Emotionally Impaired Programs</td>
<td>244-1354</td>
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<tr>
<td>HWS</td>
<td>Associate Principal</td>
<td>244-1410</td>
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<tr>
<td>TEC</td>
<td>Facilities and Purchasing Manager</td>
<td>244-1229</td>
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Building Custodians (Back up Site Leader)

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<tr>
<th>Institution</th>
<th>Position</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>CACC</td>
<td>Head Custodian</td>
<td>244-1313</td>
</tr>
<tr>
<td>HWS</td>
<td>Head Custodian</td>
<td>244-1423</td>
</tr>
<tr>
<td>TEC</td>
<td>Head Custodian</td>
<td>244-1222</td>
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D. **AEDS**

1. An AED will be available to faculty, staff, students and visitors in participating school buildings as outlined below.

2. Maintenance of the AEDs is the responsibility of Human Resources. Human Resources will ensure:
   a. That operating instructions manual for detailed maintenance information and instructions are available and up to date.
   b. That a log is kept documenting the maintenance of each unit.
   c. That all annual maintenance – including running the machine through a yearly test – is performed.
   d. That the Safety Committee is notified if supplies are needed or if a machine needs to be pulled for repair or maintenance.

3. An AED will be stored and maintained in the following locations:
   a. CACC: Main Office
   b. HWS: Gym
   c. TEC: Human Resources

E. **Process to Follow in Cardiac Emergencies**

The Site Leader shall ensure that in the event of a cardiac emergency, the following steps will be taken:

1. **Call 911**
   a. Confirm the location of the patient
   b. Confirm the situation with the 911 operator

2. **Call the Administrative Office – of the building in which the emergency occurs**
   a. Administrative Office calls the Cardiac Response Team (CRT) to respond by two-way radio or PA system if radio is not available.
   b. Administrative Office takes AED to location.
   c. Administrative Office will pull any available emergency information about the patient.
   d. Administrative Office will place someone outside to direct EMS to the proper location. Emergency information on the patient will be given to EMS on arrival.
   e. Administrative Office will make the necessary communication to emergency contact of patient, if available.

3. Determine if a student or adult has collapsed and is unresponsive or showing signs of a heart attack. Such individual should not be moved.
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. Use the AED (AED machine will also talk you through the process once it is opened).
   a. NOTE: DO NOT USE AED ON A VICTIM UNDER 8 YEARS OLD OR 55 LBS/25KGS - REMOVE VICTIM FROM CONTACT WITH WATER AND DRY CHEST.
   b. DO NOT START CPR OR INITIATE DEFIBRILLATION IF:
      - Person has a pulse.
      - There is a valid do not resuscitate (“DNR”) on the person in compliance with DNR protocols.
   c. Make sure power is on.
   d. Bare and prepare the chest for AED use.
   e. Attach the AED to the victim, considering appropriate use of pediatric or adult pads. Stop CPR while the device analyzes the heart rhythm.
   f. 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.
   g. If no shock is indicated, follow prompts to reassess and continue CPR.

8. Upon arrival, the EMS shall take charge of the situation and the Site Leader shall:
   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.
   c. Leave defibrillator pads/electrodes in place on the victim where information regarding the cardiac event will be downloaded by EMS or the Site Leader.

9. During an emergency, the Head Custodian will assist in keeping people away from the emergency situation.

F. Post Evaluation

1. The Site Leader completes incident form and forwards copy to Human Resources, who retains one copy and forwards one copy to Facilities. This includes the AED data that will be downloaded or printed from the AED by the Site Leader.
2. Site Leader will conduct debrief with people involved in the emergency.

3. Before AED is entered back into service, Site Leader will inspect, clean if needed and re-stock AED station (according to maintenance procedure). Site Leader will notify HR of the maintenance completed on the equipment.

4. As appropriate, the Safety Committee will conduct a post incident review to identify any areas for improvement.

G. Training

1. AED
   a. AED training is required for staff on the CRT.
   b. AED training will be offered annually to staff.
   c. Human Resources will coordinate initial AED training and annual refresher for administrative staff.
   d. Administrative staff will conduct the initial AED training and the annual refresher for their staff.

2. CPR
   a. CPR certification is required for staff on the CRT.
   b. CPR training classes will be offered to all staff at Ingham ISD annually.
   c. Human Resources will coordinator CPR training.

3. A drill will be completed involving Site Leaders and the CRT, annually.

H. At a minimum, this plan will be reviewed annually to determine if changes need to be made. Periodically, this plan will be reviewed with a local emergency response agency.

LEGAL CITATION: M.C.L.A. 29.19 (12)

ADMINISTRATIVE REGULATION

Adopted: October 21, 2014