

Wingate University: Cardiac Emergency Response Plan (CERP)

1. Cardiac Emergency Response Team

- Health Center Provider
 - Will serve as CERP Team Coordinator
- Health Center RN/LPN/CMA
- Campus Safety
 - will be responsible for calling 9-1-1 and directing EMS to the location of the emergency
- Athletic Trainer/Coach
- Other available staff based on location/time of emergency

All CERP team members are required to receive and maintain nationally recognized training, which includes a course completion card with an expiration date of not more than 2 years.

2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency

- Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.
- The Protocol for responding to a cardiac emergency is posted on the Health Center webpage at healthcenter.wingate.edu and a copy emailed to all employees. HR will provide new employees with a copy of the CERP.

3. Automated external defibrillators (AEDs) – placement and maintenance

(1) Location of AEDs Inside the buildings:

- Alumni Residence Hall: First floor lobby
- Athletic Training Room: Room 174 (1) in red bag; (2) available for mobile transport to outdoor event
- Austin Auditorium: main lobby by men's restroom
- Batte Center: rotunda lobby by the box office
- Campus Safety: wall mount by supply closet
- CM Black Residence Hall: 1st floor lobby by RD office
- Burnside Dalton: 1st floor on wall adjacent to elevator
- Burris: 1st floor on wall in main hallway
- Cannon Complex: 1st floor by main lobby desk
- Crowder Welcome Center/Dickson Palmer Building: on wall by the classroom
- Ethel K. Smith Library: 1st floor by "Friends of the Library" room
- East Wilson Residence Hall: Outside of tower 3
- Football Fieldhouse: 1st floor on back wall by weight room
- Goodman Service Center: conference room lobby
- Health Center/Holbrook Building: in lab by nurses desk
- Helms Residence Hall: Breezeway outside of the lobby
- Irwin Belk Stadium: 2nd floor on wall by the press box, near elevator
- JM Smith Residence Hall: 1st floor lobby by the stairs

- Levine Health Science Building: 1st floor by the men's restroom
- Mobile locations: located in each of the 5 Campus Safety vehicles
- McGee Center/Gym: (1) 1st floor by main desk; (2) 2nd floor on wall by treadmills and restrooms
- Neu Building: 1st floor lobby across from the Dean's office
- Northeast Residence Hall: 1st floor by the elevator
- Smith Science Building: 1st floor on wall near main entrance doors coming in from quad
- South Village Pool: Clubhouse next to the emergency phone
- Stegall Administration: 1st floor by the elevator
- Woodall: on wall
 - Two portable for transport to outdoor events
- West Wilson Dorm: Outside of tower 3
- WT Haris Dining Hall: in lobby by sliding door entrance

(2) An AED will be with the Athletic Trainer for every outdoor event while on school grounds, venues, or athletic fields.

(3) One of the mobile AEDs (located in Campus Safety vehicle) will be used as a back-up unit when a primary unit is out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use when traveling to off-site locations.

Campus Safety will regularly check and maintain each AED in accordance with the AED's operating manual and maintain a monthly log of the maintenance activity.

- (a) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. (The kit shall contain latex-free gloves, razor, scissors, and a CPR barrier mask)
- (b) During business hours, all AEDs will be stored in a location that is easily and quickly accessible at all times.
- (c) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both day and night sports activities (with athletic trainer) and after-school or work activities (in campus safety vehicles) in accordance with this CERP. Each AED should have one set of defibrillator electrodes connected to the device.

4. Communication of this Plan throughout the school campus

- (a) The Cardiac Emergency Response Protocol is posted on the Health Center webpage at healthcenter.wingate.edu and adjacent or attached to each AED.

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

- (a) Staff Training:
 - (1) All Health Center staff, Campus Safety staff, Athletic Trainers, Health Science faculty and McGee Center employees will be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. Training shall be renewed at least every two years.

- (2) The department head of each department listed above will be responsible for ensuring all staff are trained and will also act as the medical contact for AEDs. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice, and testing.

6. Local Emergency Medical Services (EMS) integration with the University plan

- (a) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with, campus safety officials, on-site first responders, administrators, athletic trainers, Health Center staff, and other members of the school and/or community medical team.
- (b) Work with local emergency response agencies to inform them with the number and location of on-site AEDs.

7. Annual review and evaluation of the Plan

The Cardiac Emergency Response Plan (CERP) will be reviewed annually for necessary updates. The annual review will focus on ways to improve the response process, to include:

- (a) A *post-event review* following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function.

Post-event documentation and action may include the following:

- (1) A contact list of individuals to be notified in case of a cardiac emergency.
 - a. HR if employee
 - b. supervisor
 - c. family
 - d. professors
- (2) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
- (3) The identification of the person(s) who responded to the emergency.
- (4) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers will not be collected unless the information is publicly available.
- (5) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
- (6) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

Wingate University Cardiac Emergency Response Team PROTOCOL

All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. The closest medical facility that is equipped in advanced cardiac care is Atrium Union.

Follow these steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is not moving, is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

(b) Facilitate immediate access to professional medical help:

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the building name or address and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and campus safety will provide the recommended route for ambulances to enter and exit and facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT).
 - Give the exact location of the emergency. (Classroom #, building name, athletic field, cafeteria, etc.). Be sure to let EMS know which door to enter. 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.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene.

(c) Start CPR

- Begin continuous chest compressions and have someone retrieve the AED.
- Here is how:
 - Press hard and fast in the center of the chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)

- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old).
- Follow the 9-1-1 dispatcher's instructions, if provided.

(b) Use the nearest AED:

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual 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.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

(c) Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

(d) Action to be taken by Office / Administrative Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Consider delaying dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule.
- Contact school administration, human resources and/or sports facility management as appropriate..

AED & Building Location Information

Wingate, NC 28174

Athletic Training Room: 101 Haskins Drive Room 174.

1. Located in Red Bag
2. Located in the room

Austin Auditorium: 230 Cedar Street.

Located in main lobby by men's restroom

Batte Center: 403 N Camden Street.

Located in the Rotunda lobby by the box office

Campus Safety: 204 N Main Street.

Located on the wall by the supply closet

CM Black Residence Hall: 135 E. Wilson Street.

Located on the 1st floor lobby by the RD Office

Burnside Dalton: 319 E. Wilson Street

Located on the 1st food entrance on wall adjacent to the elevator

Burris: 228 Cedar Street

Located on the 1st floor on a wall in main hallway

Cannon Complex: 215 E Wilson Street

Located on the 1st floor by the main lobby desk

Crowder Welcome Center/Dickson Palmer Building: 211 E Wilson Street

Located on the wall by the class room

Ethel K. Smith Library: 110 Church Street

Located on the 1st floor by Friends of the Library room

Football Fieldhouse: 660 N Main Street

Located on the 1st floor on a back wall by weight room

Goodman Service Center: 315 East Wilson Street

Located in the conference room lobby

Health Center/Holbrook Building: 109 N Camden Street

Located in the lab by the nurses desk

Irwin Belk Stadium: 660 N Main Street

Located on the 2nd floor on the wall by the press box, near the elevator

JM Smith Residence Hall: 409 N Camden Street

Located on the 1st floor lobby by the stairs

Levine Health Science Building: 515 N Camden Street

Located on the 1st floor by the men's restroom

McGee Center/Gym: 101 Haskins Drive

1. Located on the 1st floor by the main desk
2. Located on the 2nd floor on a wall by the treadmills and restrooms

Smith Science Building: 204 Cedar Street

Located on the wall on the 1st floor near the main entrance doors coming in from the Quad

Stegall Administration: 213 E Wilson Street

Located on the 1st floor by the elevator

Woodall: Wilson Street

Located on wall along with two portable AEDs for transport to outdoor events

WT Harris Dining Hall: 204 E Wilson Street

Located in the lobby by the sliding door entrance

Neu Building: 316 N Main Street Located on the 1st floor on the wall across from the Dean's office.

Emergency Phone Numbers

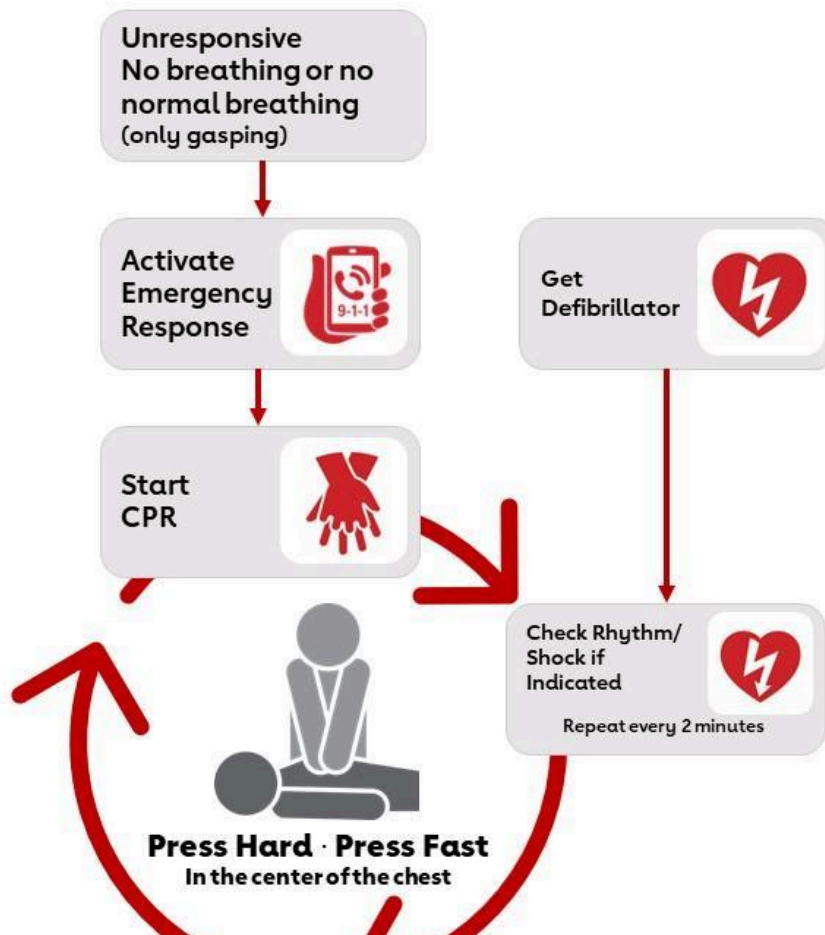
For ALL Emergencies 911

Campus Safety (704) 233-8999

Wingate University

CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL

Simplified Adult BLS



IMPORTANT: *This is a draft document intended for use in formulating a plan for adoption by a school/school district. Medical and legal counsel for the school/school district should review this Plan before implementation. It is the responsibility of the school/school district to ensure that the Cardiac Emergency Response Plan as adopted is consistent with local, state, and federal law.*