

Cardiac Emergency Response Plan (CERP): School Day – Building Specific - Staff

<u>AED Emergency</u>	
Location of AED unit(s)	
Method to Announce Alert	“Code AED – Mr./Ms. _____ room, room number _____”

Cardiac Emergency Response Team Members	CPR/AED Expiration	Extension
Extra Help (as needed, CPR/AED certification not necessary)		

Because possible scenarios requiring CPR/AED use may vary greatly, any of the CPR/AED team members may be called upon to assist in any steps of the response plan.

AED Response Plan	
1.	Teacher/Staff notes a medical emergency. Teacher/Staff alerts nurse and/or office staff of emergency at extension [redacted] (if the student/person is not responsive and cardiac arrest is suspected, tell the nurse to bring the AED), start CPR, remove students to adjacent classroom and then stay with the victim.
2.	If cardiac arrest is suspected, office staff will announce alert: "Code (AED) – Mr/Ms _____ room, room number _____" (give exact location). All members of CERT team should go immediately to that location.
3.	If CPR has not been initiated and the person appears to be in cardiac arrest, then the closest CPR certified person begins CPR. When the nurse arrives, they will take over CPR and medical care.
4.	CPR/AED team member at the site of the incident will notify EMS if the person is in cardiac arrest (Note the time EMS was called and when they arrive) or instruct another person to do so if necessary.
5.	Any CPR/AED team member will grab the AED or instruct another person to do so. The AED will be applied immediately and used when available.
6.	[redacted] will bring a walkie talkie to communicate with office and will document events. [redacted] will be the backup.
7.	[redacted] will meet EMS and show them to the location. [redacted] will be the backup.
8.	Local law enforcement and emergency medical services will assume care in accordance with their standards of practice upon notification and arrival at the scene.
9.	[redacted] will notify District office . [redacted] will be the backup. District office personnel will notify other outside agencies as deemed necessary.
10.	[redacted] will call and inform parents/family of the situation. [redacted] will be the backup.
11.	[redacted] will copy the victim's emergency information and send it with EMS. [redacted] will be the backup.
12.	Crowd control is maintained.
13.	Debrief with CERT team and other staff. The adult in charge/present is responsible for filling out the incident report and returning it to their administrator.

Non-Emergency Responsibilities:
All district AEDs are registered with Kansas Board of EMS/PulsePoint Foundation, local law enforcement and emergency medical services will be provided this information. District maintenance services will be responsible for maintaining and servicing AEDs.

Cardiac Emergency Response Plan: General Staff Responsibilities

- If a medical emergency is occurring, notify the front office and/or the school nurse. Give as much information as possible when relaying information. Remember, “Name, location, situation” at minimum. This helps prevent delay of care and make it easier determine what is needed for that situation.
- If cardiac arrest is suspected, start CPR if able. The nurse and/or other delegated staff member will take over upon arrival to the scene.
- Clear other students from your room/the area (if it is where the medical emergency is occurring).
- Help with crowd control to allow for the CERT members and emergency services to perform their duties.
- In unaffected classrooms, ensure students remain in the classroom until there is an “all clear” announcement. If teacher assistance is not required at the scene, continue teaching to maintain normalcy.
- Debrief with students after the event as it is shocking and scary to all. Refer student to counseling services as appropriate.

Simplified Adult BLS

