



2025-26 Cardiac Emergency Drill Summary Checklist

School Name: **Hunt**

Date of Drill: **10/24/2025**

Time drill initiated: **1:11:00 PM**

Time drill concluded: **1:13:00 PM**

Building Cardiac Emergency Coordinator: **Sarah Ludwig**

DRILL INFORMATION

Time school staff member discovered victim and called front office: **1:11:00 PM**

Time "ALERT" announcement made by front office staff: **1:11:00 PM**

First rescuer (school staff member) to respond (check all that apply): **Called for help (vocal)**

Called for help (phone)

Started CPR

Called for "Heart team" over walkie

Time rescuer 2 (school staff member) arrived on scene: **1:12:00 PM**

How many people (total) responded to the scene? **5**

Time CPR started: **1:11:00 PM**

Was CPR started by Rescuer 1 (school staff member)? **Yes**

CPR performed by (Name): **Sarah Ludwig**

Did rescuers switch off the CPR role every 2 min.? **No**

Did the School's Administrator or designee arrive? **Yes**

Time School's Administrator or designee arrived: **1:11:00 PM**

AED Use Details

Time AED sent for: **1:12:00 PM**

Time AED arrived at the scene: **1:12:00 AM**

Time AED attached to victim: **1:12:00 PM**

Time of first shock: **1:13:00 AM**

Person who performed AED functions (name): **Kaitlyn Hoppe**

Was a staff member sent to the front of the school to await/direct EMS? **Yes**

What time did the staff member go to the front of the school to await/direct EMS? **1:12:00 PM**



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What did the rescuers do right? **team responded and came directly to emergency. Identified staff to call 911. Central office was called and site manager directed EMS to scene.**

What could the rescuers do better? **the team debriefed after school to review and improve for next time.**

What was easy to remember to do? **check patient, call for heart time, call 911**

What was hard to remember to do? **time keeper**

Is there anything else you would like to bring to the District's attention that would have made your drill more effective? **have an extra AED by office - building very large**

Name of person conducting drill: **Sarah Ludwig**

Title of person conducting drill: **Principal**



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Signature of the person conducting drill: **Sarah Ludwig**

Date: **10/24/2025**

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