



## 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

#### 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

### 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

#### Location information

School Name: **Mason Elementary**  
 Address: **1640 Vernier Rd, Grosse Pointe Woods, MI 48236**  
 Phone: **313-432-4403**  
 Cross Streets: **Charlevoix and Mack**

**AED Locations: 1st Floor Near elevator and kitchen, Near Door G**

#### Emergency Phone Numbers

**Main Office: 313-432-4403/432-4411**  
**After Hours: 911**  
**Police/Fire/EMS: 911**

### 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

