



## 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

### 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

### 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

### 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**

### Location information

**School Name: South High School**

**Address: 11 Grosse Pointe Blvd**

**Phone: (313)- 432-3500**

**Cross Streets: Grosse Pointe Blvd and Fisher Rd**

### AED Locations: Pool Complex

**Inside Fitness Facility**

**Inside the team room (outside) near the concession stand**

**Inside Main Office M125**

**Outside room M145**

**“S” building 2nd floor outside S254**

**Outside Main Gym M50**

**Inside Library M159**

**2nd floor main building diagonal from M236**

**Main gym-Training Room**

### Emergency Phone Numbers

**Main Office: (313) 432- 3533- school hours**

**After Hours: 911**

**Police/Fire/EMS: 911**