**Cardiac Emergency Response Plan**

**CHECK**

1. When a single faculty or staff member arrives on the scene of a

 Medical Emergency, that person is to check on the status of the individual.

 Are they conscious, breathing, bleeding, etc.?

**CALL**

**Indoor School Days**

1. The person announces the emergency to others in the immediate area.
2. The member or designee activates EMS if deemed necessary by calling 911 and retrieves the nearest AED if the victim is unconscious or exhibits other signs of cardiac distress including; loss of consciousness, chest pain, shortness of breath or tingling or numbness in upper extremities.
3. If the person is alone with an infant under one year of age, that does

not have a pulse, administer 2 minutes of CPR, then call 911.

**School address is given:**

Provide requested information to 911 Operator.

4. Employee notifies Security on **Radio Channel 1** if available or by calling **Extension 999** from an internal phone. Other methods of contacting Security include:

Dialing “0” from an internal phone.

Phone (414) 507-3557 (Security Cell)

Phone (414) 352-6000 (Reception Desk between 7AM and 6PM on school days)

1. For incidents that occur during the school day and during After-School Care (7:30AM to 6:00PM), security will initiate an all building page and radio notifications that announce the emergency and location. The appropriate Emergency Medical Team will respond to the incident.

**Outdoors after 3:20PM**

1. For incidents that occur outdoors, (Athletic Fields) after the school day (3:20PM) Coaches will initiate the Emergency Medical Response as described above in #1-#3. Coaches will notify Security and the Athletic Trainer via radio.

**CARE**

1. Provide CPR and AED aid as soon as possible if unresponsive, no breathing, and no heartbeat. First AED shock should be within **3 minutes** of the person’s crisis.
2. Provide appropriate care for any other emergency situation, such as bleeding, anaphylactic reaction, asthma attack, seizure, etc.

**Further Communication Steps**

1.  **Security** will coordinate resources:

a) Carry out an all school page for the **“M-Team”** members to report at the medical incident site.

b) Ensure the nurse, if available, has been notified and informed of medical details.

c) Communicate with dispatch and responding medical assistance. Sends radio equipped

 employees to meet and lead EMS.

1. Notify parent/guardian of situation, illness or injury, and include type of injury/illness, medical

care being given and discuss appropriate medical facility if necessary.

3. Follow-up notifications to Asst. Head of School, appropriate Division Head.

**Incident Commander (IC)**

1. Initiates Incident Command System (ICS) by identifying themselves as the IC, announcing the

location of the Command Post(CP) and recommended direction of travel for responders. The IC may be the Assistant Head of School, a Division Head, Security, Nurse, Athletics Administrator or Coach depending on the situation. Transfer of Incident Command is possible upon agreement between parties.

2. Debrief incident to include: Who will file the incident report, follow-up

 with family, and review the incident response.

1. An incident report will be filed that will detail the incident while considering patient

confidentiality. Consult the nurse and/or the Director of Student Safety and Security if necessary.

1. A nursing documentation will be completed if the incident involves a USM student or employee. This will be kept in the student’s electronic school health record. Documentation on the employee will be kept in the school clinic in the individual’s health file.