Philadelphia Parks and Recreation

**Cardiac Emergency Response Plan**

**Name of Recreation Center:**

**Address of Recreation Center:**

**Facility Manager: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone or Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On-site CPR/AED Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***Signs of Sudden Cardiac Arrest can include one or more of the following***  ***●Not moving, unresponsive or unconscious,***  ***●Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), or***  ***●Seizure or convulsion-like shaking activity*** |
| **Steps of Cardiac Emergency Response Plan PRIOR to Emergency** |
| **Identify an on-site coordinator to organize CPR/AED training activities and maintain AED.** |
| **AED should be available for use in all parts of the Recreation Center in an Emergency.**  **AED(s) should *never be locked* up.** |
| **Indicate AED(s) location with a** **SIGN and/or with signs that tell where to find the AED.** |
| **Make all staff aware of the location of the AED(s) and have enough staff people are trained in CPR and how to use an AED.**  **Make sure there is always a staff person on site who knows how to do CPR and use an AED when Center is in use.** |
| **Check the AED(s) at least weekly, noting the Green light and document each time.** |
| **Steps of Cardiac Emergency Response Plan During Emergency** |
| **If a person collapses, check to see if they respond.**  **Shake the person by the shoulders and speak loudly to them in an attempt to get a response from them.** |
| **Call 9-1-1 as soon as you suspect a sudden cardiac arrest- that the heart has stopped.** |
| **Begin CPR right away pushing hard and fast in the center of the victim’s chest 100-120 times/minute.** |
| **Get AED, Open Up and / or Turn on the Unit, Follow the VOICE Directions to apply pads to victim.** |
| **Have staff member wait outside for EMS** |
| **Transfer to EMERGENCY MEDICAL SERVICES (EMS)** |
| **Steps of Cardiac Emergency Response Plan AFTER Emergency** |
| **Replace AED electrode pads immediately following use of AED.** |
| **Allow emergency medical services or victim’s hospital care team access to AED to get data from the machine/AED about the cardiac arrest. This can be done on site. Do not remove AED from Center.** |
| **Facility Manager completes facility event forms and submits to PPR Department Director for records.** |
| **Schedule discussion of emergency with facility and department staff after event to review response performance and Philadelphia Parks and Recreation cardiac emergency response protocol.** |

**I hereby attest that the above statements are true and correct to the best of my knowledge.**

**Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

