**Cardiac Emergency Response Plan**

**(Organization Name)**

Cardiac emergency requires immediate action and is crucial to successfully treating a cardiac arrest. There is an individual who is not responding to verbal or physical touch. This individual may not be breathing normally (irregular breaths, gasping or gurgling, not breathing) or have seizure-like activity/convulsions. You need to take immediate action.

**Cardiac emergency response team members**

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| --- | --- | --- | --- | --- |
|  | First Name | Last Name | Phone # | Phone # 2 |
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***Please note that while CER Team members will be called to the scene of a cardiac emergency, the first person on the scene who witnessed or discovered the sudden cardiac arrest victim should coordinate with other bystanders to call 911, start hands-only CPR and retrieve and use the onsite AED.***

**Our Plan**

1. The person who finds the individual designates someone near the victim to call 911.

2. The person who finds the individual should also designate someone to retrieve the nearest onsite AED and bring it back to the location of the emergency.

3. The first person on scene should start CPR (hands- only if not CPR certified).

4. Once 911 has been called, that same person should notify the Front office/Admin:

**“There is a CARDIAC EMERGENCY at (specify location) and 911 has been called.”**

5.The office staff should make an announcement on the PA system/or similar **TWICE: “**CER Team to report to (specify location).

7. All Team members should report to the victim’s location.

8. When AED arrives, it should be activated immediately.

9. Follow the audio/visual instructions provided by the AED. (The AED will only deliver shocks if needed, if no shock is needed, no shock will be delivered. Continue CPR until the patient is responsive or a professional take over).

10. A team member should direct EMS to the scene.

11. A team member should document the emergency (note the time event occurred, when CPR was started, when and if the AED delivered a shock(s), when EMS arrived and victim’s condition when EMS arrived).

12. Front office staff should call an emergency contact for the victim.

13. Transition care to EMS upon arrival

14. Medical provider will need to know what the heart was doing at the time of the event to properly determine treatment, so the school nurse/risk management/school resource officer must download the data from the AED and send to the youth’s medical practitioner. If you are unsure how to download the information, you can contact the manufacturer of the AED device and they will walk you through the steps.