

Emergency Action Plan (EAP) for Sudden Cardiac Arrest (SCA)

Purpose

The purpose of this procedure is to provide procedural guidelines in the event of a Sudden Cardiac Arrest as required by Project ADAM.

Scope

This procedure applies to all Valley School District staff, parents and volunteers.

Procedure

1. EAP COORDINATOR(S)

- 1.1. The primary on-site EAP coordinator is the Paideia High School Principal.
- 1.2. The secondary on-site EAP coordinator is the Paideia High School Secretary.

2. AED DEVICE LOCATION

The AED is located in the Paideia High School Administrative Building, staff work room.

3. AED TRAINED STAFF

- 3.1. The following individuals have been trained in CPR and AED use:
 - (a) Valley School District teachers;
 - (b) Valley School District Nurse;
 - (c) Valley School District Emergency Response Team;
 - (d) Paideia High School and Valley School office staff;
 - (e) VL Transport, Transportation Supervisor

4. EMERGENCY RESPONSE TEAM

- 4.1. For an SCA emergency occurring during school hours, the following individuals are identified as the Valley School District Emergency Response Team:
 - (a) Paideia High School Staff
 - (b) Valley School Principal
 - (c) CVA Principal(s)
 - (d) School Nurse
 - (e) Facilities Supervisor
 - (f) VL Transport Supervisor
- 4.2. If a SCA or AED use occurs, the following individuals will be notified:
 - (a) Superintendent
 - (b) Paideia High School Principal
 - (c) Paideia High School Secretary
 - (d) Valley School Principal
 - (e) Chief of Operations

- (f) Human Resource Officer
 - (g) School Nurse
 - (h) Facilities Supervisor
 - (i) VL Transport Supervisor
 - (j) Sacred Heart's Project Adam Coordinator.
- 4.3. Annually the Emergency Response Team will practice and review the EAP and response to a possible SCA. The following personnel will be included in this rehearsal:
- (a) Emergency Response Team
 - (b) Superintendent
 - (c) School Nurse
 - (d) Valley School Principal
 - (e) CVA Principal(s)
 - (f) Facilities Supervisor
 - (g) Chief of Operations
 - (h) Safety Committee(s) Chairperson(s)

5. EMERGENCY EVENTS

- 5.1. In the case of an emergency *during school hours*:
- (a) The Paideia Principal will be notified;
 - (b) The EMS system will be activated by calling 911;
 - (c) The response team will be alerted of the emergency and its location.
 - (d) The AED will be brought to the location of the emergency by a Valley School District staff person.
 - (e) Upon arrival of EMS personnel, school district employees will immediately turn responsibility for care of the victim over to EMS personnel.
- 5.2. In the event of an emergency after school hours:
- (a) The EMS system will be activated by calling 911.
 - (b) After-hours the AED will be located in the Paideia High School Administration Building, staff work room.
 - (c) The AED will be retrieved and used by trained or voluntary responders closest to the emergency.

Supporting Documentation

Document History

| Action: | Date: |
|----------------|-------------------|
| New | November 16, 2011 |
| Revised | |

