



MINOOKA

COMMUNITY HIGH SCHOOL

District #111 mchs.net

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

Cardiac Emergency Response Plan

Objective

To establish a clear, coordinated, and efficient protocol for responding to cardiac emergencies in order to safeguard the health and well-being of students, staff, and visitors within the school district.

Key Personnel

- CPR-Certified Staff Members
 - Licensed School Nurse(s)
 - School Resource Officers (SROs)
 - Administrative Support Personnel (as needed)
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Essential Equipment

- **Automated External Defibrillators (AEDs):** Strategically located throughout each campus for quick access
 - **Emergency Medical Kits:** Stocked with essential life-saving supplies
 - **Communication Devices:** Walkie-talkies, intercom systems, and other means for internal coordination
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Emergency Protocol

1. Immediate Recognition and Alert

- **Identify Signs of Cardiac Distress:** Sudden collapse, unresponsiveness, abnormal breathing (e.g., gasping)
 - **Notify Key Responders:** Immediately alert nearby CPR-certified staff, school nurses, and SROs
 - **Activate Emergency Medical Services (EMS):** Call 911, clearly stating the condition of the individual and their exact location within the school
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2. CPR and AED Administration

By CPR-Certified Staff or School Nurse:

- Initiate **CPR immediately**, following current American Heart Association (AHA) guidelines for chest compressions and rescue breaths
- Assign a responder to retrieve the **nearest AED**

Using the AED:

- Power on the device and follow audio/visual prompts
 - Ensure the individual's chest is dry and place the AED pads correctly
 - Allow the AED to analyze the heart rhythm
 - If a shock is advised, make sure no one is in contact with the individual before delivering the shock
 - Resume CPR immediately after shock delivery, or if no shock is advised, and continue until EMS arrives or signs of recovery are evident
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Roles and Responsibilities

CPR-Certified Staff

- Provide immediate CPR and AED support

- Rotate with other trained personnel to maintain effectiveness
- Remain with the individual until advanced care arrives

School Nurse

- Assume primary leadership of the medical response
- Assist with CPR/AED administration and monitor the individual's condition
- Document vital details of the incident and provide follow-up care as needed

School Resource Officers (SROs)

- Secure the scene and maintain crowd control
- Initiate the **Standard Response Protocol "HOLD"** to keep hallways clear
- Facilitate swift entry and guidance for EMS personnel
- Assist with emergency care if certified

Post-Emergency Actions

Documentation and Reporting

- Record key incident details:
 - Time of collapse
 - Time CPR was initiated
 - AED application and number of shocks
 - Arrival time of EMS
- Submit incident reports to district administration and appropriate agencies

Debriefing and Emotional Support

- Conduct a structured debrief with all involved personnel

- Review response effectiveness and identify improvement areas
- Provide access to counseling or emotional support resources if needed

Equipment Review and Restocking

- Inspect AED and restock used supplies in emergency medical kits
- Replace batteries and pads as necessary to maintain equipment readiness

Parent and Administrative Notification

- Notify the individual's emergency contacts and parents (if applicable)
 - Communicate details to school and district leadership in accordance with privacy laws
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Training, Drills, and Preparedness

Ongoing Training

- Conduct annual CPR/AED certification and recertification courses for designated staff
- Provide periodic refreshers on the use of undesignated emergency medications

Cardiac Emergency Drills

- Implement regular cardiac response drills as part of the school's emergency preparedness program
 - Evaluate performance and revise procedures based on drill outcomes and staff feedback
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Communication Plan

Internal Communication

- Use school intercom and walkie-talkies to broadcast alerts and coordinate real-time responses

- Ensure all key personnel are informed immediately and assigned roles promptly

External Communication

- Establish a procedure for informing parents/guardians and the school community when appropriate
- Ensure communications comply with **FERPA**, **HIPAA**, and other relevant privacy regulations

Conclusion

Minooka Community High School is committed to maintaining a safe and responsive environment for all individuals on campus. This **Cardiac Emergency Response Plan** is a critical component of the district's comprehensive safety strategy, emphasizing rapid action, trained personnel, and coordinated communication. Through regular training, preparedness drills, and post-incident evaluation, we aim to minimize risks and ensure the best possible outcomes in any cardiac emergency.