

**Exhibit – Emergency Action Plan Template**

**VENUE: ALL SCHOOLS DURING THE SCHOOL DAY**

If an emergency situation arises during the school day the following chain of command will be used in a medical emergency:

- Chain of Command:
1. Supervising Adult
  2. School Nurse (if present)
  3. Principal (if present)

The nearest Supervising Adult will assess the injury/medical situation to determine if Emergency Medical Services should be contacted and will then delegate to another staff member to promptly contact 911 and get the AED if deemed necessary. A second staff member will immediately summon the School Nurse and then the Principal. The School Nurse will assume care (if present) after arriving to the scene. The Supervising Adult, School Nurse or Principal will stay with the injured student until EMS arrives and begin CPR/AED if necessary and trained. The delegated staff member will explain to EMS personnel the situation and specific directions upon arrival to the school.

If the principal is not present, the delegated staff member will notify the principal through cell phone contact about the situation.

EMS personnel will be directed by the delegated staff member to the scene. Other staff members will join in promptly directing EMS to the scene.

AED's are located in each building in designated areas and no more than 300 feet from areas where physical activity is conducted. Appropriate signage is placed in each building to alert staff to the AED location.

**\*\*Attach school map with location of all AED's highlighted**