

**Fennville Public Schools
Emergency Response Program**

GUIDELINES

1. Automated External Defibrillator(s) (AED) will be maintained on the premises of Fennville Public Schools.
2. An AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. This training will include familiarization with the district emergency response plan and specific protocols for the use of the AED. If trained individuals are not on the school grounds during an emergency, members of the general public present at an emergency situation on school grounds are encouraged to use the AED.
3. Program Coordinator. An Emergency Response Program Coordinator will be designated with responsibility for the coordination of CPR/AED training, oversight of practice drills, and general program coordination.
4. Team Leaders. Emergency Response Team Leaders will include the athletic director, school nurse, and representatives from each school (elementary, middle, and high school), or other school personnel as assigned. These individuals will have the responsibility of carrying out emergency response drills throughout the year as determined within these guidelines.
5. Local Contacts. In the event of an emergency, 911 should be called immediately. The following local contacts may also be helpful in general planning and in conducting drills.
 - a. American Medical Response (AMR)
517 Division, Grand Rapids, MI 49503
(616) 459-8228
 - b. Allegan County Sheriff
112 Walnut St., Allegan, MI 49010
(269) 673-0500
 - c. Fennville Fire Department
599 W. Fennville St., Fennville, MI 49408
(269) 561-2148
6. Emergency Response Team. A list will be maintained by the AED Program Coordinator of those individuals trained in performing CPR/AED use and in these procedures. These individuals will comprise the building-level emergency response teams with responsibility for activating the emergency response system and performing CPR/AED duties as assigned. These individuals will also maintain compliance with CPR certification.

7. All staff members are encouraged to be trained in CPR/AED and basic first aid. The following district employees are required to be CPR/AED certified: physical education teachers, coaches, community athletic center staff, and band director.

PROCEDURES

1. A listing of all AED's in the district (attached as Appendix B) will be updated and distributed annually according to the communication plan below. At least one AED will be located in each school building and in the Community Athletic Center. Additional AED's may be placed in facilities across the district and/or utilized as portable devices.
2. Maintenance and testing will be the responsibility of the facilities department under the review of the AED Program Coordinator. This maintenance will follow recommendations of the device manufacturer. In general, weekly and monthly inspections as follows:
 - a. WEEKLY: visual inspection of the device readiness status
 - i. Record of readiness verification shall be kept by the facilities director.
 - b. MONTHLY: physical inspection and testing of the unit and accessories
 - i. Documentation of maintenance and testing shall be kept by the facilities director.

Any problems with the devices must be immediately brought to the attention of the Facilities Director and AED Program Coordinator.

3. Communication Plan: Information on AED locations will be distributed annually to all staff members with updates made as necessary. General information will also be included annually in the district newsletter. Community Athletic Center registration materials will include information on AED location in the CAC.

The emergency response plan summary (a sample is attached as Appendix A) or similar guide for emergency response is to be posted in each classroom in the district.

The Emergency Response Program Coordinator will maintain ongoing communication with appropriate external emergency response personnel. This communication will include at least annual notification of AED locations in the district, with updates made as necessary.

4. Practice Drills: Each Emergency Response Team Leader will conduct or coordinate a minimum of two emergency response drills each school year in their department or building. These emergency response drills will be held to help rescuers practice and retain their skills. These drills may be unannounced and are to include the use of an AED. The Emergency Response Team Leader conducting the drills will provide feedback and guidance as necessary. A record of emergency response drills will be made (using the form attached as Appendix D) with a copy turned in to the Emergency Response Program Coordinator after each drill.

5. Emergency Action Plan: All employees should become familiar with the signs of cardiac arrest and the appropriate steps to take in the event of an emergency. When a potential cardiac event occurs during school hours, staff should immediately contact the office and initiate emergency response. During after school events, the staff member in charge should be immediately notified.

In responding to a potential cardiac emergency, the following guidelines are to be employed:

- **Every circumstance should be treated as an emergency with AED retrieval.**
 - The office will issue an immediate call for the “MERT Team” and call 911.
 - The most qualified individual on the scene should provide or direct acute care. Individuals with lower credentials should yield to those with more appropriate training.
 - Responders should follow the procedures as outlined in the Emergency Action Plan (Appendix A).
6. Post-Emergency Procedures: Following any incident which involved the use of an AED, the following steps must be taken:
 - a. The superintendent shall be notified of AED use and a written report must be filed. Emergency program coordinator and team leaders will debrief responders.
 - b. The AED data card shall be delivered to the appropriate medical professional(s) for analysis. The data card should be labeled with the patient’s information.
 - c. Replace the data card, and clean and restock the AED according to the inventory list.
 - d. Check the AED for readiness and place back into service. Document return of AED to “ready” status.

Appendix A

Fennville Public Schools

Sample Posting--Emergency Action Plan

EMERGENCY ACTION PLAN

SIGNS OF CARDIAC ARREST

- Unconscious
- Not Responding
- Not Breathing or Not Breathing Normally
- Agonal Breathing or Gaspings is NOT Normal Breathing
- Seizures/Convulsions may occur when patient collapses

EARLY ACTION—The Key to Combatting Cardiac Arrest!

Take quick action by implementing these steps:

1. EARLY 911 - EMS activation:

- Should be done as soon as the situation is deemed an emergency or a potentially life-threatening event.
- Using any telephone, dial 911.
- Be prepared to provide your name, address, telephone number, location and condition of the injured, first aid treatment given, specific conditions, specific directions, and other information as requested.

2. EARLY CPR

- Assess the victim: airway, breathing, and circulation.
- Initiate CPR (if required) while AED is being retrieved.

3. EARLY DEFIBRILLATION

- Retrieve AED from:
 - i. Elementary School: Upper level by main entrance, Lower level in central area**
 - ii. Middle School: Hallway outside of gym**
 - iii. High School: Hallway outside of gym**
 - iv. Athletic Center: Main lobby by office**
 - v. Central Office: Inside Central Office**
 - vi. Other: Portable – taken to athletic events**

- Open AED and attach pads as directed.
- Follow directions for administering defibrillation as directed by the AED device.
- **The AED will not administer a shock if none is required. When in doubt, attach an AED to the victim and allow the device to analyze the victim's status.**

4. EARLY ADVANCED LIFE SUPPORT

- Appoint an individual to meet and direct EMS to the scene.

Appendix B

Fennville Public Schools AED Locations

(as of August 2011)

- **Elementary School**—Upper level lobby and lower level central area
- **Middle School**—Lobby outside of gym
- **High School**—Hallway outside of gym
- **Community Athletic Center**—Main lobby by office
- **Central Office**—Inside Central Office
- **Portable Unit(s)**—available to be taken to athletic events

Appendix C

Fennville Public Schools

Emergency Response Teams

(as of October 2011)

Building/Department	Name	Certification/Expiration Date
Elementary School Team Leader		
Elementary School (Upstairs)		
Elementary School (Upstairs)		
Elementary School (Upstairs)		
Elementary School (Upstairs)		
Elementary School (Upstairs)		
Elementary School (Upstairs)		
Elementary School (Downstairs)		
Elementary School (Downstairs)		
Elementary School (Downstairs)		
Elementary School (Downstairs)		
Elementary School (Downstairs)		
Elementary School (Downstairs)		
Elementary School (Downstairs)		
Middle School Team Leader		
Middle School		
Middle School		
Middle School		
Middle School		
Middle School		
Middle School		
Middle School		
High School Team Leader		
High School		
High School		
High School		
High School		

High School		
High School		
High School		
Athletics/Recreation Team Leader		
Athletics: Cross Country		
Athletics: Cheerleading		
Athletics: Football		
Athletics: Boys Soccer		
Athletics: Volleyball		
Athletics: Boys Basketball		
Athletics: Girls Basketball		
Athletics: Wrestling		
Athletics: Baseball		
Athletics: Girls Soccer		
Athletics: Softball		
Athletics: Track		
Recreation		
Recreation		
Recreation		
Recreation		
School Nurse Team Leader		
Facilities		
Facilities		
Central Office		
Pearl		
Transportation		

Appendix D

Fennville Public Schools

Emergency Response Drill Report

Building: _____ Location: _____

Date: _____

Time Drill Started: _____ Time Drill Terminated: _____

1. Time the victim was discovered by school staff member (Rescuer 1) _____

2. Staff member's (Rescuer 1) response: Called for help (vocal)
 Called for help (phone)
 Started CPR assessment, then called for help
 Ran for help
 Other _____

3. Time "MERT Team" announcement made by Front Office staff _____

4. Time Rescuer 2 arrived on scene _____

5. How many people responded to scene? _____

6. Administrator notified? Yes, Time _____
 No

7. Time CPR started _____

8. CPR started by Rescuer 1? Yes
 No, CPR performed by _____

9. Time AED sent for _____

Time AED arrived at scene _____

Time AED attached to victim _____

Person who performed AED functions _____

10. Time administrator arrived on scene _____

11. Staff member sent to wait for EMS? Yes, Time _____

No

12. Time EMS arrived on scene (if applicable) _____

(OVER)

Responders Involved in Drill: _____

Debriefing Questions:

• What did the rescuers do right? _____

• What could the rescuers do better? _____

• Other observations/comments: _____

Signature of Team Leader _____ Date _____

Appendix E

Fennville Public Schools AED Inventory

(as of October 2011)

Location	Brand	Model/Make	Adult Pads	Pediatric Pads	Battery	Ancillary
Elementary School, Upper Level	Cardiac Science					
Elementary School, Lower Level	Cardiac Science					
Middle School	Cardiac Science					
High School	Cardiac Science					
Central Office	Zoll					
Community Athletic Center	Phillips Magnavox					
Athletics Portable #1	Defibitech					
Athletics Portable #2	Cardiac Science					
Athletics Portable #3	Cardiac Science					
Athletics Portable #4	Cardiac Science					

Appendix F

Sample MERT Team Poster

MERT TEAM

Mrs.	EXT.
Nurse	EXT.

MERT TEAM UPSTAIRS

Miss	EXT.
Ms.	EXT.
Mrs.	EXT.
Mrs.	EXT.
Miss	EXT.
Mrs.	EXT.

MERT TEAM DOWNSTAIRS

Mr.	EXT.
Mrs.	EXT.
Ms.	EXT.
Miss	EXT.
Mrs.	EXT.
Mrs.	EXT.
Mrs.	

OFFICE

Mrs.
Mrs.

EXT.
EXT.