

# **Cardiac Medical Emergency Plan**

## **Purpose**

To establish an action plan for responding to a medical emergency and to ensure the proper procedures are followed in the event of a medical emergency within [Enter Facility Name].

## **AED Coordinator**

\_\_\_\_\_ (name of person or title) is responsible for making sure this emergency action plan is kept up to date, practices, and reviewed periodically.

The AED Coordinator can be reached at the \_\_\_\_\_ (location and phone number).

## **Emergency Phone Numbers**

Dial-911

[Enter Facility Contacts]

## **Designated Emergency Medical Responders**

The following employees will be trained in the use of CPR/AED. It is the goal to have at a minimum one (1) trained responder available during business hours.

<b>Name &amp; Title</b>	<b>Phone #</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

## **Resource Hospital**

**OSF St. Joseph Medical Center  
Carle Bro-Menn Medical Center**

## **Examples of a Medical Emergency**

- Unconsciousness
- Seizure
- Chest Pain and/or Heart Attack
- Stroke
- Choking
- Trouble Breathing
- Major Injury - Slip or Fall
- Drowning

### **Notification of an Emergency**

For all medical emergencies on facilities property, Call 911. Contact [Person in charge of dealing with emergencies in your building or department, building manager, director at (insert phone number here)] to inform them of the situation as soon as possible after the incident. The following information shall be given to the 911 dispatcher: Stay on the phone the entire time.

- Location of medical emergency;
- Nature of emergency;
- Gender and approximate age of victim;
- Victim's responsiveness;
- CPR status; and
- AED status.

### **Emergency Procedures**

An AED is used to treat victims who experience sudden cardiac arrest. The AED shall only be applied to victims who are unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected the AED will charge to the appropriate energy level and advise the operator to deliver a shock. An AED shall be used in conjunction with CPR in cases of sudden cardiac arrest, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association.

Use of the AED and CPR shall continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or local emergency medical services (EMS) arrive at the scene, and assume responsibility for emergency care of the patient.

Remain with the individual until emergency services arrive to care for the individual. Before applying the AED, responders will assess for unresponsiveness, check for breathing, pulse and signs of circulation. Additionally, responders must assess the area for additional hazards (e.g. electrical, physical, etc.) to determine if the victim needs to be moved to a safer location prior to using the AED. If the victim is not breathing or no pulse is detected, they shall begin CPR. Upon arrival of AED, responders will stop CPR and utilize the AED. Only trained responders shall, administer first aid, CPR or utilize the AED. Allow the emergency services personnel to administer all care to the individual upon arrival.

### **CPR Procedure**

- Verify the scene is safe.
- Call 911
- Start by rolling the victim onto his/her back, if necessary.
- Check to determine if the victim is unresponsive.
- Look for no breathing or only gasping and check pulse. Is pulse felt within 10 seconds?

- No breathing or only gasping, no pulse begin cycles of CPR of 30 compressions to 2 breaths.

## **Rescue Breathing**

- Start by rolling the victim onto his/her back, if necessary.
- Make sure the airway is open, check for, and remove any obvious obstructions in the mouth (gum, dentures, vomitus, or other fluids).
- Position your ear over the person's nose and mouth, to check for breathing for 3-5 seconds.
- Using a barrier device, form a tight seal around the victim's mouth and nose and exhale for 1-1.5 seconds, which should be enough to make the victim's chest rise.
- Pause between rescue breaths to inhale.

Then look, listen, and feel for chest movements or the sound of escaping air. If you don't detect breathing, re-check the carotid pulse for 5-10 seconds. If the victim still isn't breathing, but does have a pulse, resume rescue breathing. If there is no pulse, begin CPR.

## **AED Procedures**

- When AED arrives, place near the head of the victim on the same side as rescuer, if possible.
- Open case and turn unit on.
- Apply gloves.
- Bare and prepare chest (dry wet skin with towel or clothing and shave if necessary).
- Make sure the victim is not in contact with water or any metal objects.
- If necklaces or other body jewelry is in the way or within 1 inch of pad placement, remove the jewelry before AED use.
- If the person has any type of drug skin patch on the chest, remove the patch with a gloved hand and clean the area.
- If implantable defibrillator or pacemaker is present on the victim, place pad at least one inch away from device.
- Follow visual and verbal prompts given by the AED.
- Apply electrode pads, always working on the upper right chest just below the collar bone and left side of the victim's chest two to three inches below the armpit.
- Clear the area and plug in connector.
- Allow unit to analyze the heart rhythm.
- If shock is indicated call "CLEAR" make sure no one is touching the victim and press the "Shock indicator" button.
- Continue to follow voice prompts per AED instructions.

## **Reporting Procedures**

When an AED is used, the user shall report to the medical director the following information:

- Date and time of incident;
- Name of the care provider;
- Time that University of Chicago Police were called;
- Initial heart rhythm;
- Number of times patient was defibrillated;
- Name of AED user;
- Final heart rhythm when emergency services arrived; and

- Whether the patient has a pulse and if they are breathing when emergency services arrived.

Once the victim is in the care of Emergency Medical Services, the AED unit shall be immediately secured and taken out of service by the AED Coordinator. In the event the AED Coordinator is not on the scene the following shall be completed before placing the AED back into service:

- Data card shall be removed and a new one installed or data is to be downloaded per the manufacturer instructions.
- Remove and disinfect AED, restock with two sets of pads, batteries, towel, razor, and gloves, biohazard waste bag, and two barrier devices before placing back in service.
- Immediately notify Student Health and Services and Environmental Health and Safety.

## **Training**

Training shall be provided to each AED user and meet the requirements of Illinois Department of Public Health codes under Title 77, Chapter I, Subchapter f, Part 525 & 527 (<http://www.ilga.gov/commission/jcar/admincode/077/07700525sections.html>) (<http://www.ilga.gov/commission/jcar/admincode/077/07700527sections.html>).

The training provider shall be approved by the Illinois Department of Public Health. The training shall include training in cardiopulmonary resuscitation (CPR), the use of an AED and Bloodborne Pathogens. Every staff member at a physical fitness facility, including those not trained in AED use, shall be trained on the location of the AED at the specific site and site specific medical emergency response. The training shall be provided to employees at least every two years. At all buildings or in all departments with an AED, a minimum of one trained user shall be on site at all times during normal operating hours. During special events, a minimum of one trained user shall be on site for the duration of the event.

## **Training Provider**

[Enter name of provider and location and name of class]

## **Resource Hospital – Registration**

The AEDs at [Enter Facility Name] have been registered with the University of Chicago Student Health Services. A copy of the manufacturer's guidelines for training and maintenance and copies of the training certificates for trained AED users have been provided to the Student Health Services.

*Date Created:*

*Date Reviewed:*