

**Mt. Laurel School District**  
**HARTFORD SCHOOL**  
*AED Emergency Plan*

## **Mount Laurel Hartford School – 2014-2015**

### **JANET’S LAW**

Janet’s Law was enacted in New Jersey in response to the death of an 11-year-old girl named Janet Zilinski, who died of sudden cardiac arrest while cheerleading.

It takes effect 9/1/2014.

The requirements of the law are:

- Every school must have a properly maintained AED (automated external defibrillator) available in an unlocked location on school property, with an identifying sign.
- The AED must be accessible during the school day and at any other time when a school-sponsored athletic event or team practice is taking place in which district students are participating. It must be in reasonable proximity to the athletic field or gym.
- A staff member who is CPR/AED certified or another certified 1<sup>st</sup> responder must be present at the events cited above.
- The school district must establish and implement an emergency action plan for responding to sudden cardiac events.
- A minimum of 5 school employees must hold current CPR/AED certification. The list must be updated at least once each semester.
- The school district and its employees shall be immune from civil liability in the acquisition and use of defibrillators.

Rapid Response Team Members 2014/1015 – ***(MINIMUM OF 5 MEMBERS REQUIRED)***

1. Nurse: Lisa Doulong
2. Nurse: Michelle Mercado
3. Principal: Marques Stanard
4. Kasey Woodend
5. Collin Stemmer
6. Joanne Hoffman
7. JoLynne Musgrove
8. Tina Jarecki
9. Mary Viscidy
10. Derek Reiter
11. Jason Reinert
12. Mary Beth Perella
13. Katie Montegary

**AED LOCATION 5<sup>th</sup> Grade Hallway First Floor near locker rooms**

# ***RAPID RESPONSE EMERGENCY PROCEDURE***

## **(DURING SCHOOL DAY)**

If you encounter a person who is not responsive to commands or physical contact, you or someone you designate must immediately contact 911 and/or the Main Office by phone

(ext. 5003) or 2-way radio.

Provide the following information to the office staff:

- Exact location of the emergency.
- The nature of the emergency.
- State the person's name, if known, or general age category.

Office staff will announce "Rapid Response" in Room \_\_\_\_\_, ( Ms./Mr. \_\_\_\_\_'s room). They will state that designated hallways (or all hallways) must be cleared, and that students and staff in those areas must remain in rooms until the 'All Clear' is announced.

*If there is no answer in the office, pick up the nearest wall phone, dial **5410**, wait for a beep, then dial #10. When you hear the beep on the pa system, announce the following yourself: "Attention, please. Rapid Response needed in room \_\_\_\_\_, Ms/Mr. \_\_\_\_\_'s room. All staff, Shelter in Place." Repeat.*

Then, stay with the victim and remain calm. Rapid Response Team Members will respond to your location.

The nurse and AED Team will respond as trained. Coverage for Rapid Response Team Members must be arranged by the Team Members in advance in preparation for an emergency. Staff members must all be prepared to take over a Team Member's students, if needed.

## **RAPID RESPONSE TEAM MEMBER RESPONSIBILITIES**

Team Members, minimum of five, must be CPR/AED certified.

Team Members who are near the AED should check to see if the AED is in the cabinet. If it is there, bring it. An "AED Event Report" is included with the device and must accompany the device.

Team Members should respond to the location of the emergency, with nearby staff members covering their students, if needed.

This box is for location of sites for Code Team members students.

1. Two PE teachers should stay with classes, 2 goes to Rapid Response
2. Katie Montegary's class stays with Aides
3. JoLynn Musgrove's class goes to Lauren White
4. Mary Viscidy's class goes to Emily Garcia B111

The 1<sup>st</sup> Team Member at the scene assesses the victim, assures his/her safety, and initiates CPR, if needed.

When the nurse arrives, she takes charge and delegates duties to other Team Members. In her absence, another Team Member must assume the nurse's role.

The delegated duties of the Team members include the following:

- Call 911 (if the Main Office and/or Staff have not yet done so). State the nature and location of the emergency, age category of victim, and the best access point to the emergency location. Do not hang up until instructed by the dispatcher. Inform 911 that the *Rapid Response Team* has been notified.
- Perform CPR, if needed.
- Manage the AED.
- Record the event (An "AED Event Report" is included with the device and must accompany the device.
- Crowd control
- Relocate students
- CPR relief
- Main office/EMS liaison
- Move furniture to allow EMS access to victim
- Family contact
- Arrange for a staff member to accompany the victim in the ambulance.
- Obtain a copy of the student emergency information.

## RAPID RESPONSE OFFICE STAFF RESPONSIBILITIES

1. Receive call for help- REMAIN CALM
  - Ask caller their location (Room #, Name and Floor)
  - Ask caller nature of emergency and if 911 needs to be called
  - Get as much information about the victim as possible:
    - Name
    - Grade
    - Description of incident
    - Victim condition
      - Are they breathing
      - Is there an injury
      - Any medical concern
2. Announce CODE “Rapid Response” and Location Room#, teacher name and floor via ALL CALL repeat 3 times. Speak loud, slow and clear.
  - If a CODE “Rapid Response” occurs during change of classes also announce- **All students proceed to your next class and clear halls and remain there until further notice.**
  - If a CODE “Rapid Response” occurs while class is in session, also Announce **“SHELTER IN PLACE”**.
3. Call 911 and provide the following information:
  - a. School location
  - b. Victims name and age
  - c. Condition of Victim
    - i. Are they breathing/Awake
    - ii. Is there an injury
    - iii. Any medical concerns
4. HOLD ALL BELLS UNTIL YOU ARE NOTIFIED OF AN ALL CLEAR BY Administrator/Nurse
5. Copy the emergency information card/form for EMS.
  - Stay by phones and intercom to relay information as needed
  - Note time of event

ONCE CODE “Rapid Response” IS CALLED ALL COMMUNICATION WILL TAKE PLACE ON WALKIE TALKIE (Private channel if available)

## **RAPID RESPONSE NURSE RESPONSIBILITIES**

- Respond to the emergency.
- Bring emergency bag and a 2-way radio.
- Take charge of the event.
- Communicate with main office via 2-way radio.
- Lead a post-event review with Rapid Response Team Members.
- Manage and review drills.
- Assure coverage for students currently in the Health Office.

# **AED EMERGENCY PROCEDURE**

## **(AFTER SCHOOL HOURS)**

After school hours, if you encounter a person who is not responsive to commands or physical contact, you or someone you designate must make the Rapid Response announcement. Then, stay with the victim and remain calm. Rapid Response Team Members, if available, will respond to your location.

*If inside the school building, pick up the nearest wall phone, dial 5410, wait for a beep, then dial #10. When you hear the beep on the pa system, announce the following: “Attention, please. Rapid Response needed in room \_\_\_\_\_ (Ms./Mr. \_\_\_\_\_’s room).” Repeat.*

*If outside, follow Athletic Dept. emergency plan.*

The nurse, if available, and any Rapid Response Team Members or other 1<sup>st</sup> responders will respond as trained.

### **AED TEAM MEMBER RESPONSIBILITIES – AFTER SCHOOL HOURS**

Team Members must be CPR/AED certified.

Team Members who are near the AED should bring it. An “AED Event Report” is included with the device and must accompany the device.

Team Members should respond to the location of the emergency.

The 1<sup>st</sup> Team Member at the scene assesses the victim, assures his/her safety, and initiates CPR, if needed.

If the nurse is available, she takes charge and delegates duties to other Team Members. In her absence, another Team Member must take charge.

The delegated duties of the Team members include the following:

- Call 911. State the nature and location of the emergency, the age category of victim, and the best access point to the emergency location. Do not hang up until instructed by the dispatcher.
- Send someone to meet EMS at the access point.
- Perform CPR, if needed.
- Manage the AED.
- Record the event (AED EVENT REPORT is kept with the AED device in the cabinet).
- Crowd control
- Relocate students

- CPR relief
- EMS liaison
- Move equipment to allow EMS access to victim
- Notify an administrator
- Family contact

SIGN TO BE PLACED IN EVERY ROOM:

## **Code “RAPID RESPONSE” PROCEDURE**

- Contact 911 (press “outgoing”, dial 9, followed by 911) **AND/OR** the Main Office (ext.5003)
- If no answer in the main office, dial **5410**, *wait for a beep*, **then dial #10**. When you hear the beep on the pa system, announce “Rapid Response” and location of emergency.
- If you contact the Main Office first:
  - Request they activate Code “Rapid Response”
  - Indicate that 911 WAS CALLED and provide the following information:
    - Name of injured
    - Grade & location
    - Description of incident
    - Victim condition
      - Are they breathing
      - Is there an injury
      - Any medical concern
- Remain calm, clear the area around the victim, relocate staff/students
- Remain with victim
- Initiate CPR
- “Rapid Response Team” will respond to your location

**DO NOT REMOVE THIS SIGN**

SIGN TO BE PLACED IN OFFICE:

## **Code “RAPID RESPONSE” OFFICE STAFF RESPONSIBILITIES**

1. Receive call for help- REMAIN CALM
  - Ask caller their location (Room #, Name and Floor)
  - Ask caller nature of emergency and if 911 needs to be called
  - Get as much information about the victim as possible:
    - Name
    - Grade
    - Description of incident
    - Victim condition
      - Are they breathing
      - Is there an injury
      - Any medical concern
2. Announce CODE “Rapid Response” and Location Room#, teacher name and floor via ALL CALL repeat 3 times. Speak loud, slow and clear.
  - If a CODE “Rapid Response” occurs during change of classes also announce- **All students proceed to your next class and clear halls and remain there until further notice.**
  - If a CODE “Rapid Response” occurs while class is in session, also Announce **“SHELTER IN PLACE”.**
3. Call 911 and provide the following information:
  - a. School location
  - b. Victims name and age
  - c. Condition of Victim
    - i. Are they breathing/Awake
    - ii. Is there an injury
    - iii. Any medical concerns
4. HOLD ALL BELLS UNTIL YOU ARE NOTIFIED OF AN ALL CLEAR BY Administrator/Nurse
5. Copy the emergency information card/form for EMS.
  - Stay by phones and intercom to relay information as needed
  - Note time of event

ONCE CODE “Rapid Response” IS CALLED ALL COMMUNICATION WILL TAKE PLACE ON WALKIE TALKIE (Private channel if available)

# **DO NOT REMOVE THIS SIGN!**

## **MEDICAL EMERGENCY PROCEDURE**

If you encounter a conscious person with a medical emergency that requires the nurse at the scene, notify the nurse by phone (**ext. 5006**) or 2-way radio. Provide the following information:

- Nature of the emergency – i.e. chest pain, allergic reaction, choking, seizure, serious injury, or other event in which the victim cannot/should not go to the Health Office.
- Exact location of the emergency.
- Name of the victim, if known, or general age category.

Stay with the victim and remain calm.

The main office staff will contact the nurse and provide all known details.

The nurse will respond to the scene, bringing whatever equipment she feels may be needed. She will take whatever action is necessary.

### **MEDICAL EMERGENCY OFFICE STAFF RESPONSIBILITIES**

Receive call requesting medical help. If not provided by the caller, ask for the following information:

- Nature of the emergency – i.e. chest pain, allergic reaction, choking, seizure, serious injury, or other event in which the victim cannot/should not go to the Health Office.
- Exact location of the emergency.
- Name of the victim, if known, or general age category.

Notify nurse at **ext. 5006**, or by 2-way radio, or ‘all call’. Provide all known details. If a nurse is not present in the building, contact the covering nurse.

Remain in the main office, in case other assistance is needed. Keep a 2-way radio nearby. Wait for instructions from the nurse.

Notify an administrator.

### **MEDICAL EMERGENCY NURSE RESPONSIBILITIES**

- Receive the call from the main office.
- Respond to the emergency location, bringing a 2-way radio, cell phone, and whatever equipment and medications she feels might be needed.
- Contact main office if additional help is needed.
- Contact parent or other emergency contact.

- After the event, document per nursing protocol.
- Prepare an incident report.

SIGN TO BE PLACED IN EVERY ROOM:

## **MEDICAL EMERGENCY PROCEDURE**

If you encounter a conscious person with a medical emergency that requires a nurse at the scene, notify the nurse by phone (ext. 5006) or 2-way radio. Provide the following information:

- Nature of the emergency – i.e. chest pain, allergic reaction, choking, seizure, serious injury, or other event in which the victim cannot/should not go to the Health Office.
- Exact location of the emergency.
- Name of the victim, if known, or general age category.

Stay with the victim. Remain calm. Provide reassurance.

Do not move the victim.

Note symptoms and times.

Enlist help from other staff members, if available, to help keep students away from the victim.

The main office staff will contact the nurse and provide all known details.

The nurse will respond to the scene, bringing whatever equipment and medications she feels may be needed. She will take whatever action is necessary.

**DO NOT REMOVE THIS SIGN!**

SIGN TO BE PLACED IN OFFICE:

## **MEDICAL EMERGENCY OFFICE STAFF RESPONSIBILITIES**

Receive call requesting medical help. If not provided by the caller, ask for the following information:

- Nature of the emergency – i.e. chest pain, allergic reaction, choking, seizure, serious injury, or other event in which the victim cannot/should not go the Health Office.
- Exact location of the emergency.
- Name of the victim, if known, or general age category.

Notify nurse at **ext. 5006** or by 2-way radio, or ‘all call’. Provide all known details. If a nurse is not present in the building, contact the covering nurse.

Remain in the main office, in case other assistance is needed. Keep a 2-way radio nearby. Wait for instructions from the nurse.

Notify an administrator.

**DO NOT REMOVE THIS SIGN!**

MOUNT LAUREL SCHOOL DISTRICT

***AED EVENT REPORT***

Complete all the information to the best of your ability and give to the school nurse who will forward it to the school physician.

Name of Victim: \_\_\_\_\_ Approximate Age: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Victim's Known Medical History:

- Check One:                     Mount Laurel Student  
                                        Mount Laurel Board of Education Employee  
                                        Other

Circumstances of how victim was found:

Who called "911" \_\_\_\_\_

Who used AED and how many shocks were delivered: \_\_\_\_\_

Approximate time victim was placed in the care of Emergency Medical Staff (EMS): \_\_\_\_\_

Victim transported to which hospital: \_\_\_\_\_

Family notified:  Yes     No

Other information:

Signature of AED user: \_\_\_\_\_

Name (Please print): \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

## **Code “Rapid Response”**

### **EMERGENCY DRILL CHECKLIST**

- Call made to main office, stating nature of emergency, exact location, and victim’s name, if known, or general age category.
- Nurse immediately goes to the location, with a 2-way radio.
- Available Rapid Response Team Members immediately go to the location.
- Nurse or a Team member brings the AED and the “AED Event Report” that is located in the AED cabinet with the device.
- Class and Health Office coverage is obtained, as needed.
- Staff and students remain in classrooms till the ‘All Clear’ is announced.

### **AED TEAM**

- CPR performed, as needed.
- AED managed properly.
- 911 called.
- Event recorded on AED EVENT REPORT form.
- Area around victim is kept clear.
- One Team member is designated as main office liaison and goes to the office, gets a 2-way radio, meets EMS, and takes them to the scene, communicating with Team members, as needed.
- A staff member is designated to accompany the victim in the ambulance.
- Family is contacted.

## **OFFICE STAFF**

- After receiving the initial call, office staff immediately announces a Rapid Response over the PA system.
- At least one office staff member remains in the office, with a 2-way radio.
- Office staff notifies an administrator.
- Office staff makes copies of victim's emergency information, if available.

## **ADMINISTRATOR**

- Meets following the drill with the staff members involved (Main Office, Nurse, Rapid Response Team Members, and any others involved to debrief:
  1. Observe the group's reactions and responses
  2. Suggest recommendations to the rescuers
  3. Run additional drills with multiple groups to further awareness and practice
  4. Monitor and evaluate using Medical Emergency Practice Drill Checklist/Time Line
  5. Review, evaluate, and discuss checklist/time line results and current procedures
  6. **Communicate drill results and any procedural changes with entire staff**

**MEDICAL EMERGENCY PRACTICE DRILL- CPR/AED USE PROCEDURE CHECKLIST & TIME**

**LINE**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Location** \_\_\_\_\_

**Time Line**

Patient Collapses

First Person arrives at the scene (may be first responder-not EMS): start clock

- Concern for own safety considered?	YES NO
- Patient checked for responsiveness?	YES NO
- Internal call for help in accordance emergency protocol	YES NO
- "Call 911" command given?	YES NO
- Command given to obtain AED?	YES NO
- Command given to contact First Responder?	YES NO

**Time of 911 Call**

- Individual sends someone for help?	YES NO
- Individual instructs someone to meet EMS?	YES NO
- Documented emergency protocols followed?	YES NO

**Time of First Responder arrives at scene**

- Concern for own safety considered?	YES NO
- Patient checked for responsiveness?	YES NO
- "Call 911" and AED commands confirmed?	YES NO

**Time of AED command**

- Patient responsiveness and breathing checked?	YES NO
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**Time when CPR started**

- CPR performed correctly?	YES NO
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**Time of AED arrival at Scene**

- Clothing properly removed?	YES NO
- Electrodes properly placed?	YES NO
- AED voice prompts followed? (especially do not touch patient)	YES NO

**Time of first AED shock**

- AED voice prompts continued to be followed?	YES NO
- Patient placed in recovery position?	YES NO
- Was AED left on?	YES NO
- Monitoring of patient continued?	YES NO

**Time of EMS Arrival (Add six (6) minutes to time of 911 call)**

- Were details of event properly conveyed to EMS	YES NO
- Documented emergency procedures followed?	YES NO

<b>SHOCK WITHIN 3 MINUTES / EMS WITHIN 7 MINUTES</b>	<b>EXCELLENT</b>
<b>SHOCK WITHIN 5 MINUTES / EMS WITHIN 8 MINUTES</b>	<b>FAIR</b>
<b>SHOCK AFTER 5 MINUTES / EMS AFTER 8 MINUTES</b>	<b>POOR</b>

<b>YES ANSWERS 20-23</b>	<b>HERO EXTRAORDINAIRE</b>
<b>YES ANSWERS 17-19</b>	<b>HERO</b>
<b>YES ANSWERS 12-17</b>	<b>THANKS FOR RESPONDING</b>
<b>YES ANSWERS 6- 12</b>	<b>IMPROVEMENT NEEDED</b>
<b>YES ANSWERS LESS THAN 6</b>	<b>POSSIBLE 2nd PATIENT</b>

**Facility Specific Medical Emergency Protocol Check List Addendum**

YES NO
YES NO
YES NO

