

## **Heuvelton CSD Cardiac Emergency Response Annex**

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

### **Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:**

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

### **Steps to take in school building, on school grounds, or at athletic events**

#### **1. Ensure scene safety**

- a. Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)

#### **2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)**

- a. Follow 911 emergency dispatcher’s instructions.
- b. \*Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified school personnel and notify administration or designee.

#### **3. CPR by CPR/AED certified school personnel**

- a. Check for breathing- if none or person gasping begin CPR immediately.

#### **4. Defibrillation by CPR/AED certified school personnel**

- a. Use an AED to restore the heart to its normal rhythm.

#### **5. EMS assumes lead upon arrival.**

- If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
- Be prepared to download the school’s AED data onto flash drive to provide to EMS to give to the emergency department’s physician.

#### **6. School administration or designee notifies**

- parent/guardian or staff member’s emergency contact in accordance with district policy.

#### **7. Document**

- In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.

#### **8. Hold a post event debriefing**

### **\*Emergency contact numbers for obtaining help:**

Number to call for help in school building: 315-344-2414 x28800 or 911  
 Number to call for help on school grounds: 315-344-2414 x28800 or 911  
 Number to call to notify if SCA occurs at offsite location: 315-344-2414 x28800 or 911  
 Secondary contact number if primary not available: 315-344-2414 x28800 or 911

**CPR/AED Certified School Personnel**

<b>Staff Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>Location</b>	<b>Availability</b>
Sara Roberts	School Nurse	(O) 315-344-2414 x28008, (M) 315-276-0052	Room 008	X School Day
Emily Murdock	School Nurse	(O) 315-344-2414 x28007, (M) 315-276-9712	Room 008	X School Day
Jon Putney	Teacher/ Athletic Director	(O) 315-344-2414 x28042, (M) 315-714-9799	Room 042	X School Day X Athletic Events
Bryant Wentworth	Teacher/ Coach	(O) 315-344-2414 x28861, (M) 315-854-1196	Woodshop	X School Day X Athletic Events
Emily Basford	Teacher/ EMT	(O) 315-344-2414 x28035, (M) 315-276-4468	Room 035	X School Day

**Automated External Defibrillator (AED) Locations**

Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:

AED<sup>1</sup> Locations: Intersection of main hallway and hallway to High School Gymnasium; Administrative hallway outside of the Nurse's Office.

---

<sup>1</sup> AED locations should be noted on building level emergency response plan required school building map in accordance with Commissioner's regulation 155.17(c)(2)(iii).

## **Resources**

[AHA Cardiac Emergency Response Plan and Protocol](#)

[AED Fact Sheet - American Heart Association CPR & First Aid](#)

[AED Steps | Steps to Use an AED | Red Cross](#)

[American Heart Association Out of Hospital Chain of Survival](#)

[About Cardiac Arrest | Heart Disease | CDC](#)

[Eric Paredes Save a Life Foundation](#)

[Heart Safe Schools](#)

[New York State Department of Health Issues A Health Advisory On Proper Use of Automated External Defibrillators In Pediatric Emergency Care](#)

[New York State Department of Health Sudden Cardiac Arrest \(SCA\) in Youth](#)

[Parent Heart Watch Cardiac Emergency Response Plan](#)

[Project Adam Saves Lives](#)

[Sudden Cardiac Arrest - Heart Screen NY](#)

[What is SCA? | Dominic A. Murray 21 Memorial Foundation](#)

