**Cardiac Emergency Response Plan**

**(Organization Name)**

Cardiac emergency requires immediate action and is crucial to successfully treating a cardiac arrest. There is an individual who is not responding to verbal or physical touch. This individual may not be breathing normally (irregular breaths, gasping or gurgling, not breathing) or have seizure-like activity/convulsions. You need to take immediate action.

**Our Plan**

1. The person who finds the individual designates someone near the victim to call 911.

2. The person who finds the individual should also designate someone to retrieve the nearest onsite AED and bring it back to the location of the emergency.

3. The first person on scene should start CPR (hands-only if not CPR certified).

4. Once 911 has been called, that same person should notify the Front office/Admin:

**“There is a CARDIAC EMERGENCY at (specify location) and 911 has been called.”**

5. The office staff should make an announcement on the PA system to place the school in a “**HOLD**.”

6.The office staff should make an announcement on the PA system **TWICE: “**CER Team to report to (specify location).

7. All Team members should report to the victim’s location.

8. When AED arrives, it should be activated immediately.

9. Follow the audio/visual instructions provided by the AED. (The AED will only deliver shocks if needed, if no shock is needed, no shock will be delivered. Continue CPR until the patient is responsive or a professional takes over).

10. A team member should direct EMS to the scene.

11. A team member should Document the emergency (note the time event occurred, when CPR was started, when and if the AED delivered a shock(s), when EMS arrived and victim’s condition when EMS arrived).

12. Front office staff should contact an emergency contact for the victim.

13. Front office staff should contact San Diego Project Heart Beat to report the incident and get assistance coordinating needed AED reports to the victim’s medical team.