

# OCEAN CITY SCHOOL DISTRICT

## Emergency Action Plan for Sudden Cardiac Arrest

The Ocean City School District recognizes the need to have a plan to respond to sudden cardiac arrest, both on the athletic fields/courts and during the course of each school day. “Janet’s Law” provided the impetus for self-examination and the framework upon which this EAP was built. The focus of this document will be to provide the reader with an understanding of the procedures and protocols our staff is to follow should such an emergency occur.

The Ocean City School District consists of three buildings:

**Ocean City High School** (Grades 9-12) – 501 Atlantic Avenue, Ocean City, NJ 08226 – Main office phone number – 609-399-1290

**Ocean City Intermediate School** (Grades 4-8) – 19<sup>th</sup> and Bay Avenues, Ocean City, NJ 08226 – Main office phone number – 609-399-5611

**Ocean City Primary School** (Grades k-3) – 550 West Avenue, Ocean City, NJ 08226 – Main office phone number-609-399-3191

Each building has a minimum of one school nurse and multiple staff members that have been certified through the American Heart Association and hold current CPR/AED certification (see Appendix A for complete list). All these staff members serve on the “Rapid Response Teams” for their respective buildings.

### **Procedures and Protocols for Response during School Day**

- Once it is determined that a student or staff member is down and unconscious, with no evidence of a pulse or normal breathing, a call to the main office of the school is made asking for an all call of “Rapid Response Team (RRT) needed at (location in school) – we are going into a level one lockdown at this time”. If the first person on the scene has a cell phone, 911 should also be called immediately with the exact location of the emergency provided. If not, the personnel in the main office should be directed to call 911 for EMS.
- The first member of the RRT that arrives on the scene, assesses the situation and begins CPR until the AED arrives. Any member of the RRT that responds should take the closest AED to the location of the emergency. **NOTE:** When the School Nurse arrives on the scene, she becomes the leader of the response team and will orchestrate the actions of the team members.
- Upon arrival of EMS, the status of the situation will be reported by the school nurse with additional information provided by any member of RRT.
- If AED was used, EMS will take this unit with them to obtain data and leave the unit they brought with them until such time the OCSA AED can be returned.
- If the parent/guardian of the student or significant other/close relative of the staff member has not already been called, they should be contacted immediately by the nurse.
- Immediately following the incident, the school nurse will take the first responder and team member who used the AED to the health office and complete the AED Incident Report. (Appendix C)The dispositions of copies of the Incident Report are noted on the bottom of the form.

## **Location of AEDs in OC Schools** (see Appendix B)

### **Ocean City High School** – triangular AED signs mark locations in building

- Lower A Hall (front of building) outside Health Office
- Upper A Hall (top of front steps)
- E Hall Lobby (South Side) outside of Auditorium
- Back of building in hallway outside Trainer’s Office and Main Gymnasium (near track)
- Lower G Hall (back of building) directly across from the Cafeteria.

### **Ocean City Intermediate School** – triangular AED signs mark locations in building

- Front hallway – immediately to right of main entrance upon entry.
- Back South stairwell on ground level.
- Hallway outside of gymnasium that leads to parking lot and cage field (North side).

### **Ocean City Primary School** – triangular AED signs mark locations in building

- Front hallway – immediately to right of main entrance upon entry.
- Back hallway on South side that leads to playground.

## **AED Unit Maintenance and Post-Incident Procedures**

The AED units purchased and used in all Ocean City Schools are the Heartstart FRX, manufactured by Phillips. These units are also used by the Ocean City EMS which is a division of the Ocean City Fire Department. This provides for better coordination of services, maintenance and overall working knowledge of the units.

### **Maintenance**

- All units mounted in each building will be inspected monthly by the school nurse assigned to that building. The nurse will keep a monthly log and notate the time and date of the maintenance check, keeping both in the cabinet and also in their health office. Inspection primarily consists of looking for the green light on unit and the expiration dates. Pads are warranted for 2 years and batteries for 4 years.

### **Post-Incident Procedures** (done by school nurse)

- Replace pads – check expiration date on the pad package.
- Replace pocket mask of the other supplies used.
- Check the battery fuel gauge to ensure the battery life is sufficient.
- If unit not given to EMS, assist with retrieval of data from AED for attending physician.

## **Procedures and Protocols for Response at Athletic Events or After School Hours**

The Ocean City School District has made a commitment to have all our athletic coaches certified in CPR/AED. We also have two certified athletic trainers (ATC) on staff who serve the needs of our student athletes and who attend many athletic events throughout the school year. If present, the ATC, like the school nurse, becomes the lead person in the response to the event.

- Once it is determined that a student, coach or member of the public is down and unconscious, with no evidence of a pulse or normal breathing, CPR is begun. Direction is

given to the closest assistant coach, adult or if need be, student/athlete to call 911 and provide exact location.

- At the same time as the above, direction is provided to obtain the closest AED. **NOTE:** All responses vary based on location, personnel present and other circumstances. Sport specific protocols and procedures are spelled out later in this document.
- Upon arrival of EMS, the status of the situation will be reported by the responding coach or athletic trainer.
- If AED was used, EMS will take this unit with them to obtain data and leave the unit they brought with them until such time the OCSD AED can be returned.
- If the parent/guardian of the student/athlete or significant other/close relative of the coach or other adult has not already been called, they should be contacted immediately by the coach or athletic trainer.
- Immediately following the incident, the coach/trainer will call the Athletic Director to inform her of the incident and current situation.
- Immediately following the communication to administration, the coach/trainer who provided CPR and used the AED will take those few adults/athletes who assisted in the response aside to complete the AED Incident Report. (Appendix C) The dispositions of copies of the Incident Report are noted on the bottom of the form.

**AED Availability** (by school, season and sport) – NOTE: Monthly maintenance inspection of portable units will be the responsibility of the Athletic Trainer who will keep a log of inspections similar to that being maintained for the units in the schools. The Athletic Trainer will also be responsible for issuing the units and keeping track of who has the numbered units. **In all circumstances, if the Trainer is present at competition or practice, she will have a portable AED with her.**

#### Ocean City High School – Fall Season

- Football – AED access in hallway outside trainer’s office or portable unit with trainer.
- Boys Soccer – the Varsity Coach will be issued a portable unit (1) for practice and games at the Tennessee Avenue fields. The Boys Freshman Coach will also be issued a portable unit (2) for games and practices at Palmer field.
- Girls Soccer – the Varsity Coach will be issued a portable unit (3) for practice and games at the Tennessee Avenue fields. The Girls Freshmen Coach will have access to the AED in the hallway outside the gym at OCIS - will have to exit cage field and enter school. **NOTE:** When freshman game played at Tennessee Avenue, the varsity coach will have to give their unit to the freshman coach.
- Girls Tennis – AED access in the high school. AED is located at the top of the front steps on the second floor.
- Girls Field Hockey – AED access marked on outside of OCIS side entrance that faces the field hockey field. AED is just inside doorway.
- Girls Cross Country – the varsity coach will be issued a portable unit (4).
- Boys Cross Country – the varsity coach will be issued a portable unit (5).

#### Ocean City Intermediate School – Fall Season

- Boys/Girls Soccer – AED access in the Intermediate School from the cage field on corner of Bay and 18<sup>th</sup> Street. Either side entrance will lead to AED unit in hallway.

- Girls Field Hockey – AED access marked on outside of OCIS side entrance that faces the field hockey field. AED is just inside doorway.
- Boys/Girls Cross Country – AED access in the Intermediate School. The entrance closest to the occurrence should be utilized

#### Ocean City High School – **Winter Season**

- Boys/Girls Basketball and Wrestling – AED unit outside Main Gymnasium/Training Room.
- Boys/Girls Swimming – The Varsity Head Coach will be issued a portable unit (1). In addition, OC Aquatic Center has an AED on site.
- Winter Track – AED Units accessible at 5 locations in the HS.
- Boys/Girls Crew (begins in February) – Both Varsity Head Coaches will be issued a portable unit (2 and 3).

#### Ocean City Intermediate School – **Winter Season**

- Boys/Girls Basketball – AED unit outside Gymnasium
- Wrestling – AED unit outside Gymnasium

#### Ocean City High School – **Spring Season**

- Boys/Girls Crew – see above – will keep units issued in February. (units 2 and 3)
- Boys Tennis - AED access in the high school. AED is located at the top of the front steps on the second floor.
- Baseball – the Varsity Head Coach will be issued a portable unit (1) – used for Varsity/Freshman practice and home games. JV baseball will use the AED just inside the OCIS side entrance that faces the field hockey/JV baseball field.
- Boys/Girls Lacrosse – Each Varsity Head Coach will be issued a unit for use at the Tennessee Avenue fields (units 4 and 5) The Freshman Girls, playing at the Cage Field at OCIS, will have access to units at OCIS. The Freshman Boys Coach will be issued a unit for use at Palmer Field (6).
- Boys/Girls Track - AED access in hallway outside trainer's office.
- Softball – The Varsity Head Coach will be issued a unit (7) for use at the Primary School softball complex. Access to the AEDs at the Primary School is also available.
- Golf – The Varsity Head Coach will be issued a unit (8) for use at the golf course.
- Surf Club – The Advisor/Coach will be issued a unit (9) for use on the beach.

#### Ocean City Intermediate School – **Spring Season**

- Baseball/Softball – AED access to the fields on 20<sup>th</sup> street side is available through the side entrance of OCIS. AED just inside doorway.
- Boys/Girls Track – While on site, AED access is available at one of the three locations in the school itself.