

Emergency Action Plan Breckenridge Elementary School
Classroom Emergency

In the event a student or adult collapses in the classroom and is unresponsive, the following steps should be taken:

- 1) Using either the phone in the room or a cell phone, call 911.
 - a) Confirm the location of the patient.*
 - b) Confirm the situation with the 911 operator.**
- 2) Contact the administrative office with another telephone, or send a student to inform them.
 - a) The administrative office should dispatch First Responder Team personnel to the affected classroom.*
 - b) The administrative office will also send someone with the Automated External Defibrillator (AED) to the classroom.*
 - c) Someone should be placed outside to direct EMS to the proper location.**
- 3) Assess the victim: airway, breathing and circulation*
- 4) Initiate CPR, if needed, while the AED is brought to the scene.*
- 5) Upon arrival, place the AED near the victim's head, close to the AED operator*
- 6) Prepare to use the AED.
 - a) Make sure power is on.*
 - b) Bare and prepare the chest for AED use.*
 - c) Attach the AED to the victim, considering appropriate use of pediatric or adult pads.*
 - d) Stop CPR while the device analyzes the heart rhythm.*
 - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.*
 - f) If no shock is indicated, follow prompts to reassess and continue CPR.**
- 7) Upon arrival, EMS shall take charge of the situation.
 - a) Provide victim information: name, age, known medical problems, and time of incident.*
 - b) Provide information as to current condition and number of shocks administered.**

**If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

**Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*

**The condition and status of each AED unit will be monitored annually by appropriate school personnel.*

Breckenridge Community Schools Cardiac Emergency Response Plan implemented on 9/8/2014

**Emergency Action Plan Breckenridge Elementary School
Gymnasium/Cafeteria/Hallway Emergency**

In the event a student or adult collapses in the gymnasium, the following steps should be taken:

- 1) Using either the phone in the gym or a cell phone, someone should call 911.
 - a) Confirm the location of the patient.*
 - b) Confirm the situation with the 911 operator.**
- 2) Use another phone, or send a person to contact appropriate school personnel.
 - a) The administrative office should dispatch First Responder Team personnel to the area.*
 - b) Someone should be placed outside to direct EMS to the proper location.**
- 3) Someone should be directed to get the Automated External Defibrillator.*
- 4) Assess the victim: airway, breathing and circulation*
- 5) Initiate CPR, if needed, while the AED is brought to the scene.*
- 6) Upon arrival, place the AED near the victim's head, close to the AED operator*
- 7) Prepare to use the AED.
 - a) Make sure power is on.*
 - b) Bare and prepare the chest for AED use.*
 - c) Attach the AED to the victim, considering appropriate use of pediatric or adult pads.*
 - d) Stop CPR while the device analyzes the heart rhythm.*
 - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.*
 - f) If no shock is indicated, follow prompts to reassess and continue CPR.**
- 8) Upon arrival, EMS shall take charge of the situation.
 - a) Provide victim information: name, age, known medical problems, and time of incident.*
 - b) Provide information as to current condition and number of shocks administered.**

**If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

**Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*

**The condition and status of each AED unit will be monitored annually by appropriate school personnel.*

Breckenridge Community Schools Cardiac Emergency Response Plan implemented 9/8/2014

Emergency Action Plan Breckenridge Elementary School
Outdoor Emergency

In the event a student or adult collapses outside, the following steps should be taken:

- 1) *Using a cell phone, someone should call 911.*
 - a) *Confirm the location of the patient.*
 - b) *Confirm the situation with the 911 operator.*
- 2) *Use another phone, or send someone to notify appropriate school personnel.*
 - a) *The administrative office should dispatch First Responder Team personnel to the location of the emergency.*
 - b) *Someone should be placed outside to direct EMS to the proper location.*
- 3) *Someone should be directed to get the Automated External Defibrillator and bring it to the patient.*
- 4) *Assess the victim: airway, breathing and circulation*
- 5) *Initiate CPR, if needed, while the AED is brought to the scene.*
- 6) *Upon arrival, place the AED near the victim's head, close to the AED operator*
- 7) *Prepare to use the AED.*
 - a) *Make sure power is on.*
 - b) *Bare and prepare the chest for AED use.*
 - c) *Attach the AED to the victim, considering appropriate use of pediatric or adult pads.*
 - d) *Stop CPR while the device analyzes the heart rhythm.*
 - e) *Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.*
 - f) *If no shock is indicated, follow prompts to reassess and continue CPR.*
- 8) *Upon arrival, EMS shall take charge of the situation.*
 - a) *Provide victim information: name, age, known medical problems, and time of incident.*
 - b) *Provide information as to current condition and number of shocks administered.*

**If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

**Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*

**The condition and status of each AED unit will be monitored annually by appropriate school personnel.*

Breckenridge Community Schools Cardiac Emergency Response Plan implemented on 9/8/2014

Emergency Action Plan Breckenridge Elementary School
Outdoor Athletic Event Emergency

In the event a student or adult collapses outside during an athletic event, the following steps should be taken:

- 1) *Using a cell phone, someone should call 911.*
 - a) *Confirm the location of the patient.*
 - b) *Confirm the situation with the 911 operator.*

- 2) *Using another phone, school personnel should be contacted..*
 - a) *The administration should dispatch First Responder team personnel to the location of the emergency.*
 - b) *Someone should be placed outside to direct EMS to the proper location and to open any gates necessary to obtain access to the patient.*

- 3) *Someone should be directed to bring the AED to the patient.*

- 4) *Assess the victim: airway, breathing and circulation*

- 5) *Initiate CPR, if needed, while the AED is brought to the scene.*

- 6) *Upon arrival, place the AED near the victim's head, close to the AED operator*

- 7) *Prepare to use the AED.*
 - a) *Make sure power is on.*
 - b) *Bare and prepare the chest for AED use.*
 - c) *Attach the AED to the victim, considering appropriate use of pediatric or adult pads.*
 - d) *Stop CPR while the device analyzes the heart rhythm.*
 - e) *Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.*
 - f) *If no shock is indicated, follow prompts to reassess and continue CPR.*

- 8) *Upon arrival, EMS shall take charge of the situation.*
 - a) *Provide victim information: name, age, known medical problems, and time of incident.*
 - b) *Provide information as to current condition and number of shocks administered.*

**If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*

**Prior to EMS arrival, someone in the administrative office should get the patient's emergency contact information from the file.*

**The condition and status of each AED unit will be monitored annually by appropriate school personnel.*

Breckenridge Community Schools Cardiac Emergency Response Plan implemented on 9/8/2014.