**Cardiac Emergency Response Plan  2025-2026**

The emergency response plan at St. Maria Goretti consists of 2 sections. Preparation ahead of time and actions taken during a cardiac emergency. This plan will be reviewed annually. The CPR-AED coordinators are the school nurses Mimi Burnside, Christen Cantos and Therese Schroeder.

**Preparation for a cardiac Emergency**

AED units are located in 6 different locations on the SMG campus. The locations listed below are strategically placed for easy access. The AEDs can be easily retrieved, pads applied and shock delivered (if needed) to an unresponsive person in under 3 minutes. A first responder kit containing CPR barrier, scissors, gloves, razor, alcohol is attached to the AED. Also a stop the bleed kit and extra first aid supplies with band-Aids, gloves, bags for blood stained items are close by the AED unit.

1. In the school…On the wall between the bathrooms in the school narthex
2. In the school On the wall between the bathrooms in the parish narthex
3. In the gym on the wall by the grey exit doors to the school.
4. In the church by the women’s bathroom in the narthex
5. In the church building in back of the altar, at the south end by the south exit door area
6. On the athletic  field. An AED sturdy metal case is located on the south end of the concession stand. The AED case is clearly marked and will have a camera monitoring this location. The AED will be placed in the case during sport seasons.

The CPR-AED coordinator will check the AEDs monthly and document the following: the battery is charged and take actions as needed (order new pads or battery) to make sure the unit is ready. The pads  in the unit are in a sealed bag, not expired and the ready kit is attached to the unit.

AED signs are located at the main entry doors with clear directions for visitors and staff to find the AEDs.

The SMG staff is the cardiac emergency response team. Over 90% of the staff ( teachers, kitchen staff, parish business staff) receives CPR-AED training every other year and emergency response training in alternate years from the Hamilton County Health department representative. Staff know how to recognize a sudden cardiac arrest and how to respond. Mock scenarios are practiced and reviewed before school begins every year.

Westfield police and fire departments have partnered with our school to provide emergency services and  improve our emergency response readiness.The fire department inspects our school, our equipment and offers suggestions for improvement to our emergency response. The police department provides staff on an as needed basis for safety and emergency response. Police and fire personnel can arrive on campus within 5-10 minutes under normal circumstances.

**Cardiac emergency action plan**

1. Staff members recognize a cardiac emergency and immediately give first aid to the compromised person.
2. 911 is called as needed. The AED is brought to the site. A HOLD is announced in the school to clear students out of the hallways. A medical emergency is announced along with the location and request for extra staff to assist at the site. Parents are called as soon as possible if the compromised person is a minor.
3. The staff will designate all needed roles during the emergency. This may include: calling 911, bringing the AED to the site and 2-4 people assisting with CPR. 1-2 outside the building are ready to direct the emergency personnel to the site. Staff members may give first aid and use the “stop the bleed” equipment. Staff members may need to create a clear path for emergency personnel to arrive at the scene.
4. If extra staff members are available. The staff member will record the timeline. This includes actions taken, name, birthdate, relatives, medical history. This information is then given to emergency personnel. The emergency medical card with parent/relative names and phone numbers is located in the nurse office for all students and may be given to the emergency personnel transporting the student to the hospital.

Revised July 2025 by Mimi Burnside RN

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