

# Allen Elementary Cardiac Emergency Response Plan

## Name of School: Allen Elementary School

### Cardiac Emergency Response Team Members

#### & Contact Information:

Ms. Michele Barkoot ..... 734-997-1210  
Dr. Charlie Chalfant ..... 734-997-1210 ex: 11202  
Mrs. Sarah Conner ..... 734-971-1210 ex: 11435  
Ms. Katie Hamilton ..... 734-997-1210 ex: 11413  
Mr. David Mattie ..... 734-971-1210 ex: 11403  
Ms. Pauline Samida ..... 734-971-1044  
Ms. Christine Woelmer..... 734-997-1210 ex: 11449

## Emergency Medical Services (EMS)

### Contact Information:

EMS ..... 911

## AED Location at Allen Elementary:

AED Location:

**Next to MAIN OFFICE in a white box on the wall.**

### Location Information:

School Name: **Allen Elementary School**

Complete Address: **2560 Towner Blvd.  
Ann Arbor, MI 48104**

Nearest Cross Streets: **Easy Street**

School Contact Phone: **734-997-1210**

### Example Scenario:

*Individual is found on the floor and is not responding to name or shaking.*

### Responder Actions

- First responder calls for help.
- First responder begins CPR and instructs second responder to immediately call 911 and tell the office staff that there is an unresponsive child/adult at (location).
- Office staff calls 911 and uses notification system to alert Cardiac Emergency Response Team (CERT) that there is an unresponsive child/adult at (location).
- CERT team immediately responds to victim and brings AED en route, if it has not already been retrieved.
- AED is immediately applied and used, when available.
- Assign someone to remain at the main entrance to guide emergency medical services to the victim.

### Teacher or Staff Actions

- Secure a safe scene by instructing students to clear the area.
- Assure students remain in the classroom until there is an "all clear" announcement. If teacher assistance is not required at the scene, continue teaching to maintain 'normalcy.'
- Assure all students are accounted for. Instruct any students who may be temporarily away from the classroom to return promptly.
- Debrief with students after the event, as it is shocking and scary to all. Refer students to counseling services as appropriate.
- Seize the opportunity to review education about SCA, CPR and AEDs, as well as the importance of not tampering with the AEDs on campus.
- *Pertinent Location Information*

**IN ALL EMERGENCY SITUATIONS DIAL 911**