

# **Cardiac Emergency Response Plan**

## **Ada City Schools**

This Cardiac Emergency Response Plan is adopted by **the Ada Early Childhood Center** effective for **the 2025-2026 School Year**. This plan was reviewed and approved by the Ada Board of Education for **the Ada Early Childhood Center** on **March 9, 2026** .

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis (disruption of heart rhythm).

The Cardiac Emergency Response Plan of **Ada Early Childhood Center** shall be as follows:

### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team should be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable shall receive training.

### **2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

### **3. Automated external defibrillators (AEDs) – placement and maintenance**

- (a) Minimum recommended number of AEDs for **Ada Early Childhood Center**:
  - (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (2) *Outside the school building* on school grounds, and where applicable, athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The District will provide back-up AEDs when necessary. And where applicable, the back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
- (b) **Ada Early Childhood Center** and the School Nurse will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

**4. Communication of this Plan throughout the school campus**

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
  - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
  - (2) Adjacent to each AED.
  - (3) Adjacent to each school telephone.
  - (4) In the gym and in all other indoor locations where athletic activities take place.
  - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
  - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
  - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
  - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

## **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- (a) Staff Training:
- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Ada Early Childhood Center** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
  - (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
  - (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) Cardiac Emergency Response Drills:  
Cardiac Emergency Response Drills are an essential component of this Plan. **The Ada Early Childhood Center** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Ada Early Childhood Center** shall prepare and maintain a Cardiac Emergency Response Drill

Report for each Drill. These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

**6. Local Emergency Medical Services (EMS) integration with the school/school district's plan**

- (a) **Ada Early Childhood Center** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Ada Early Childhood Center** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

**7. Annual review and evaluation of the Plan**

**Ada Early Childhood Center** shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.  
Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
  - (2) Determine the procedures for the release of information regarding the cardiac emergency.
  - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - (4) The identification of the person(s) who responded to the emergency.
  - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (School

Nurse and EMTs) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

## 8. Protocol for School Cardiac Emergency Responders

### Ada Early Childhood Center Cardiac Emergency Response Team PROTOCOL For All Schools

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

**(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).  
*Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis (disruption of heart rhythm).
- The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Activate the RAVE Medical Button and call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Use the intercom and/or the RAVE Staff Assist Button to immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old).
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* 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 responder arrives and takes over.

**(e) Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. Use the intercom and/or the RAVE Staff Assist Button to instruct teachers to hold students in their rooms until the event is over.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

**Building Location Information**

**School Name & Address:** Ada Early Childhood Center, 630 W. 33rd, Ada, OK 74820

**School Emergency Phone:** 580.310.7283; **Principal Cindy Brady cell phone:** 580.272.8593

**Cross Streets**      West 33rd & Oak Avenue

**AED Location**    Main Hallway towards Cafeteria    **AED Location** \_\_\_\_\_

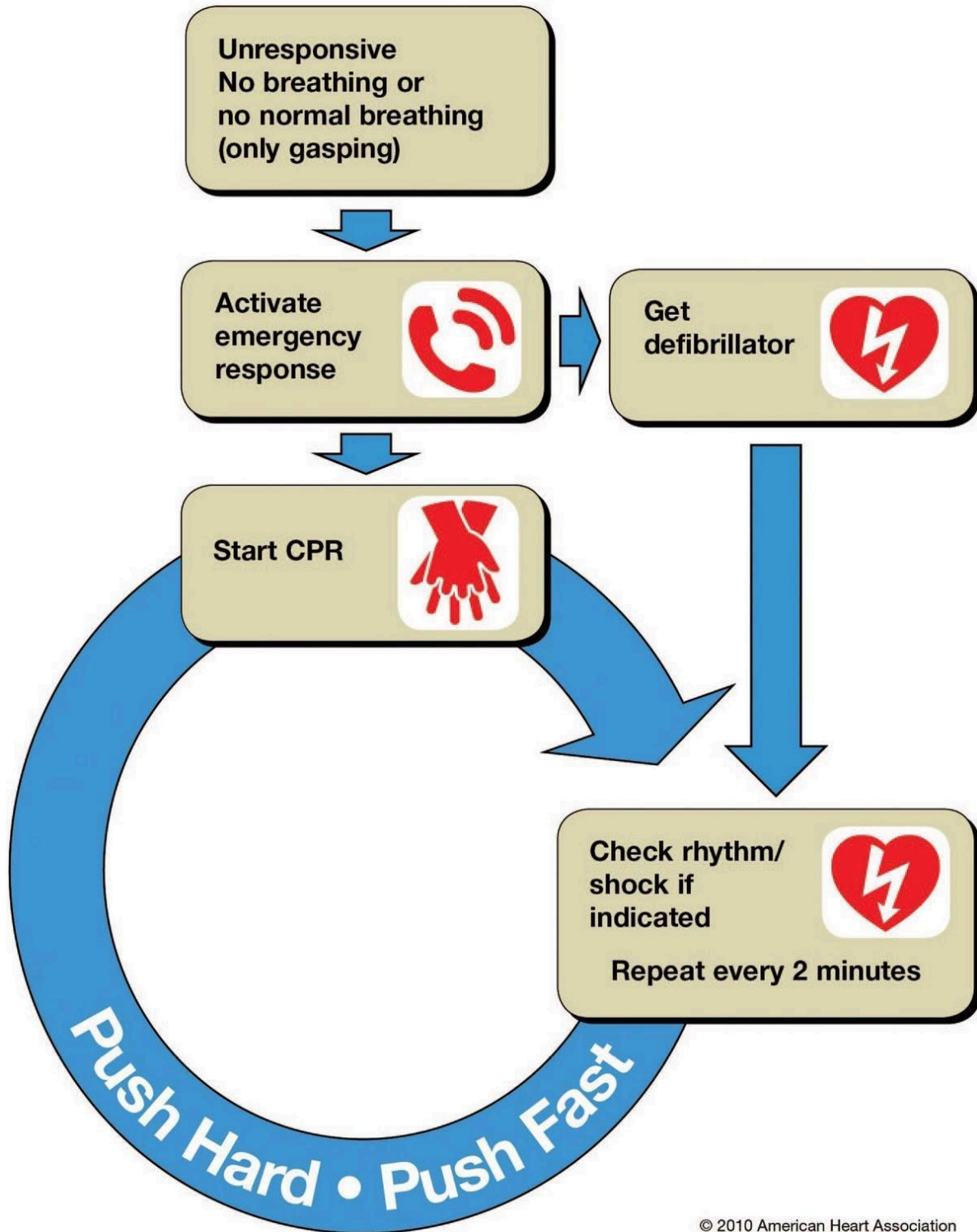
**AED Location**    \_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location**    \_\_\_\_\_ **AED Location** \_\_\_\_\_

<i>Team Members</i>	<i>Role</i>
<b>Cindy Brady</b>	<b>Principal - CERT Coordinator-Issue medical alert using RAVE-Staff assist if T.W. is not available.</b>
<b>Trudy Winter</b>	<b>Member/Issues medical alert using RAVE -Staff Assist.</b>
<b>Bronnie Dugan</b>	<b>Member/Office to answer phone</b>
<b>JoDon Truelove</b>	<b>Member/Meets Emergency Personnel</b>
<b>Anna Bratcher</b>	<b>Member/Assists with traffic</b>
<b>Megan Riley</b>	<b>Member/Assists with traffic</b>
<b>Sunny Swopes</b>	<b>Member/Assists where needed</b>
<b>Jaymin Riley</b>	<b>Member/Administers CPR/Activates AED if nurse is not available</b>
<b>Melanie Rhynes</b>	<b>Member/Administers CPR/Activates AED</b>
<b>B.J. Conaway</b>	<b>Member/Administers CPR/Activates AED Provides medical assistance.</b>

**For the purpose of this plan, CERT members' roles are not identified due to the likelihood that not all members will be present during a specific Cardiac Event. However, all CERT members have roles assigned to them at the building level and are attached to each site's Protocols and Training documents.**

Ada Early Childhood Center  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS



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**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

<b>Location</b>	<b>Date of Drill</b>	<b>Notes</b>
<b>K Hallway</b>	<b>Aug. 7, 2025</b>	
<b>Pre-K Hallway</b>	<b>Oct. 8, 2025</b>	
<b>Playground</b>	<b>Jan. 14, 2026</b>	
<b>Office</b>	<b>Mar. 11, 2026</b>	

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA:**

<b>Name of Provider</b>	<b>Phone Number</b>	<b>Contact Information</b>
<b>Ada Police Department</b>	<b>580-332-4466</b>	<b>Chief Tracy Jackson</b>
<b>Ada Fire Department</b>	<b>580-436-6300</b>	<b>Chief Rob Johnson</b>
<b>Mercy Emergency Services</b>	<b>580-436-6300</b>	<b>James Farris</b>
<b>Chickasaw Lighthouse Police</b>	<b>580-436-9022</b>	<b>Chief Chris Palmer</b>
<b>Pontotoc County Sheriff's Office</b>	<b>580-332-4169</b>	<b>Sheriff Arnold Scott</b>
<b>Mercy Hospital</b>	<b>580-332-2323</b>	
<b>Chickasaw Nation Medical Center</b>	<b>580-436-3980</b>	



# **Cardiac Emergency Response Plan**

## **Ada City Schools**

This Cardiac Emergency Response Plan is adopted by **the Hayes Grade Center** effective **for the 2025-2026 School Year**. This plan was reviewed and approved by the Ada Board of Education for **the Hayes Grade Center** on **March 9, 2026** .

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

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- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis (disruption of heart rhythm).

The Cardiac Emergency Response Plan of **Hayes Grade Center** shall be as follows:

### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team should be composed of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
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- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

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- Activate the RAVE Medical Button and call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Use the intercom and/or the RAVE Staff Assist Button to Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in the center of the chest. The goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old).
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* 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 responder arrives and takes over.

**(e) Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. Use the intercom and/or the RAVE Staff Assist Button to instruct teachers to hold students in their rooms until the event is over.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

**Building Location Information**

**School Name & Address: Hayes Grade Center, 600 S. Mississippi, Ada, OK 74820**

**School Emergency Phone: 580.310.7294; Principal Shannon Bean cell phone: 1.661.755.8156**

**Cross Streets East 16th & Mississippi**

**AED Location Main Office AED Location \_\_\_\_\_**

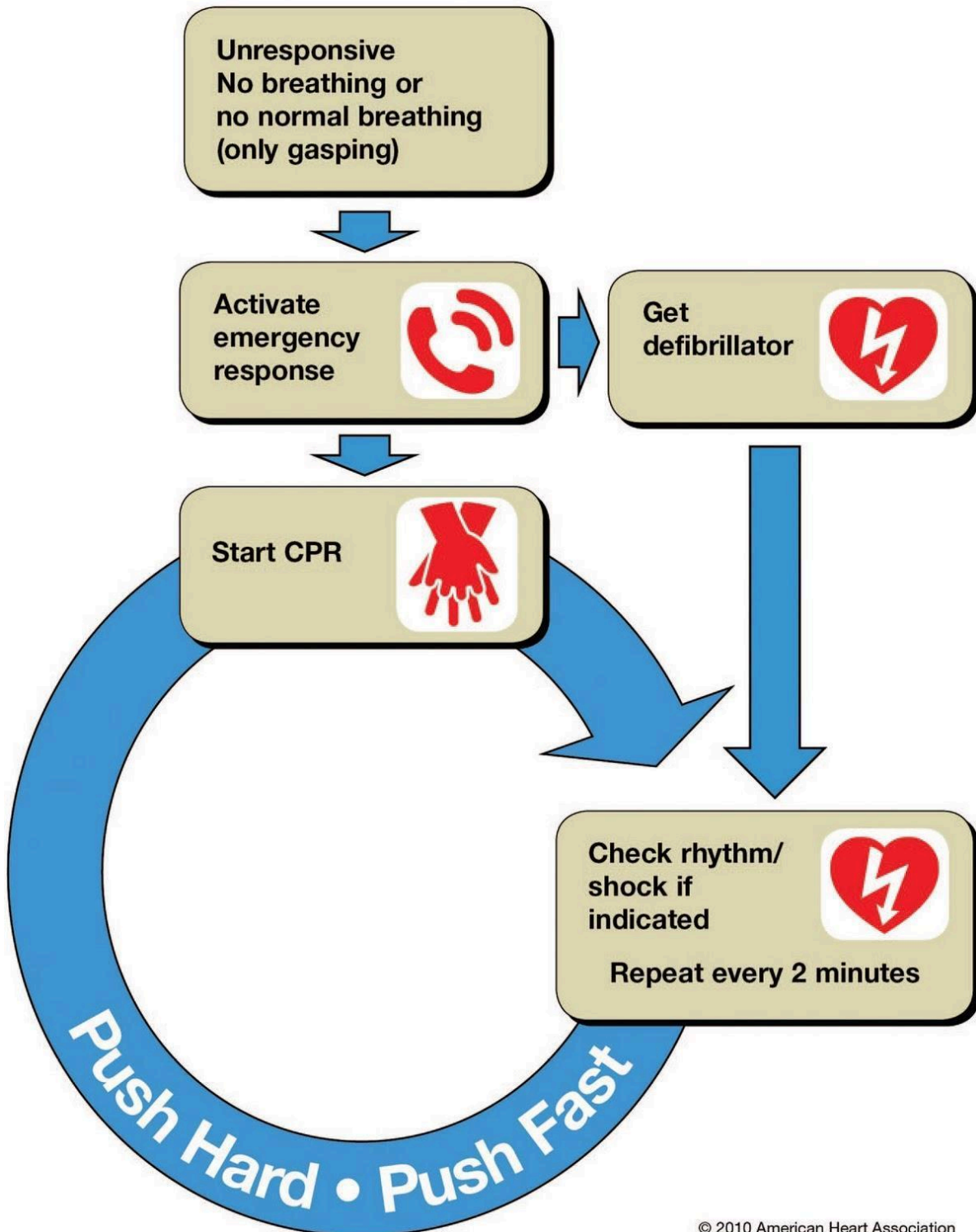
**AED Location \_\_\_\_\_ AED Location \_\_\_\_\_**

**AED Location \_\_\_\_\_ AED Location \_\_\_\_\_**

<i>Team Members</i>	<i>Role</i>
<b>Shannon Bean</b>	<b>Principal - CERT Coordinator</b>
<b>Ria Huckleby</b>	<b>Member</b>
<b>BJ Conaway</b>	<b>Member</b>
<b>Staci Fielder</b>	<b>Member</b>
<b>Kaelyn Presley</b>	<b>Member</b>
<b>Donna Tuley</b>	<b>Member</b>

**For the purpose of this plan, CERT members’ roles are not identified due to the likelihood that not all members will be present during a specific Cardiac Event. However, all CERT members have roles assigned to them at the building level and are attached to each site’s Protocols and Training documents.**

Hayes Grade Center  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS



**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

Location	Date of Drill	Notes

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA:**

Name of Provider	Phone Number	Contact Information
<b>Ada Police Department</b>	<b>580-332-4466</b>	<b>Chief Tracy Jackson</b>
<b>Ada Fire Department</b>	<b>580-436-6300</b>	<b>Chief Rob Johnson</b>
<b>Mercy Emergency Services</b>	<b>580-436-6300</b>	<b>James Farris</b>
<b>Chickasaw Lighthorse Police</b>	<b>580-436-9022</b>	<b>Chief Chris Palmer</b>
<b>Pontotoc County Sheriff's Office</b>	<b>580-332-4169</b>	<b>Sheriff John Christian</b>
<b>Mercy Hospital</b>	<b>580-332-2323</b>	
<b>Chickasaw Nation Medical Center</b>	<b>580-436-3980</b>	



# **Cardiac Emergency Response Plan**

## **Ada City Schools**

This Cardiac Emergency Response Plan is adopted by **the Ada Redbud Elementary** effective for the **2025-2026 School Year**. This plan was reviewed and approved by the Ada Board of Education for **the Ada Redbud Elementary** on **March 9, 2026**.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis (disruption of heart rhythm).

The Cardiac Emergency Response Plan of **Ada Redbud Elementary** shall be as follows:

### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team should be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable shall receive training.

### **2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

3. **Automated external defibrillators (AEDs) – placement and maintenance**

- (a) Minimum recommended number of AEDs for **Ada Redbud Elementary**:
- (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (2) *Outside the school building* on school grounds, and where applicable, athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The District will provide back-up AEDs when necessary. And where applicable, the back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
- (b) **Ada Redbud Elementary** and the School Nurse will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

4. **Communication of this Plan throughout the school campus**

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
- (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
  - (2) Adjacent to each AED.
  - (3) Adjacent to each school telephone.
  - (4) In the gym and in all other indoor locations where athletic activities take place.
  - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
  - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
  - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
  - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

## **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- (a) Staff Training:
- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Ada Redbud Elementary** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
  - (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
  - (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) Cardiac Emergency Response Drills:
- Cardiac Emergency Response Drills are an essential component of this Plan. **Ada Redbud Elementary** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Ada Redbud Elementary** shall prepare and maintain a Cardiac Emergency Response Drill

Report for each Drill. These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

**6. Local Emergency Medical Services (EMS) integration with the school/school district's plan**

- (a) **Ada Redbud Elementary** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Ada Redbud Elementary** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

**7. Annual review and evaluation of the Plan**

**Ada Redbud Elementary** shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.  
Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
  - (2) Determine the procedures for the release of information regarding the cardiac emergency.
  - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - (4) The identification of the person(s) who responded to the emergency.
  - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel School

Nurse and EMTs) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

## 8. Protocol for School Cardiac Emergency Responders

### **Ada Redbud Elementary Cardiac Emergency Response Team PROTOCOL For All Schools**

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

**(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).  
*Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis (disruption of heart rhythm).
- The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Activate the RAVE Medical Button and call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Use the intercom and/or the RAVE Staff Assist Button to immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
    - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old).
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* 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 responder arrives and takes over.

**(e) Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. Use the intercom and/or the RAVE Staff Assist Button to instruct teachers to hold students in their rooms until the event is over.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

**Building Location Information**

**School Name & Address:** Ada Redbud Elementary, 16220 CR1560, OK 74820

**School Emergency Phone:** 580.310.7303; **Principal Brad Lewis cell phone:** 405.708.2010

**Cross Streets**     32nd and Kerr Lab Road

**AED Location**     Across the hall from the office attached to the library wall

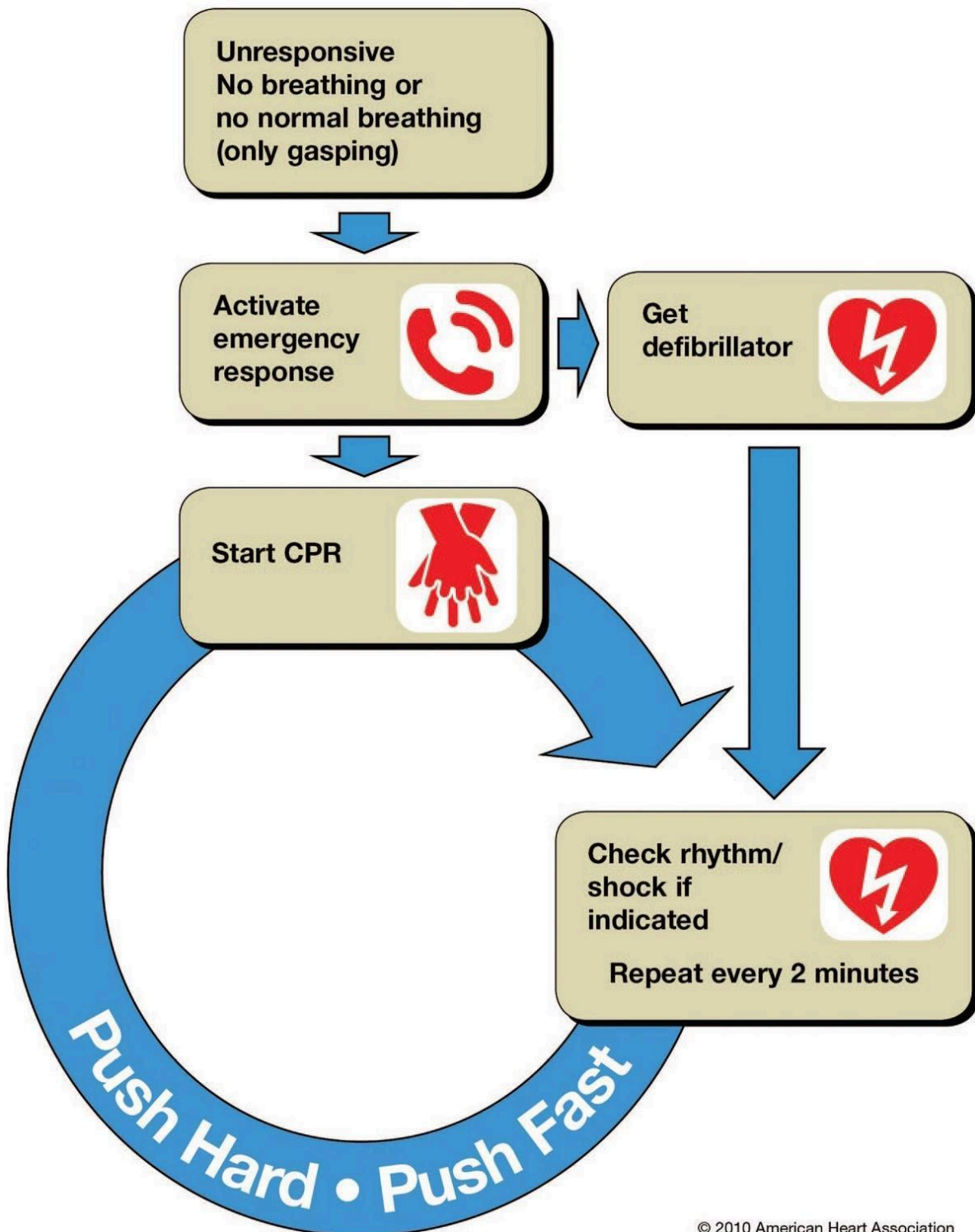
**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

<i>Team Members</i>	<i>Role</i>
<b>Brad Lewis</b>	<b>Principal</b>
<b>Teresa Neeley</b>	<b>Member</b>
<b>Misty James</b>	<b>Member</b>
Cessali Jeffers	<b>Member</b>
Kristi Byers	<b>Member</b>
<b>Lisa Letellier</b>	<b>Member</b>
Melanie Rhynes	<b>Member</b>
<b>BJ Conaway</b>	<b>Member</b>

**For the purpose of this plan, CERT members' roles are not identified due to the likelihood that not all members will be present during a specific Cardiac Event. However, all CERT members have roles assigned to them at the building level and are attached to each site's Protocols and Training documents.**

Ada Redbud Elementary  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS



**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

<b>Location</b>	<b>Date of Drill</b>	<b>Notes</b>

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA:**

<b>Name of Provider</b>	<b>Phone Number</b>	<b>Contact Information</b>
<b>Ada Police Department</b>	<b>580-332-4466</b>	<b>Chief Tracy Jackson</b>
<b>Ada Fire Department</b>	<b>580-436-6300</b>	<b>Chief Rob Johnson</b>
<b>Mercy Emergency Services</b>	<b>580-436-6300</b>	<b>James Farris</b>
<b>Chickasaw Lighthorse Police</b>	<b>580-436-9022</b>	<b>Chief Chris Palmer</b>
<b>Pontotoc County Sheriff's Office</b>	<b>580-332-4169</b>	<b>Sheriff John Christian</b>
<b>Mercy Hospital</b>	<b>580-332-2323</b>	
<b>Chickasaw Nation Medical Center</b>	<b>580-436-3980</b>	



# **Cardiac Emergency Response Plan**

## **Ada City Schools**

This Cardiac Emergency Response Plan is adopted by **the Willard Grade Center** effective for the **2025-2026 School Year**. This plan was reviewed and approved by the Ada Board of Education for **the Willard Grade Center** on **March 9, 2026**.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis (disruption of heart rhythm).

The Cardiac Emergency Response Plan of **Willard Grade Center** shall be as follows:

### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team should be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable shall receive training.

### **2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

### **3. Automated external defibrillators (AEDs) – placement and maintenance**

- (a) Minimum recommended number of AEDs for **Willard Grade Center**:
  - (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (2) *Outside the school building* on school grounds, and where applicable, athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The District will provide back-up AEDs when necessary. And where applicable, the back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
- (b) **Willard Grade Center** and the School Nurse will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

**4. Communication of this Plan throughout the school campus**

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
  - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
  - (2) Adjacent to each AED.
  - (3) Adjacent to each school telephone.
  - (4) In the gym and in all other indoor locations where athletic activities take place.
  - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
  - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
  - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
  - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

## **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- (a) Staff Training:
- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Willard Grade Center** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
  - (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
  - (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) Cardiac Emergency Response Drills:
- Cardiac Emergency Response Drills are an essential component of this Plan. **the Willard Grade Center** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Willard Grade Center** shall prepare and maintain a Cardiac Emergency Response Drill Report for each

Drill. These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

**6. Local Emergency Medical Services (EMS) integration with the school/school district's plan**

- (a) **Willard Grade Center** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Willard Grade Center** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

**7. Annual review and evaluation of the Plan**

**Willard Grade Center** shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.  
Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
  - (2) Determine the procedures for the release of information regarding the cardiac emergency.
  - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - (4) The identification of the person(s) who responded to the emergency.
  - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (School

Nurse and EMTs) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

## **8. Protocol for School Cardiac Emergency Responders**

## **Willard Grade Center Cardiac Emergency Response Team PROTOCOL For All Schools**

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

**(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).  
*Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis (disruption of heart rhythm).
- The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Activate the RAVE Medical Button and call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Use the intercom and/or RAVE Staff Assist Button to immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old).
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* 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 responder arrives and takes over.

**(e) Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. Use the intercom and/or the RAVE Staff Assist Button to instruct teachers to hold students in their rooms until the event is over.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

**Building Location Information**

**School Name & Address:** Willard Grade Center, 817 E. 9th, Ada, OK 74820

**School Emergency Phone:** 580.310.7250; **Principal Tara Burns cell phone:** 580.310.4600

**Cross Streets**     **Stonewall & 9th & Center**

**AED Location**    Teacher's Workroom - east wall    **AED Location** \_\_\_\_\_

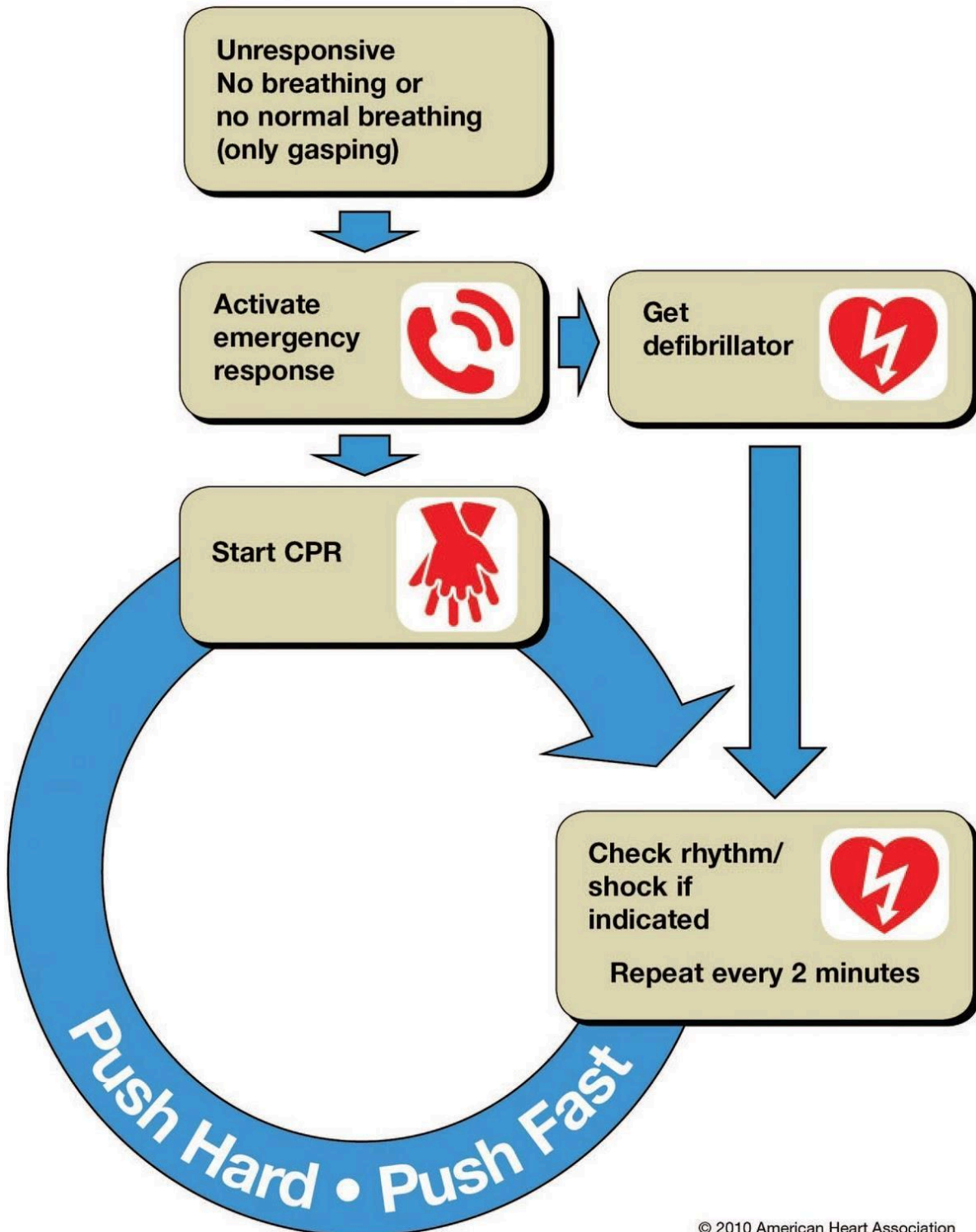
**AED Location**    \_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location**    \_\_\_\_\_ **AED Location** \_\_\_\_\_

<i>Team Members</i>	<i>Role</i>
<b>Tara Burns</b>	<b>Principal - CERT Coordinator</b>
<b>Laura Long</b>	<b>Member</b>
<b>Laura Hamilton</b>	<b>Member</b>
<b>Eric Worley</b>	<b>Member</b>
<b>Erica Reynolds</b>	<b>Member</b>
<b>Anne Gray</b>	<b>Member</b>
<b>Julie Williams</b>	<b>Member</b>
<b>Melanie Rhynes</b>	<b>Member</b>
<b>BJ Conaway</b>	<b>Member</b>

**For the purpose of this plan, CERT members' roles are not identified due to the likelihood that not all members will be present during a specific Cardiac Event. However, all CERT members have roles assigned to them at the building level and are attached to each site's Protocols and Training documents.**

Willard Grade Center  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS



**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

Location	Date of Drill	Notes

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA:**

Name of Provider	Phone Number	Contact Information
<b>Ada Police Department</b>	<b>580-332-4466</b>	<b>Chief Tracy Jackson</b>
<b>Ada Fire Department</b>	<b>580-436-6300</b>	<b>Chief Rob Johnson</b>
<b>Mercy Emergency Services</b>	<b>580-436-6300</b>	<b>James Farris</b>
<b>Chickasaw Lighthorse Police</b>	<b>580-436-9022</b>	<b>Chief Chris Palmer</b>
<b>Pontotoc County Sheriff's Office</b>	<b>580-332-4169</b>	<b>Sheriff John Christian</b>
<b>Mercy Hospital</b>	<b>580-332-2323</b>	
<b>Chickasaw Nation Medical Center</b>	<b>580-436-3980</b>	

<i>Team Members</i>	<i>Role</i>
<b>Tara Burns</b>	<b>Principal - CERT Coordinator</b>
<b>Laura Long</b>	<b>Assistant CERT Coordinator</b>
<b>Laura Hamilton</b>	<b>Member</b>
<b>Eric Worley</b>	<b>Member</b>
<b>Erica Reynolds</b>	<b>Member</b>
<b>Anne Gray</b>	<b>Crowd Control</b>
<b>Julie Williams</b>	<b>Member</b>
<b>Melanie Rhynes</b>	<b>Member</b>
<b>BJ Conaway</b>	<b>Member</b>



# **Cardiac Emergency Response Plan**

## **Ada City Schools**

This Cardiac Emergency Response Plan is adopted by **the Ada Junior High School** effective **for the 2025-2026 School Year**. This plan was reviewed and approved by the Ada Board of Education for **the Ada Junior High School** on **March 9, 2026**.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis (disruption of heart rhythm).

The Cardiac Emergency Response Plan of **the Ada Junior High School** shall be as follows:

### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team should be composed of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable shall receive training.

### **2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

### **3. Automated external defibrillators (AEDs) – placement and maintenance**

- (a) Minimum recommended number of AEDs for **the Ada Junior High School**:
  - (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (2) *Outside the school building* on school grounds, and where applicable, athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The District will provide back-up AEDs when necessary. And where applicable, the back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
- (b) **Ada Junior High School** and the School Nurse will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

**4. Communication of this Plan throughout the school campus**

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
  - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
  - (2) Adjacent to each AED.
  - (3) Adjacent to each school telephone.
  - (4) In the gym and in all other indoor locations where athletic activities take place.
  - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
  - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
  - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
  - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

## **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- (a) Staff Training:
- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Ada Junior High School** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
  - (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
  - (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) Cardiac Emergency Response Drills:
- Cardiac Emergency Response Drills are an essential component of this Plan. **The Ada Junior High School** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Ada Junior High School** shall prepare and maintain a Cardiac Emergency Response Drill Report for

each Drill. These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

**6. Local Emergency Medical Services (EMS) integration with the school/school district's plan**

- (a) **Ada Junior High School** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Ada Junior High School** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

**7. Annual review and evaluation of the Plan**

**Ada Junior High School** shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.  
Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
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  - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
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Nurse and EMTs) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

## 8. Protocol for School Cardiac Emergency Responders

### **Ada Junior High School Cardiac Emergency Response Team PROTOCOL For All Schools**

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

**(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).  
*Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis (disruption of heart rhythm).
- The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Activate the RAVE Medical Button and call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Use the intercom and/or the RAVE Staff Assist Button to Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old).
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* 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 responder arrives and takes over.

**(e) Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. Use the intercom and/or the RAVE Staff Assist Button to instruct teachers to hold students in their rooms until the event is over.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

### Building Location Information

School Name & Address: Ada Junior High School, 223 W. 18th, Ada, OK 74820

School Emergency Phone: 580.310.7260; Principal McKayla Plett cell phone: 580.278.0453

Cross Streets Stockton & 18th & Townsend

AED Location East Gym AED Location Main Office

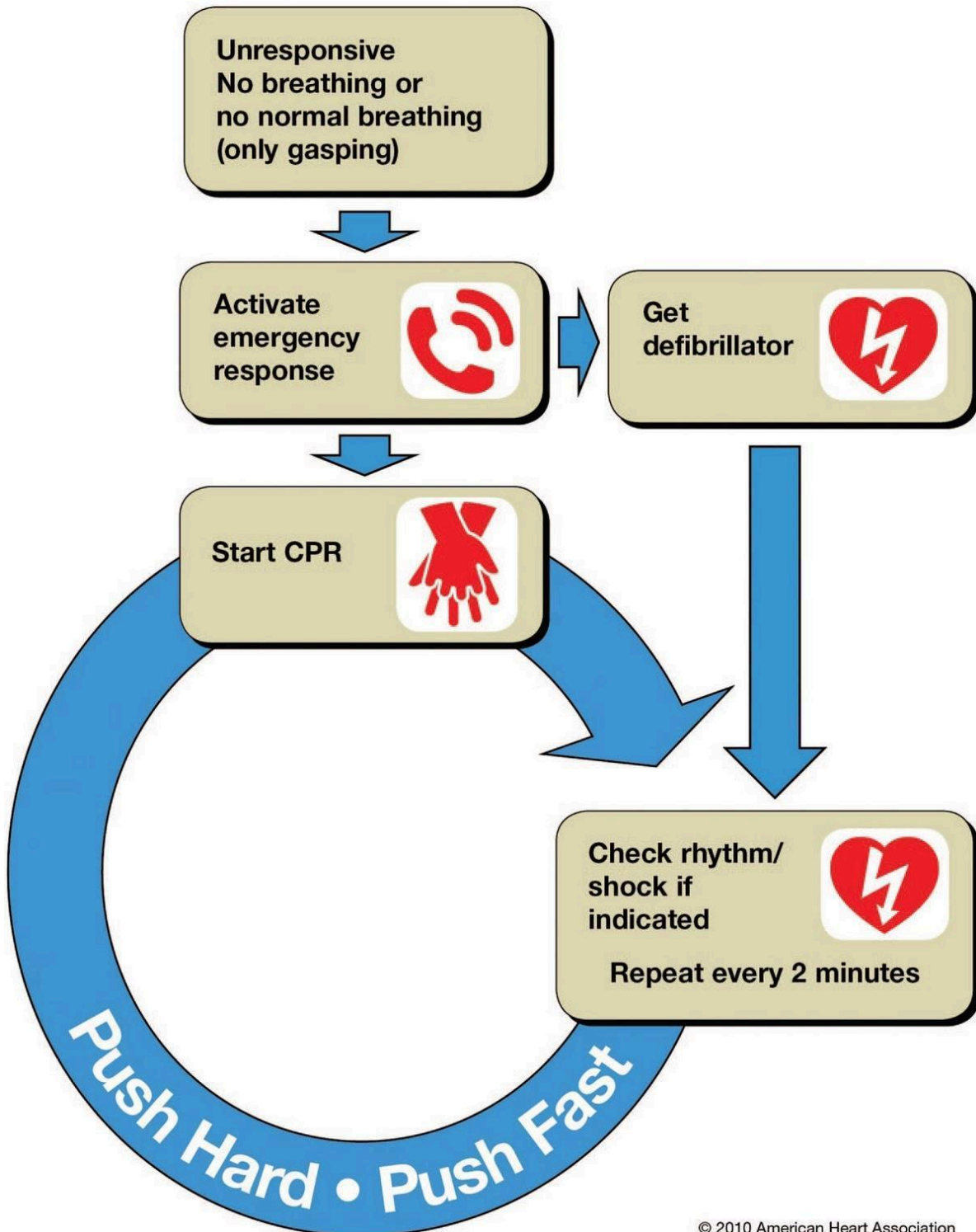
AED Location Portable AEDs are available AED Location \_\_\_\_\_

AED Location \_\_\_\_\_ AED Location \_\_\_\_\_

<i>Team Members</i>	<i>Role</i>
McKayla Plett	Principal - CERT Coordinator
Ben White	Member
Rozalin Roark	Member
Marleigh Shirtum/Roxie Auld	Member
McKenzie Griggs/Jess Alexander	Member
Jeremy McElwee	Member
James Brockman	Member
Robert Gray	Member
Melanie Rhynes	Member
BJ Conaway	Member

For the purpose of this plan, CERT members' roles are not identified due to the likelihood that not all members will be present during a specific Cardiac Event. However, all CERT members have roles assigned to them at the building level and are attached to each site's Protocols and Training documents.

**Ada Junior High School  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS**



<i>Team Members</i>	<i>Role</i>
<b>McKayla Plett</b>	<b>Activate the CERT Team - Confirm 9-1-1, SRO, and Superintendent have been notified, secure the area and school for safety of students. Report to scene to provide medical attention</b>
<b>Ben White</b>	<b>Confirm the CERT team has been notified. Confirm 9-1-1, SRO, and Superintendent have been notified, secure the area and school for safety of students. Report to scene to provide medical attention</b>
<b>Rozalin Roark</b>	<b>Reach out to emergency contacts of patients, meet the contacts of patients at the front of the building and direct them to the proper location upon arrival.</b>
<b>Marleigh Shirtum/Roxie Auld</b>	<b>Meet emergency personnel and direct them to their first contact point inside</b>
<b>McKenzie Griggs/Jess Alexander</b>	<b>Print/Get Patient Information for emergency personnel</b>
<b>Jeremy McElwee</b>	<b>Report to scene to provide medical attention</b>
<b>James Brockman</b>	<b>Meet emergency personnel inside and lead them to the location of the emergency.</b>
<b>Robert Gray</b>	<b>Report to the scene to keep the area safe and secure.</b>
<b>Melanie Rhynes</b>	<b>Provide care for patient once on scene</b>
<b>BJ Conaway</b>	<b>Provide care for patient once on scene</b>

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

<b>Location</b>	<b>Date of Drill</b>	<b>Notes</b>

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA:**

<b>Name of Provider</b>	<b>Phone Number</b>	<b>Contact Information</b>
<b>Ada Police Department</b>	<b>580-332-4466</b>	<b>Chief Tracy Jackson</b>
<b>Ada Fire Department</b>	<b>580-436-6300</b>	<b>Chief Rob Johnson</b>
<b>Mercy Emergency Services</b>	<b>580-436-6300</b>	<b>James Farris</b>
<b>Chickasaw Lighthorse Police</b>	<b>580-436-9022</b>	<b>Chief Chris Palmer</b>
<b>Pontotoc County Sheriff's Office</b>	<b>580-332-4169</b>	<b>Sheriff John Christian</b>
<b>Mercy Hospital</b>	<b>580-332-2323</b>	
<b>Chickasaw Nation Medical Center</b>	<b>580-436-3980</b>	



# **Cardiac Emergency Response Plan**

## **Ada City Schools**

This Cardiac Emergency Response Plan is adopted by **the Ada High School** effective **for the 2025-2026 School Year**. This plan was reviewed and approved by the Ada Board of Education for **the Ada High School** on **March 9, 2026** .

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis (disruption of heart rhythm).

The Cardiac Emergency Response Plan of **the Ada High School** shall be as follows:

### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team should be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable shall receive training.

### **2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

### **3. Automated external defibrillators (AEDs) – placement and maintenance**

- (a) Minimum recommended number of AEDs for **the Ada High School**:
  - (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (2) *Outside the school building* on school grounds, and where applicable, athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The District will provide back-up AEDs when necessary. And where applicable, the back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
- (b) **Ada High School** and the School Nurse will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

**4. Communication of this Plan throughout the school campus**

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
  - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
  - (2) Adjacent to each AED.
  - (3) Adjacent to each school telephone.
  - (4) In the gym and in all other indoor locations where athletic activities take place.
  - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
  - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
  - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
  - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

## **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- (a) Staff Training:
- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Ada High School** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
  - (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
  - (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) Cardiac Emergency Response Drills:
- Cardiac Emergency Response Drills are an essential component of this Plan. **the Ada High School** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Ada High School** shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill.

These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

**6. Local Emergency Medical Services (EMS) integration with the school/school district's plan**

- (a) **Ada High School** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Ada High School** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

**7. Annual review and evaluation of the Plan**

**Ada High School** shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- (a) A *post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.  
Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
  - (2) Determine the procedures for the release of information regarding the cardiac emergency.
  - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - (4) The identification of the person(s) who responded to the emergency.
  - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (School Nurse and EMTs) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

## 8. Protocol for School Cardiac Emergency Responders

### **Ada High School Cardiac Emergency Response Team PROTOCOL For All Schools**

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

**(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).  
*Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis (disruption of heart rhythm).
- The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Activate the RAVE Medical Button and call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Use the intercom and/or RAVE Staff Assist Button to immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old).
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* 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 responder arrives and takes over.

**(e) Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. Use the intercom and/or the RAVE Staff Assist Button to instruct teachers to hold students in their rooms until the event is over.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

### Building Location Information

**School Name & Address:** Ada High School, 1400 Stadium Drive, Ada, OK 74820

**School Emergency Phone:** 580.310.7220; **Principal Eddie Jacobs cell phone:** 580.399.5100

**Cross Streets** Pine Street

**AED Location** Outside of Principal's Office - Main Bdg.

**AED Location** ACAC outside of Kedy's Old Office - South Hallway

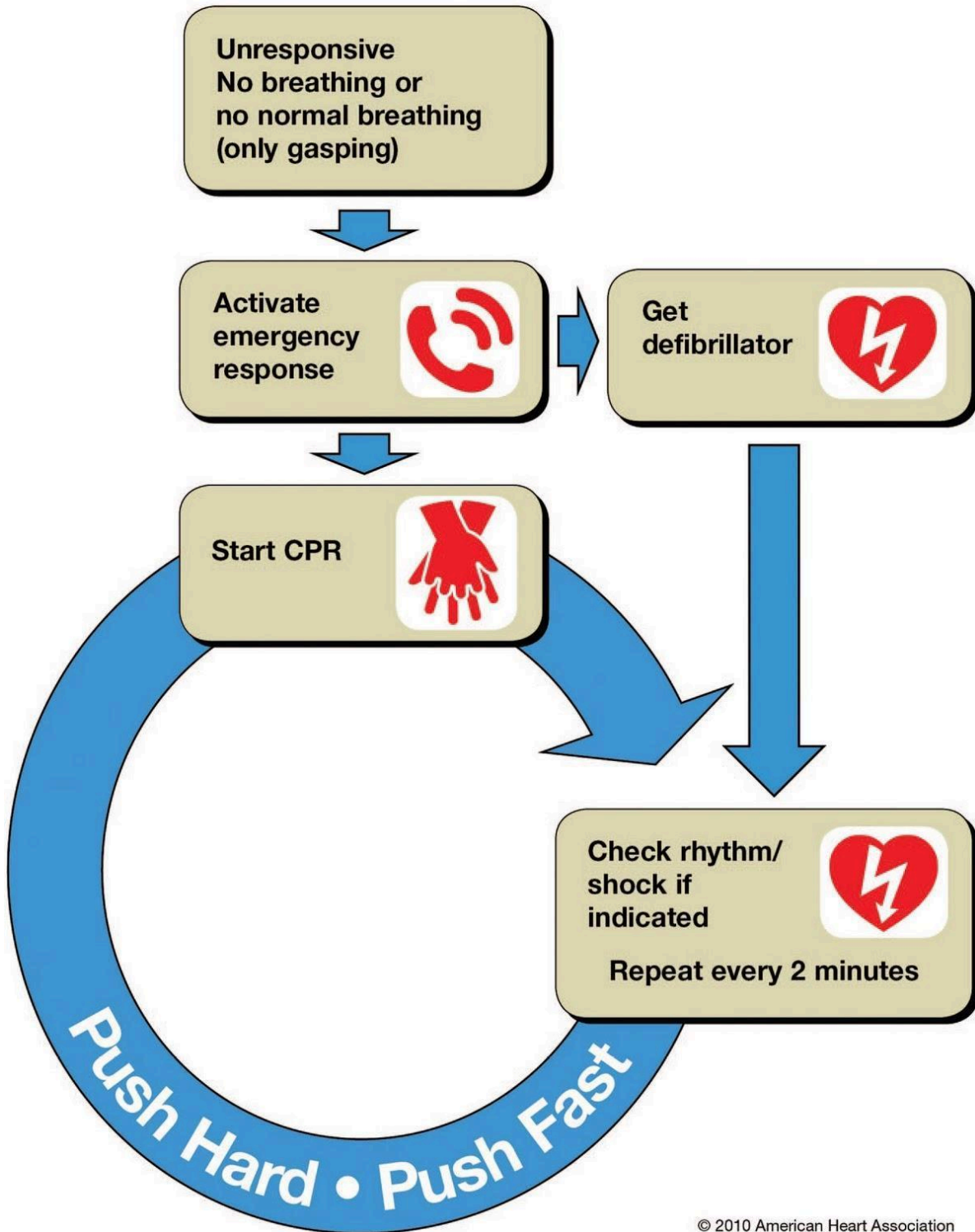
**AED Location** Alternative Education Building - Front Office

**AED Location** Portable AEDs are on site at all athletic venues

<i>Team Members</i>	<i>Role</i>
Eddie Jacobs	Principal - CERT Coordinator
Terri Cannon	Member
Johnna Heilamn	Member
Angela Summers	Member
Kolby Howry	Member
Sheri Wright	Member
Terry Swopes	Member
Robert Gray	Member
Alyssa Rhodes	Member
Leah McDonald	Member
Melanie Rhynes	Member
BJ Conaway	Member

For the purpose of this plan, CERT members' roles are not identified due to the likelihood that not all members will be present during a specific Cardiac Event. However, all CERT members have roles assigned to them at the building level and are attached to each site's Protocols and Training documents.

Ada High School  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS



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**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

<b>Location</b>	<b>Date of Drill</b>	<b>Notes</b>

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA:**

<b>Name of Provider</b>	<b>Phone Number</b>	<b>Contact Information</b>
<b>Ada Police Department</b>	<b>580-332-4466</b>	<b>Chief Tracy Jackson</b>
<b>Ada Fire Department</b>	<b>580-436-6300</b>	<b>Chief Rob Johnson</b>
<b>Mercy Emergency Services</b>	<b>580-436-6300</b>	<b>James Farris</b>
<b>Chickasaw Lighthorse Police</b>	<b>580-436-9022</b>	<b>Chief Chris Palmer</b>
<b>Pontotoc County Sheriff's Office</b>	<b>580-332-4169</b>	<b>Sheriff John Christian</b>
<b>Mercy Hospital</b>	<b>580-332-2323</b>	
<b>Chickasaw Nation Medical Center</b>	<b>580-436-3980</b>	

# **Ada High School 2024-2025 Cardiac Emergency Response team**

Terri Cannon/Johnna Heilaman - Rave Panic Button and Communicate with 911

Angela Summers/Leah McDonald - Communicate with EMS when they ARrive

Alyssa Rhodes - Take students from the classroom to the library

Leah McDonald/Angela Summers - Print student information for EMS

Leah McDonald/Angela Summers - Contact family members

Eddie Jacobs/Kolby Howry - Retrieve AED

Sheri Wright, Eddie Jacobs, Kolby Howry Howry, Terry Swopes, Bj Conoway, Melanie Rhynes, and Robert Gray - CPR if needed