

**Operational Services**

**Administrative Procedure - Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility**

The following operations implement School Board policy 4:170, *Safety*, requiring a plan for responding to medical emergencies at an indoor physical fitness facility. These operations shall be completed consistent with the Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74, and the Illinois Department of Public Health Rules, Part 527, “Physical Fitness Medical Emergency Preparedness Code.” Any definitions of terms found in this Act and IDPH implementing Rules are used as the definitions of those terms in this Procedure.

<b>Actor</b>	<b>Action</b>								
<p>Superintendent or designee</p>	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the “Plan Coordinator.”</p> <p>Plan Coordinator:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Scott Jones</u></td> <td style="width: 50%; border: none;"><u>HS Athletic Director</u></td> </tr> <tr> <td style="border: none;"><i>Name</i></td> <td style="border: none;"><i>Position</i></td> </tr> </table> <p>Files this plan with the Dept. of Public Health, Division of EMS &amp; Highway Safety, 525 W. Jefferson St., Springfield, IL 62761. Sec. 527.400(a). The plan must be updated with the IDPH after a change in the facility that affects the ability to comply with a medical emergency, such as the facility was closed for more than 45 days. Sec. 527.400(c).</p> <p>Dates plan submitted:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>June 28, 2018</u></td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing AEDs.</p> <p style="padding-left: 40px;">According to 210 ILCS 74/50, a district with 4 or fewer indoor physical fitness facilities must have at least one such facility equipped with an AED by July 1, 2006; its second facility by July 1, 2007; its third facility by July 1, 2008; and its fourth facility by July 1, 2009. A district with more than 4 indoor physical fitness facilities must have 25% of those facilities equipped with an AED by July 1, 2006; 50% of those facilities by July 1, 2007; 75% of those facilities by July 1, 2008; and 100% of those facilities in compliance by July 1, 2009. If the AED becomes inoperable, the district must replace or repair it within 45 days. 210 ILCS 74/50; Sec. 527.600(a).</p> <p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. Sec. 527.400(a).</p>	<u>Scott Jones</u>	<u>HS Athletic Director</u>	<i>Name</i>	<i>Position</i>	<u>June 28, 2018</u>	_____	_____	_____
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Plan Coordinator	<p><b>Responsibilities Concerning Emergency Responders</b></p> <p>Working with the Building Principal, identifies all staff members who, through their education or training, are appropriate emergency responders for specific buildings. If possible, all emergency responders should be trained CPR and AED users.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Building</td> <td style="width: 50%; border-bottom: 1px solid black;">Emergency Response Providers</td> </tr> <tr> <td style="border-bottom: 1px solid black;">See Attachment 1</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p><b>Responsibilities Concerning AED Users</b></p> <p>Determines the appropriate number of trained AED users needed for each building equipped with an AED. Each facility with an AED must have at least one trained AED user on staff at all times. Sec. 527.800(a).</p> <p>Working with the Building Principal or designee, identifies trained AED users and requests that other appropriate staff members become trained.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Building</td> <td style="width: 50%; border-bottom: 1px solid black;">Trained AED Users</td> </tr> <tr> <td style="border-bottom: 1px solid black;">See Attachment 1</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p><b>Responsibilities Concerning AED Registration</b></p> <p>Registers the AED with the EMS System Resource Hospital listed above. Sec. 527.500(b).</p> <p>Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of AED. Sec. 527.500(c).</p> <p>Provides a list of trained users at each building equipped with an AED to the Resource Hospital. Sec. 527.500(b)(1).</p>	Building	Emergency Response Providers	See Attachment 1				Building	Trained AED Users	See Attachment 1					
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	<p>Cooperates with requests from the Resource Hospital for manufacturer’s guidelines for maintenance and training. Sec. 527.500(b)(2).</p> <p><b>Responsibilities Concerning Location of AED and Other First Aid Equipment</b></p> <p>Decides, with input from the Building Principal or designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient; the AED must be mobile and accessible at all times. Sec. 527.600(a).</p> <table border="0" data-bbox="467 541 1328 699"> <tr> <td style="text-align: center; padding-right: 50px;">Building</td> <td style="text-align: center;">First Aid &amp; AED Location</td> </tr> <tr> <td style="text-align: center;">See Attachment 2</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> <p>Keeps a copy of the AED’s manual with the AED. Sec. 527.700(b).</p> <p><b>Responsibilities Concerning Notification and Posting</b></p> <p>Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. Sec. 527.800(b).</p> <p><b>Responsibilities Concerning Training</b></p> <p>Coordinates, with input from the Building Principal, the training of all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs. Sec. 527.800(a).</p> <p><b>Responsibilities Concerning Instructions for Responding to Medical Emergencies</b></p> <p>Along with the Building Principal, notifies all facility staff of the location of any AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.800(b).</p> <p>Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.800(b).</p> <p><b>Responsibilities Concerning Maintenance and Testing of AEDs</b></p> <p>Ensures that all AEDs are maintained and tested according to manufacturer’s guidelines. Sec. 527.700(a).</p> <p>Maintains a record of the applicable maintenance and training at the facility. Sec. 527.500(b)(2).</p> <p>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. Sec. 527.700(b).</p>	Building	First Aid & AED Location	See Attachment 2		_____	_____	_____	_____	_____	_____
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_____	_____										
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Building Principal	<p>In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.400(a).</p> <p>Posts a notice at the school’s main entrance stating that an AED is located on the premises. Sec. 527.600(a).</p> <p>Receives notice in the event of a medical emergency. Sec. 527.400(a).</p>										

Actor	Action
Trained AED Users and/or Other Emergency Responders	<p>According to their training, use appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. Sec. 527.400(a).</p> <p>According to their training, use the AED to help restore a normal heart rhythm when a person's heart is not beating properly. Sec. 527.400(a).</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. Sec. 527.400(b).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. Sec. 527.400(a).</p> <p>Whenever an AED is used, completes 4:170-E6, <i>Automatic External Defibrillator Incident Report</i>, and forwards it to the Superintendent so that it can be sent or faxed to the EMS System Resource Hospital. Sec. 527.500(a).</p>
All Facility Staff Members and Users	<p>Follow the <i>Step-by-Step Emergency Response Plan</i> described below:</p> <ol style="list-style-type: none"> <li>1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances call 9-1-1 without delay.</li> <li>2. Bring the first aid equipment and AED to the emergency scene. The AED is to be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive.</li> <li>3. Immediately inform the Building Principal or designee of the emergency.</li> <li>4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.</li> <li>5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene.</li> <li>6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or relative.</li> <li>7. If an AED was used, the person using it completes the <i>Automatic External Defibrillator Incident Report</i>, 4:170-E6. If appropriate, a supervising staff member completes an accident report.</li> <li>8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.</li> </ol>

**Emergency Response Providers/Trained AED Users**

<b>Building</b>	<b>Emergency Response Providers</b>
Brown	Faith Waterfield
Brown	Brenda Grimm
Brown	Tim Epkins
Brown	Julie Cassidy
Brown	Josh Prichard
Grundy	Michael Saunders
Grundy	Kathy Shaw
Grundy	Valerie Wilkes
Grundy	Josh Prichard
Grundy	Jayne Eisenmann
Grundy	Dwight Schuck
Grundy	Pam Addams
Jefferson	Pat Lowder
Jefferson	Dan Gashaw
Lincoln	Bob Becker
Lincoln	Michelle DeBoer
Morton Jr. High School	Chris Carter
Morton Jr. High School	Kirk Schick
Morton Jr. High School	Brandon Parrott
Morton Jr. High School	Don Swearingen

Morton Jr. High School	Jesse Crawford
Morton Jr. High School	Dan Gashaw
Morton Jr. High School	Caryn Goss
Morton High School	Bob Becker
Morton High School	Tim Brilley
Morton High School	Stacey Buescher
Morton High School	Matt Franks
Morton High School	Tory DeLong
Morton High School	Darren Hurst
Morton High School	Jamie King
Morton High School	Kristen Spangler
Morton High School	Marshall Tucker
Morton High School	Joel Zehr

**AED and First Aid Locations**

<b>Building</b>	<b>AED</b>	<b>First Aid</b>
Brown Elementary	Outside Gym and Café	Main Office
Grundy Elementary	Outside Gym and Café	Main Office
Jefferson Elementary	Outside Main Office	Main Office
Lincoln Elementary	Outside Gym and Inside Main Entrance Doors	Main Office
Morton Junior High	Outside Main Office	Main Office
Morton High School	Outside Boys Locker Room and Bertha Frank Lobby	Main Office

REVISED: December 22, 2010; November 4, 2013; December 13, 2017; June 6, 2018