

Mason County Eastern
Facility/Vehicle/Equipment Use Application

Date Submitted:

Request must be made a minimum of two days prior to event

Event

Organization:

Type of Activity:

Address:

Telephone:

Person Making Request:

Date Requested: From: _____ To: _____

Start Time: _____ End Time: _____

Check all that apply

- High School Gym (\$50) Elementary Multi-Purpose Area (\$50) Elementary Kitchen (\$25)
Library (\$10) Classrooms (\$10) Concession Trailer (\$25)
School Van Other _____

Special equipment or set up requested:

- The cardiac care plan has been reviewed by the requestor
 The requestor is aware of the locations of the buildings AEDs: MPA foyer, gym lobby

The requester assumes full responsibility for the care of the facility, vehicle, or equipment requested with this application. It is also understood that if any equipment is missing the requester may be held responsible to replace the item(s). In addition, unless waived, the requester is responsible for custodial (cleaning) and supervisor expenses. If this request needs to be canceled or rescheduled, please contact Central Business Office at 231-757-3733.

Date: _____ Signature: _____

Approval of Building Administrator

Permission is hereby granted for use of the building and equipment.

Date: _____ Signature: _____

Mason County Eastern Schools
CARDIAC EMERGENCY RESPONSE PROTOCOL

FOR ALL RESPONDERS (Staff, faculty, Medical Emergency Response Team, etc.)

Sudden cardiac arrest events can vary greatly. All faculty, staff and MERT members must be prepared to perform these duties. Early action is crucial to successful treatment of a cardiac arrest. If a person collapses, do not move the patient unless the scene is unsafe.

PERFORM THESE 5 STEPS:

1. Early recognition of cardiac arrest

- a. Person is not moving, is unresponsive, or unconscious
- b. Person is not breathing normally (irregular breaths, gasping or gurgling, not breathing at all)
- c. Seizure or convulsion-like activity may also occur
- d. Person may have just received a blunt blow to the chest

2. Early Call to 911 and Alert Within the School

- a. Call 911 as soon as a potentially life-threatening event is recognized
 - i. Provide school address, cross streets, patient condition and remain on the phone with 911
- b. Activate MERT response
 - i. Give exact location
- c. All MERT members proceed immediately to the scene of the emergency
 - i. closest team member retrieves the AED on the way to the scene
 - ii. Leave AED cabinet open with alarm signaling that AED has been taken for use

3. Early CPR

- a. If CPR/AED trained, begin CPR/AED as per training; have the AED brought to the scene
- b. If not CPR/AED trained begin Hands Only CPR until CPR trained response team or a responder arrives
 - i. Press hard and fast in the center of the chest
 - ii. The 911 operator may give you instructions for CPR and for AED use

4. Early Defibrillation

- a. When the AED arrives, attach pads to the patient and follow the prompts of the AED machine; AED will only shock patient WHEN NEEDED
- b. Continue CPR until patient is responsive or EMS responder arrives (pausing only when the AED indicates a shock is about to be given)

5. Early Advanced Life Support

- a. Transition care to EMS upon arrival to provide advanced life support
- b. A staff member must accompany a minor child to the hospital if parent is not on site to travel with the child; staff will travel in personal vehicle if feasible

OFFICE STAFF TASKS

- Confirm exact location and condition of patient
- Activate MERT using PA system giving exact location of emergency
- Confirm that MERT has responded
- Confirm that 911 has been called; call IMMEDIATELY if not
- Call Adolescent Health Center for assistance Mon, Wed, Thurs (extension 3645)
- Assign staff member to direct EMS to scene if MERT has not already done this
- Utilize auxiliary staff for crowd control and direct others away from the scene

- Notify staff of the nature of the emergency
 - Consider delaying recess, dismissal, other student movement to allow for MERT and EMS to deal with the emergency and to allow for communication with administration regarding the emergency
- Coordinate people to cover duties for MERT responders
- Copy the patient's emergency information for EMS from CA60 and/or emergency card
- Notify the patient's emergency contact
- Notify staff when to return to normal schedule/movement after communicating with MERT

Building Information

School Address: 18 S. Main Street, Custer

School Phone Number: 231.757.3733

AED Locations: Middle School/HighSchool - AED is located in the **lobby of the gym**

Elementary School - AED is located in the **lobby of the cafeteria/ multi-purpose room/little gym**

Location of Additional Medical Supplies(Elementary building)

EPI Pen - elementary office in yellow box on wall

Narcan - elementary office in yellow box on wall

Inhaler(generic) - elementary office in yellow box on wall

MERT bag - red backpack located under the counter in the elementary office

Emergency bag - inside the ball closet in the cafeteria/ multipurpose room/little gym

Location of Additional Medical Supplies(Middle/high school building)

EPI Pen - in the medicine cabinet which is on the wall behind the clock wall in the MS/HS office

Narcan - in the medicine cabinet which is on the wall behind the clock wall in the MS/HS office

Inhaler(generic) - in the medicine cabinet which is on the wall behind the clock wall in the MS/HS office

Emergency bag - on the floor near the medicine cabinet which is behind the clock wall in the MS/HS office

Emergency bags for Events

Practices - each MS/HS coach during each season will be assigned a bag that they will have at the practice venue, off campus game sites(baseball and softball) and also take on the bus to away sporting events. Bags will be stored in the secure room behind the benches during the off season.

Events - a bag will be located at the scorer's table during events in the gym. During track and cross country meets hosted by MCE, the bag should be in the track shed near the finish line. During home softball and baseball games, each coach should have their practice/away game bag with them at the field.

**It is the coach's responsibility to request supplies for the bag as needed. Please contact the AD's secretary with these requests.

IMPORTANT PHONE NUMBERS

EMS	911
Mason County Sheriff's Office	(231)843-3475
Superintendent Paul Shoup	(231)233-3720
Principal Mark Forner	(231)730-7945