

Building a Cardiac Emergency Response Team



A Cardiac Emergency Response Team is essential to becoming a Project ADAM Heart Safe School. Some schools/districts may call this group a Medical Emergency Response Team, and train members in additional medical emergency response skills.

Tips For Building Your Team

- Involve your administration and nurse, if your building has one, in the selection of your team.
- Choose staff/ individuals who are comfortable with serving on the team and who are willing to be trained in the necessary emergency response skills including CPR/AED training.
- Include a minimum of 10% of your staff or at least 5-6 individuals, whichever is greater.
- Enlist staff who are located throughout your site/ building. Examples of staff can include but are not limited to teachers, administration, custodial/grounds staff and coaches.
- Choose staff who are available throughout the hours your site/ building is occupied.
- Have all members annually review and analyze the plan and ensure they understand the role they play.
- Have all members of the team participate in drills to reinforce skills.

Team Roles

- **Site Champion** - Responsible for staff education on sudden cardiac arrest, creation and dissemination of the Cardiac Emergency Response Plan (CERP) to all staff, oversight of the AED equipment, and collaborating with the local Project ADAM Program Coordinator to ensure all criteria are met for designation and renewals.
- **First Responder** - The first response team member to find or respond to the victim initiates the plan. They also begin directing other response team members as they arrive to the scene.

Team Duties

- Call 911 and remain on the call until Emergency Medical Services (EMS) arrive.
- Report to the scene as quickly as possible after notified.
- Begin CPR.
- Bring the AED to the scene.
- Document all information for EMS arrival (or complete the Drill Checklist if conducting a practice drill).
- Send someone to meet EMS.
- Perform crowd control.
- Any other team members can assist with the CPR/AED rotation.

Drills allow time for team members to practice and get comfortable with various roles included in the response to a cardiac emergency. In a real emergency, it cannot be predicted which specific role a team member may play.